Office of the
State Fire Commissioner

Pennsylvania
State Fire Academy

Live Fire Suppression Policy No. 2006 – 02
Revised July 1, 2015
Table of Contents

Purpose and Scope ........................................................................................................................................... 3
Personnel Qualifications and Responsibilities .......................................................................................... 3
Personnel Protective Clothing and Equipment .......................................................................................... 7
Emergency Medical Services .................................................................................................................... 8
Hose Line and Water Supply Requirements ............................................................................................. 9
Fuel Materials ........................................................................................................................................... 10
Pre-Burn Plan Briefing ............................................................................................................................. 11
Smoke Produced by Live Fire ................................................................................................................... 12
Conducting a Structural Burn/Live Fire in Acquired Structure ............................................................. 12
Conducting a Structural Burn/Live Fire in Fixed Facility ...................................................................... 13
During All Live Fire Evolutions ............................................................................................................. 13
Specialty Props ......................................................................................................................................... 14
Exterior Live Fire and Live Smoke Drills ................................................................................................. 14
Live Fire Evidence Based Research (Acquired Structure) ..................................................................... 15
Weather ...................................................................................................................................................... 16
Medical Monitoring/Rehabilitation .......................................................................................................... 16
Post Training Activities ............................................................................................................................ 17
Enforcement ............................................................................................................................................. 17
Authority, Supersedes and Duration of Instructor Policy ........................................................................ 18

Appendix A – DEP Open Burning Exemption for Fire Fighting Instruction .................. 19
Appendix B – Request for Live Smoke Drill ......................................................................................... 22
Appendix C – Live Fire Check List ......................................................................................................... 24
Appendix D – PPE Inspection Checklist ............................................................................................... 26
Appendix E – Vehicle Fires and Fire Extinguisher Training ............................................................... 29
Appendix F – Rehabilitation and Student and Instructor Matrix ...................................................... 31
Appendix G – Rapid Intervention Team ............................................................................................... 37
Appendix H – Special Event Form ......................................................................................................... 39
I. PURPOSE

This policy is designed to create a safe instructional environment and minimum exposure to health and safety related hazards for all personnel engaged with Pennsylvania State Fire Academy (PSFA) sanctioned/authorized Live Fire Suppression Training. This policy meets or exceeds the National Fire Protection Association (NFPA 1403), Standard on Live Fire Training Evolutions, 2012 edition. Live fire training is the use of any open flame or device that produces heat and smoke in a building, structure, or other acquired prop(s).

II. SCOPE

This document details the procedures in setting up, preparing and running any inside or outside live fire training evolution(s) in which a student receives a certificate for a PSFA class. This includes any state accredited course that provides the students with a safe review on both interior and exterior operations and the opportunity to apply techniques used by firefighters in an actual (live) fire training environment.

A. This policy applies to all PSFA courses/seminars/drills utilizing live fire suppression training conducted at full or part-time fire training facilities, field courses for any fire local-level fire training conducted across the Commonwealth in which a course/seminar/drill certificate is issued or recognized by the PSFA.

1. Acquired Structure: A building or structure acquired by the Authority Having Jurisdiction from a property owner for the purpose of conducting state accredited live fire training (exterior or interior). The Department of Environmental Protection (DEP) must approve all live fire training in an acquired structure and only PSFA suppression instructors can conduct training that training.

2. Fixed Facility Training Structure: A structure built of conventional building materials; or structures built of containers specifically designated for conducting live fire training evolutions (Class A or Class B) on a repetitive basis.

3. Props: Equipment not normally designed for burning but are used for live fire, exterior training evolutions (i.e., automobile, dumpsters, flammable liquids/gases) and those fixtures portable or fixed that are designed for live fire training (gas props, etc.).

4. Live fire conditions include the use of smoke drills utilizing live fire to produce heat/smoke within acquired or fixed facility structures. This does not include artificially-generated smoke machines.

III. PERSONNEL QUALIFICATIONS AND RESPONSIBILITIES

The qualifications and responsibilities for personnel conducting the training evolution(s) are listed below. These qualifications were designed to insure that individuals with the appropriate training and experience are in charge of the training/drill ground. If live fire is
being used as part of the Interior Firefighter (ELIF) course, ALL Instructors of record must be Suppression Instructors. Reference Entry Level Fire Training Curriculum Policy 2005 – 01 (revised May 31, 2013). Only Suppression Instructors approved by the PSFA/Educational Training Agencies (ETAs) will direct and supervise the students involved in the live fire activities. Assignment rotations, rest and rehabilitation of instructors shall be provided.

A. Lead Instructor (Instructor in Charge) shall:

1. Be an accredited Pennsylvania State Fire Academy (PSFA) Suppression Instructor approved as Lead Instructor by the PSFA Field Supervisor/ETA to conduct live fire training such as a Structural Burn Session (SBS), etc.

2. Be responsible for insuring a productive, safe learning environment under both realistic and controlled circumstances during live fire evolutions, and for full compliance with these guidelines. He/she shall also be responsible to select Assistant Instructors in accordance with Section III, item B, C, D or E, and F of this document and shall utilize a nationally recognized Incident Command System (ICS).

3. Be responsible for making the decision to ignite the training fire in coordination with the Safety Officer.

4. Ensure all instructors takes a personal accountability report (PAR) when entering and exiting during an actual attack evolution and all students are assigned students are monitored and supervised during live fire training evolutions.

5. Provide for rest and rehabilitation of all participants of the training session, which includes any medical evaluation, treatment, fluid replenishment and relief from climatic conditions.

B. Assistant Instructors shall:

1. Be an accredited Pennsylvania State Fire Academy (PSFA) Suppression Instructor. All live fire training in acquired structures/fixed facilities under this policy (i.e., Structural Burn Sessions) require two (2) assistant instructors.

2. Be chosen by the Lead Instructor, subject to the approval of the PSFA Field Supervisor/ETA.

3. Be responsible to rotate through duty assignments and perform all functions assigned to him/her by the Lead Instructor that include:

   a. Include one instructor to each functional crew; i.e.: attack, backup, search, each of which shall not exceed five students.
b. Ensure all required protective clothing and equipment is being worn appropriately, by all participants

c. Monitor and supervise all assigned students during live fire training evolutions and perform a personal accountability report (PAR) when entering and exiting a structure.

d. Make sure that at no time any individual is unsupervised in the burn room area.

C. Safety Officer(s) shall be:

1. An accredited Pennsylvania State Fire Academy (PSFA) Suppression Instructor chosen by Lead Instructor and approved by the PSFA Field Supervisor/ETA.

2. Responsible to ensure that the Lead Instructor has complied with all requirements of this policy.

3. Accountable to the PSFA Field Supervisor for exercising his/her authority to intervene in any aspect of an evolution to stop a potential accident or dangerous situation whenever an unsafe situation arises.

4. Observant and record all unsafe acts, and/or conditions on the drill ground including if the conditions are:
   a. Minor in nature, he/she shall inform the Lead Instructor to correct them.
   b. Serious in nature, he/she may use their discretionary power to stop a drill from continuing, with proper notification to the Lead Instructor.

5. Responsible for an inspection of the structure to ensure that no unauthorized persons, animals or objects are in the building immediately prior to ignition

6. Vigilant that at no time any individual is unsupervised in the burn room area.

7. Responsible to provide for the safety of all persons on the scene (including instructors, students, and bystanders) from incidents likely to cause personal injury, and/or equipment damage.

8. Verifies instructor personal accountability report (PAR) when entering and exiting during an actual live fire attack evolution.

9. Monitoring the weather for a potential menace. If it does, he/she will have the authority to cancel the drill in accordance with Section VII.
**D. Fire Control (Ignition) Instructor (Acquired Structure and Class A Fixed Facility) shall be:**

1. An accredited Pennsylvania State Fire Academy (PSFA) Suppression Instructor chosen by the Lead Instructor and approved by the PSFA Field Supervisor/ETA.

2. Present on a minimum two person Fire Control Team to ignite all initial fires on any level of the structure.
   - a. One member of the Fire Control Team (not a student or safety officer) shall assist to ignite, maintain and control the type and amount of materials being burned and adding all materials to the fire sets.
   - b. The other member shall be in the area to observe the other team member and recognize report and respond to any adverse conditions.

3. One member of the two-person Fire Control Team must include an instructor of record (i.e., Fire Control, Lead, Assistant, or Safety Officer).

4. In full protective clothing, including self-contained breathing apparatus (SCBA) when performing this control function.

5. Have access to a charged hose line when the Fire Control Team is igniting or tending to any fire.

6. In direct communication with the Safety Officer and under the coordination of the Lead Instructor in order to ignite initial fires.

7. Employed/authorized by the management of the fixed facility and follow their written policies. If an acquired structure; the other member of the Fire Control Team must be a certified Firefighter II.

8. Assignment rotations, rest and rehabilitation of Fire Control Teams shall be provided to prevent overheating, thermal saturation, dehydration and fatigue.

**E. Fire Control (Ignition) Instructor (Fixed Facility - Gas Fueled Props) shall be:**

1. Authorized/employed by the management of the fixed facility to operate the facility per their written policies (suggested Suppression Instructor level).
   - a. The training system shall be operated prior to exposing students to live flames to ensure its proper operation.

2. Under direct supervision of the Safety Officer and under the coordination of the Lead Instructor to ensure fires are not ignited without an instructor visually confirming that the flame area is clear of personnel being trained.
3. Responsible for controlling the fuel and igniting all fires per fixed facility written policies.

4. Provide an assignment rotation, rest and rehabilitation.

F. Rapid Intervention Team (RIT) Officer shall be:

1. An accredited Pennsylvania State Fire Academy (PSFA) Suppression Instructor chosen by the Lead Instructor and approved by the PSFA Field Supervisor/ETA.

2. In charge of a team of no less than four (4) individuals, two (2) of which shall staff the Safety/Backup line and two (2) to serve as the RIT. Students MAY be utilized for RIT Team function. Duties and minimum equipment for RIT is found in Appendix G.

G. Support Personnel shall:

1. Include but not be limited to; apparatus operators, rehab, traffic control and EMS standby. They shall not be a student nor counted as an Instructor.

2. Be trained and competent in their duties as assigned.

3. Wear PPE appropriate for their duties.

IV. PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

A. Personal Protective Clothing (PPC) - Prior to participating in any activity, Instructors will inspect and document all (student, instructors, safety officers, fire control team,) PPC/gear used for suppression (live fire) training/classes to determine if the gear is in a serviceable and safe condition.

B. The instructor(s) shall sign the “PA SFA Personal Protective Equipment Inspection Checklist” (Appendix D) that attests each firefighting ensemble was inspected before any live fire training/class. Any gear that is contaminated, defective or damaged shall not be permitted for structural or live fire training.

C. Each participant shall be equipped with full Personal Protective Clothing (PPC) which shall meet the requirements of NFPA 1971, Standard on Protective Ensemble for Structural Fire Fighting, (when purchased), to include:

1. Turnout coat and protective trousers,
2. Firefighting boots,
3. Firefighting gloves,
4. Protective hood
5. Helmet
6. Eye Protection

E. All participants shall be inspected by the Safety Officer and Instructors prior to entry into any live fire training evolution to ensure that the protective clothing, SCBA, and a personal alert safety system (PASS) device are being properly worn and are in serviceable condition.

F. In addition to the inspection of protective clothing, ALL personnel shall wear a long sleeve shirt and long pants or long sleeve coveralls under their protective clothing while participating in live structural burn activities.

G. All students, instructors, safety personnel and other personnel shall properly wear the protective clothing and equipment necessary whenever they are involved in an evolution.

H. All students, instructors, safety personnel and other personnel participating in live fire training evolution shall breathe from an SCBA air supply whenever one or more of the following conditions exist:

1. Operating in an atmosphere that is either suspected, may become or is oxygen deficient, or may become, suspected or is contaminated by products of combustion, or both.
2. Operating below ground level.

I. All personnel using SCBA will follow the current PSFA Facial Hair/SCBA Use Policy dated May 6, 2013.

J. A method of communications shall be established to enable two-way communications between all of the instructional staff, the interior and exterior activities and external requests for assistance.

V. EMERGENCY MEDICAL SERVICES (EMS)

A. The personnel staffing the Basic Life Support (BLS) EMS function will NOT be permitted to participate in the training. BLS functions shall be located near the operations area, and all personnel involved in the training must be aware of its location.

B. **Acquired Structure Live Fire Training:** BLS EMS with transport capabilities shall be available on site to handle injuries.
C. **Fixed Facility Interior Live Fire Training:** Basic Life Support (BLS) emergency medical services shall be available on site to handle injuries.

D. Medical Monitoring/Rehab will be established with all live fire evolutions and the BLS/ALS personnel who will:

1. Determine base line vitals for all personnel/instructors participating in live fire evolutions.

2. Monitor the mental capacity, vital signs, and general well-being of all students and instructors as they report to rehab.

3. Provide hydration, nourishment and supplemental interventions for recovery. Water is the fluid of choice for re-hydration.

4. Decide when students and instructors may return to duty.

5. Notify the Safety Officer when a patient needs transported.

6. Ensure medical equipment is readily available to treat injured personnel.

VI. HOSE LINE AND WATER SUPPLY REQUIREMENTS

A. **Attack Lines** are those hose lines used to actively suppress fire.

B. **Backup Lines** shall be provided to ensure protection for personnel on training attack lines.

   1. The number and size of attack and backup lines used is at the discretion of the Lead Instructor and Safety Officer.

   2. All attack or back-up line(s) will be capable of delivering a minimum of 95 gpm each.

   3. There shall be one instructor with each hose line being actively used inside a structure during the training, regardless of the number of students.

C. There shall be room provided around all props so that there is space for all attack line(s) as well as backup line(s) to operate freely.

D. **RIT (safety) Line** is always charged and available for the RIT Team.

   1. RIT line is staged outside the structure or burn area, but at the ready in case of emergency and only used if there is a perceived emergency in the structure.

   2. The line shall be a length adequate to access and attack a fire anywhere in the structure or intended burn area.
E. Water Supply:

1. The water supply for a live fire training evolution shall be assessed based on the extent of the evolutions, size and type of structure and contents to be involved, method of attack to be employed, protection of exposures, and reserves for potential unexpected problems.

2. The minimum water supply and delivery rates for the live fire training evolutions shall meet the criteria established in NFPA 1142, *Standard on Water Supplies for Suburban and Rural Fire Fighting*, published by the National Fire Protection Association (NFPA).

3. A minimum reserve water supply of at least 50 percent of the total fire load demand shall be available to handle exposure protection or unforeseen situations for Acquired Structure live fire training.

   a. Fixed Facility (Gas Fueled or Class A Structures) are exempt from minimum reserve water supply requirement above.

4. Separate water sources shall be utilized for the attack lines and Backup (Safety)/RIT lines to preclude the loss of both water sources at the same time. This may be a second pumper either using its water tank as a source, a draft from a natural water source or a hydrant from a different supply source.

   a. Exception: A single source shall be sufficient at a training center facility where the water system has been engineered to provide adequate volume for the evolutions conducted and a backup power source or backup pumps, or both, are in place to ensure an uninterrupted supply in the event of a power failure or malfunction.

VII. FUEL MATERIALS

A. Acquired Structure or Class A fixed facility structural live fire training evolution:

1. No flammable/combustible liquids shall be used during any live fire training evolutions in these structures.

2. Only Class “A” materials will be used during structural live fire training evolution. Pressure treated wood, rubber, plastic, polyurethane foam, upholstered furniture and chemically treated or pesticide-treated straw or hay shall not be used.

3. Class A materials should not be used in structures designed with props designed and engineered to use propane or natural gas for live fire training.
4. The fuels that are utilized in live five training evolutions shall have known burning characteristics of such a nature to be controllable as possible. Acceptable fuels include:
   a. Pine excelsior
   b. Wooden pallets
   c. Straw or hay
   d. And other wood-based products

5. Unidentified materials, such as debris/furniture found in or around the structure, which may burn in unanticipated ways, react violently, or create environmental/health hazards, shall not be used.

6. Fuel materials shall be used only in the amounts necessary to create the desired fire size. Fires will not be of a size that is uncontrollable as to limit conditions that could cause uncontrolled flashover or backdraft.
   a. No more than four (4) pallets of average size or comparable amount of Class A materials shall be used per fire.

7. The Lead Instructor and the Safety Officer shall assess an acquired structure and identify factors that affect the growth, development and spread of fire.

8. The management of a fixed facility should develop a burn sequence matrix chart specific to each burn area that includes maximum fuel loading per evolution and the maximum number of sequential live fire evolutions that can be conducted per day in each burn room before the room is allowed to cool.
   a. The quantities of materials to be used will be reviewed with the instructional staff prior to the start of the drill.

B. Fuel-fired buildings and props (propane, natural gas) are only used in live fire training structures specifically designed for their use.

VIII. PRE-BURN PLAN BRIEFING

A. A pre-burn plan shall be prepared, indicating all features of the training areas and reviewed during briefing sessions.

B. Instructor’s and Student’s Briefing will be held prior to the live fire evolutions and all assignments and Rotation Matrices (See Appendix I) for all participants will be provided, reviewed and discussed.

C. All instructors and students will complete a walkthrough of the structure to confirm they understand the expected procedures to be performed during the evolutions and to be familiar with the layout, location of the exits and safety lines.
D. An operations area (hazard) perimeter will be established in the immediate area around the structure. No civilians or any other persons not members of the class, wearing appropriate protective clothing will be allowed to enter the operations area.

E. For acquired structures, the operations area will be determined based on 1.5 times the building height and will be measured outward from the base of the structure and instituted/enforced by the Safety Officer.

F. Establish a recognized emergency "evacuation" signal that is understood by all participants and a pre-determined location for a PAR check/roll call in the event an evacuation of the structure is signaled.

G. Prior to conducting any live fire training, all participants shall have knowledge of and the familiarity with the prop or props being used for the evolution.

IX. SMOKE PRODUCED BY LIVE FIRE

A. Property adjacent to the training site that could be affected by smoke from the live fire training evolutions shall be identified and the persons in charge of these properties notified of the date and time of the evolutions.

B. Streets or highways near the training site shall be surveyed for potential effects from the live fire training evolutions. Safeguards shall be taken to eliminate possible hazards to motorists.

C. If deemed necessary, the Department of Transportation (DOT), Special Event Form will be completed and submitted to the appropriate DOT office (Appendix H).

X. CONDUCTING A STRUCTURAL BURN/LIVE FIRE IN ACQUIRED STRUCTURE

A. The Lead Instructor and Safety Officer will inspect the structure to determine if live fire evolutions can be safely conducted and it is suitable for the training.

B. Prior to training, the Lead Instructor shall obtain in writing:
   1. A letter from the property owner, confirming ownership of the property, that a clear title (deed) exists,
   2. Insurance has been cancelled,
   3. Utilities have been disconnected and services adjacent shall be removed or protected.
   4. Approval has been granted for fire training evolutions,
   5. Release of liability for all personnel and all agencies involved from any claim for loss resulting from the training activities,
   6. The condition of the acquired structure at the conclusion of the training (i.e., demolished by fire training),
7. The method of returning the property to the owner and acknowledged by the owner of the structure.

C. Any permit(s) required by the municipality in which the drill(s) are being conducted shall be applied for and received.

D. The Lead Instructor is responsible to submit to the PSFA Field Supervisor responsible for the county where the live training is being conducted the:

1. Application for Open Burning Exception for Firefighting Instruction (Appendix A) and a copy of the Asbestos Abatement and Demolition/Renovation Notification Form (DEP Form 2700-FM-AQ0021).

2. Request for Live Fire Smoke Drill (Appendix B)
   a. These forms must be submitted forty-five (45) days before the anticipated live fire exercise.
   b. A copy of these approved forms must be present on the drill ground during live fire training evolutions.

E. The PSFA Field Supervisor shall answer the Lead Instructor's request in writing at least ten (10) days prior to the training. This letter will contain the approval/disapproval of the requested training and the approval/disapproval of requested instructors.

F. After inspecting the structure, the Lead Instructor shall fill out the Live Fire Checklist (Appendix C) as each step occurs and it must be present at the training site.

G. Only one fire at a time shall be permitted within an acquired structure.

H. Participants shall be made aware of exits from the acquired structure before each live fire training exercise. No fires shall be located in any designated exit paths.

XI. CONDUCTING A STRUCTURAL BURN/LIVE FIRE IN FIXED FACILITY

A. The Lead Instructor is responsible to submit to the PSFA Field Supervisor responsible for the county where the live training is being conducted the:

1. Request for Live Fire Smoke Drill (Appendix B)
   a. This form must be submitted forty-five (45) days before the anticipated drill.
   b. A copy of this approved form must be present on the drill ground during live fire training evolutions.

B. The PSFA Field Supervisor shall answer the Lead Instructor's request in writing at least ten (10) days prior to the training. This letter will contain the approval/disapproval of the requested training and the approval/disapproval of the requested instructors.
C. The Lead Instructor is responsible to notify all personnel (i.e., Assistant Instructors, Safety Officer, Ignition Officer, RIT Officer, Students) of the date, the time and location of where to report.

D. The Lead Instructor is responsible to ensure the facility has all necessary equipment needed for the burn (i.e. hand tools, SCBA, fire apparatus, etc.).

E. There will be one instructor for each five students actively participating in the training. Students on break do not need to have an instructor assigned to them.

F. More than one fire is permitted within a fixed facility as identified on the burn sequence matrix chart developed for the training session.

XII. DURING ALL LIVE FIRE EVOLUTIONS

A. No person(s) shall play the role of a victim inside the structure during a live fire training evolution. Manikins can be used to simulate victim(s) and the location of the manikin shall not be required to be disclosed, provided that the possibility of victims is discussed in the pre-burn briefing.

B. Approved state firefighting practices and procedures will be followed at all times.

C. This policy is a minimum standard and can be exceeded by the PA State Fire Academy and Fixed Site Policies for all live fire training evolutions.

D. A personnel accountability system shall be established for all participants (instructors and students) which will allow the lead instructor or other staff to, at any given point during the evolution, determine the name and approximate location (i.e. interior, exterior, Rehab, etc.) of each participant.

XIII. ACQUIRED AND SPECIALTY PROPS (Vehicles, Fire Extinguishers, Flammable Liquids/Gases):

A. Instructors and the Safety Officer who are responsible for conducting live fire evolutions with a gas-fueled training system or with other specialty props shall be trained in the complete operation of the system and the props.

B. All props that use pressure to move fuel to the fire shall be equipped with remote fuel shutoffs outside of the hazard area but within sight of the prop and the entire field of attack for the prop.

C. During the time the prop is in use, the remote shutoff shall be continuously attended by safety personnel who are trained in this operation and who have direct communications with the Safety Officer and instructors.
D. Where flammable or combustible liquids are used, measures shall be taken to prevent runoff from contaminating the surrounding area.

E. Vehicles used as props for live fire training shall have all fluid reservoirs, tanks, shock absorbers, drive shafts, and other gas-filled closed containers removed, vented or drained prior to any ignition.

F. Any course utilizing “Live Fire” in a vehicle shall adhere to other Commonwealth Agency regulations i.e.: Crimes Code Title 18 regarding destruction of vehicles as well as DEP regulations for open burning. See Appendix E for more information.

G. Any course utilizing live fire for fire extinguisher training shall adhere to DEP regulations for open burning and contact their DEP Air Quality Program Office at least 10 business days before the training, no written notice required. See Appendix E for more information.

H. Fire Extinguisher props that don’t use flammable gases (i.e., propane) can only use a combustible liquid with a flash point above 100 degrees F. The prop must be specifically engineered to accommodate a defined quantity of the fuel.

XIV. EXTERIOR LIVE FIRE AND/OR LIVE SMOKE DRILLS (excluding fire extinguishers):

A. Any course utilizing exterior “Live Fire” evolutions or “Live Smoke” shall require a minimum of three (3) Suppression Instructors (Instructor, Safety, Fire Ignition) approved by the State Fire Academy Field Supervisor/ETA.

B. The Lead Instructor shall utilize the same request form used for “Live Fire” training courses.

1. Application for Open Burning Exception for Firefighting Instruction (Appendix A).

2. Request for Live Fire Smoke Drill (Appendix B)

C. Exterior “Live Fire” evolutions include any unconfined open flame or device that can propagate fire to a building, structure, or other combustible materials.

D. Fire Control Instructor must be present on a minimum two person Fire Control Team to ignite the initial fire within the structure.

E. For Exterior “Live Fire” evolutions, once the initial fire is set, no interior fire suppression training or entry into the structure is authorized; only exterior suppression operations will be approved.

1. All participants in the operations area must be in SCBA.
2. A charged backup hose line will be available whenever live fire is used.

3. “Live Smoke” shall be defined as; smoke generated from within the structure by use of combustion of any materials to cause smoke to be generated.

4. During “Live Smoke” evolutions, a staffed charged hose line shall be available whenever live smoke is in the drill building.
   
a. Artificially generated smoke shall not require the use of charged hose lines.

XV. LIVE FIRE EVIDENCE BASED RESEARCH (ACQUIRED STRUCTURE)

A. The PSFA Administrator can approve use of an Acquired Structure for the purposes of conducting evidence based live fire research utilizing testing full-scale live fire experiments to document fire dynamics, fire suppression, ventilation or other fire service related topics deemed applicable and approved by the State Fire Academy.

B. Any testing must be with a nationally recognized entity such as Underwriter Laboratory (UL) Firefighter Safety Research Center, National Institute of Standards and Technology (NIST), Bureau of Alcohol, Tobacco and Firearms (BATF) or other academic institution.

C. This policy also allows for the use of live fire for the purposes recreating live fire/arson investigations in conjunction with a recognized Commonwealth law enforcement agency (i.e., PSP Fire Marshal’s or local fire investigators).

D. All live fire evolutions under this section shall require a minimum of three (3) Suppression Instructors (Instructor, Safety, Fire Ignition) approved by the State Fire Academy Field Supervisor.

E. The State Fire Academy shall utilize the same request forms used for “Live Fire” training courses.

   1. Application for Open Burning Exception for Firefighting Instruction (Appendix A).

   2. Request for Live Fire Smoke Drill (Appendix B)

F. Fire Control Instructor must be present on a minimum two person Fire Control Team to ignite the fire within the structure.

G. The purpose of Research/Investigation “Live Fire” evolutions is to collect scientific research/evidence. Once the initial fire is set, no interior fire suppression training is authorized. Fires are extinguished under the control of the suppression instructors working with local fire companies/departments.

   1. All participants in the operations area must be in SCBA.
2. A charged backup hose line will be available whenever live fire is used.

XVI. WEATHER

A. The lead instructor will gather the weather forecast for inclusion in the morning briefings with all personnel.

B. The lead instructor will continually monitor weather conditions for any extreme weather changes that may result in additional stressors (i.e. changes in humidity levels, temperatures, etc.) or other conditions (high wind, lighting, etc.) that may cause bodily harm.

C. The training session shall be curtailed, postponed or cancelled, as necessary to reduce the risk of injury or illness caused by extreme weather conditions.

XVII. MEDICAL MONITORING/REHABILITATION:

A. Brief all instructors and students on the signs and symptoms of heat or cold related disorders and monitor students and instructors for related disorders.

B. In the event that a student exhibits signs of a heat or cold related disorder, the instructor will direct the student to EMS. In the event that an instructor exhibits signs of a heat cold related disorder, the Lead Instructor and/or designee in consultation with the Safety Officer shall direct the instructor to EMS for evaluation.

C. A refusal of any participant to report to EMS will result in immediate removal from the program. Encourage all participants to report any signs and symptoms that affect not only them but also anyone who is involved in the live fire training exercise.

D. Rehabilitation requirements located in Appendix F.

XVIII. POST TRAINING ACTIVITIES

A. The lead instructor will insure that incident reports are completed for all individuals that exhibited signs or symptoms of heat or cold disorders.

B. Conduct a post incident review with instructors/students. This review should include:
   1. The need to continue hydrating and the use of alcohol should be avoided.
   2. Evaluate the group’s performance.
   3. Reinforce the training that was covered.
   4. Complete all required paperwork as required by sponsoring agency, ETA, etc.
XIX. ENFORCEMENT

A. Failure to adhere to any or all of this policy may result in discipline up to and including suspension or revocation of Instructor credentials.

XX. DELEGATION OF PROGRAM MANAGEMENT

A. The Pennsylvania State Fire Commissioner delegates ongoing management and implementation of this policy to authorized staff of the program involved unless or until withdrawn. Specific responsibilities are placed upon the PA State Fire Academy Administrator, the Fire Academy Assistant Administrator, the Fire Education Specialists and the staff of the PA State Fire Academy.

XXI. AUTHORITY

A. Title 35 Health and Safety as amended.

XXII. SUPERSEDES

This Office of the State Fire Commissioner SBS Policy #2006 - 02 revision dated July 1, 2015 supersedes and rescinds any and all other policies related to Live Fire Training of the Office of the State Fire Commissioner.

XXIII. DURATION OF INSTRUCTOR POLICY

This Live Fire Training Policy shall remain in effect until superseded or suspended.

XXIV. EFFECTIVE DATE

Original June 1, 2006
Revised May 14, 2008
Revised May 30, 2013
Revised July 1, 2015

George M. Stapleton,
Administrator, Pennsylvania State Fire Academy
Office of the State Fire Commissioner
Appendix A

Application for Opening Burning Exception for Fire Fighting Instruction with Instructions
APPLICATION FOR OPEN BURNING EXCEPTION FOR FIRE FIGHTING INSTRUCTION

Please see the attached instructions for completing, submitting, and processing the Application for Open Burning Exception for Fire Fighting Instruction for assistance in filling out this form. You may either mail or fax the Application to the appropriate office. Always confirm receipt of faxes.

1. Name of Applicant (Print): ___________________________ Phone No: ___________________________
   Applicant’s Signature: ___________________________ Title: ___________________________
   Representing: _____________________________________ (Name of Training School, VFD, etc.)
   Mailing Address: ___________________________ Zip Code: ___________________________

2. Name of other participating parties: ______________________________________________________
   ____________________________________________________________

3. Name of person in charge: ___________________________ Phone No: ___________________________
   Mailing address: ___________________________ Zip code: ___________________________

4. a. Street address and town of site: ______________________________________________________
   b. Directions to site (from nearest major crossroads): ____________________________________
   c. Date(s) and time(s) of accredited training: _____________________________________________
   d. Type of structure to be burned: ☐ Commercial ☐ Industrial ☐ Institutional/Residential ☐ Public
      ☐ Vehicle ☐ Other
      If other, please describe: ___________________________________________________________
   e. The distance from proposed burning site to nearest neighboring structure is ___________ feet.
      Nearest structure is: ☐ Residential ☐ Commercial ☐ Industrial ☐ Institutional ☐ Public
   f. The name of and distance to nearest stream or body of water: ________________________________
   g. Name of owner of structure/burn site: ___________________________ Phone No: _____________
      Mailing address of owner: ___________________________ Zip code: ___________________________
      Owner’s signature: ___________________________ Date: ___________________________

5. A completed, original, signed Asbestos Abatement and Demolition/Renovation Notification Form (DEP Form 2700-FM-AQ0021) must be submitted to DEP, with a copy to the U.S. EPA, for each and every acquired structure (including residential structures) to be used in the fire fighting training a minimum of ten working days prior to the scheduled date of the fire fighting training. However, to insure timely processing of the Application for Open Burning Exception for Fire Fighting Instruction and to avoid a possible delay in the scheduled training, the Department recommends that the Asbestos Abatement and Demolition/Renovation Notification Form be submitted to DEP at the same time as the Application for Open Burning Exception for Fire Fighting Instruction is submitted to the PSFA Field Supervisor. Please print or type the words “Fire Fighting Training” in box 1 of the Asbestos Abatement and Demolition/Renovation Notification Form to assist in proper processing of the form. A certified building inspector trained in asbestos inspection must inspect the structure.

Revised July 1, 2015
5. a. Has a completed, original, signed Asbestos Abatement and Demolition/Renovation Notification Form been submitted to DEP, with a copy to the U.S. EPA? □ Yes □ No If yes, Date Submitted: ____________________

b. If an Asbestos Abatement and Demolition/Renovation Notification Form for the acquired structure has not been submitted, submit the completed, original, signed Asbestos Abatement Form to DEP and the copy to U.S. EPA at these addresses:

<table>
<thead>
<tr>
<th>DEP Regular Mail</th>
<th>DEP Overnight/Express Mail/Hand Delivery</th>
<th>U.S. EPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asbestos Notification</td>
<td>Asbestos Notification</td>
<td>Asbestos NESHAP Coordinator (3WC32)</td>
</tr>
<tr>
<td>DEP Bureau of Air Quality</td>
<td>DEP Bureau of Air Quality</td>
<td>U.S. EPA Region III</td>
</tr>
<tr>
<td>PO Box 8468</td>
<td>400 Market Street – 12th</td>
<td>1650 Arch Street</td>
</tr>
<tr>
<td>Harrisburg, PA 17105-8468</td>
<td>Harrisburg, PA 17101</td>
<td>Philadelphia, PA 19103-2029</td>
</tr>
</tbody>
</table>

c. A written statement signed by the owner or operator of the structure that identifies the asbestos-containing material (or lack thereof) and guarantees its removal and proper disposal must be attached to this form. All asbestos containing material must be removed and properly disposed of prior to fire training.

6. This fire fighting training activity must be either part of the PSFA local level training program, or if not a PSFA course, accepted by the PSFA.

a. Responsible Fire Chief's signature: ___________________________ Date: ____________________

b. Name of Lead Instructor or Trainer (Print): _____________________ Telephone No.: ______________
   Lead instructor's organization or affiliation: __________________________

c. Local/state police notified? □ Yes □ No Neighbors notified? □ Yes □ No
   911 Center notified? □ Yes □ No Utilities notified? □ Yes □ No

d. Note all combustible materials and quantities to be used during the training. List the number of fires to be set using each type of combustible for each fire fighting training exercise:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

e. Specific type of training to be conducted (or PSFA Course Title) and justification for training:

____________________________________________________________________________________

When the fire fighting instruction is concluded, all fires must be completely extinguished. It shall be the building owner's responsibility to properly demolish and dispose of the remains. This open burning exception is valid only for the dates specified on the application.

FOR OSFC USE ONLY

□ Approved □ Disapproved

PA State Fire Academy Representative Signature: __________________________ Date: ______________

The open burning exception is not valid without approval by the DEP. See 25 Pa. Code §129.14(c)(2).

FOR DEP USE ONLY

□ Approved □ Disapproved

Reviewed by: __________________________ Date: ______________

Failure to submit an Application for Open Burning Exception for Fire Fighting Instruction may result in enforcement action including the assessment of civil penalties.
Appendix B

Request for Live Fire/Smoke Drill
SUBJECT: Request to State Fire Academy for Live Fire/Smoke Drill/Training

TO: __________________________, Field Supervisor

FROM: __________________________, Local Level Instructor

DATE: __________________________

I request permission to conduct a LIVE FIRE TRAINING/LIVE SMOKE (Not SBS) drill at
____________________________________________________________________
on
(location) (county)

________________________ at ________________ until _____________________.
(date) (starting time) (approximate end time)

I request to have the following Suppression Level Instructors assigned as:

NAME POSITION
(USE ADDITIONAL PAPER IF NECESSARY)

_________________________________ Lead Instructor

_________________________________ Safety Officer

_________________________________ RIT Officer

_________________________________ Ignition Officer

_________________________________ Asst. Instructor

_________________________________ Asst. Instructor

_________________________________ Asst. Instructor

There will be approximately __________ students at the drill. We are planning on using
________ hose lines.

Educational Training Agency _____________________________________________

Lead Instructor Signature _____________________________________________
Appendix C

Live Fire Check List
Live Fire Check List

I. SITE INSPECTION
   A. Building is structurally stable
   B. Utilities Disconnected
   C. Exposures will be in no danger
   D. Water supply will be adequate
   E. Effects of smoke on surrounding area
   F. Floor plan is sketched for briefings

II. PRIOR TO BURN
   A. Site inspection completed
   B. Owner/Occupant release signed and notarized
   C. Municipal Burning Permit/DEP approval
   D. Authorization from State Fire Academy Field Supervisor

III. SELECTION OF INSTRUCTORS
   A. Assistant Instructors/Safety Officer appointed

IV. NOTIFICATIONS
   A. Dispatcher
   B. Police (if necessary)
   C. Students
   D. Instructors
   E. Safety Officer

V. BRIEFINGS
   A. Instructors
   B. Students

VI. DRILL PREPARATION
   A. Hose lines (Attack, Backup, Safety)
   B. Danger Zone marked
   C. Ambulance and Apparatus placed
   D. P.P.E. Inspection list completed (Appendix D)
   E. Personnel accountability system in place

Lead Instructor: ____________________________ Date: ______________
                Signature and Print

Safety Officer: ____________________________ Date: ______________
               Signature and Print
Appendix D

Personal Protective Equipment Inspection Checklist
Pennsylvania State Fire Academy
Personal Protective Equipment Inspection Checklist

This equipment is assigned to: ______________________  Inspection Date: ______________________

Instructions:
1. This checklist shall be used for a structural fire fighting ensemble only.
2. Soiled or contaminated gear shall be cleaned prior to inspection.
3. Use universal precautions during the inspection process.
4. Any item identified in **italics** and marked **yes (Y)** will require further inspection by either a trained individual or an Independent Service Provider (ISP).
5. The following inspection elements should not be considered all inclusive. In the event that you find something that requires further inspection, do not hesitate to have it evaluated further.
6. This inspection should in no way be interpreted as complying with the Advanced Inspection requirements established by NFPA 1851 Selection, Care, and Maintenance of Structural Fire Fighting Protective Ensemble 2007 Edition.
7. Place an X in the appropriate box.

<table>
<thead>
<tr>
<th>HELMET</th>
<th>Serial Number: ______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>P F</td>
<td>P F</td>
</tr>
<tr>
<td>Evaluation for fit</td>
<td>Suspension System</td>
</tr>
<tr>
<td>Soiling</td>
<td>Damaged or missing reflective trim</td>
</tr>
<tr>
<td>Damage to shell: Cracks, dents, abrasions</td>
<td>N Y</td>
</tr>
<tr>
<td>Damage to liner: rips, tears, or thermal damage</td>
<td>Visible damage to impact cap?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EYE PROTECTION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>P F</td>
<td>N Y</td>
</tr>
<tr>
<td>Damaged or missing components to face-shield or goggle system</td>
<td>The face shield or goggle system does not function as designed?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOOD</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>P F</td>
<td>P F</td>
</tr>
<tr>
<td>Evaluation for fit</td>
<td>Rips, tears, cuts, or thermal damage</td>
</tr>
<tr>
<td>Soiling</td>
<td>Is the seam integrity compromised?</td>
</tr>
<tr>
<td>Contamination from hazardous materials or biological agents</td>
<td>The elastic does not rebound?</td>
</tr>
<tr>
<td>Loss of face opening adjustments / shrinkage</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOOTWEAR</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>P F</td>
<td>P F</td>
</tr>
<tr>
<td>Evaluation for fit</td>
<td>Damaged or deformed safety toe, mid-sole and shank</td>
</tr>
<tr>
<td>Soiling</td>
<td>Is seam integrity or liner compromised?</td>
</tr>
<tr>
<td>Contamination from hazardous materials or biological agents</td>
<td>Is the sole or heel excessively worn?</td>
</tr>
<tr>
<td>Rips, tears, and thermal damage</td>
<td>The closure system does not function properly?</td>
</tr>
<tr>
<td>Loss of water resistance</td>
<td></td>
</tr>
<tr>
<td>Closure Systems Damage</td>
<td>Is the liner showing excessive wear?</td>
</tr>
</tbody>
</table>
### COAT

<table>
<thead>
<tr>
<th>Item</th>
<th>P</th>
<th>F</th>
<th>N</th>
<th>Y</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coat overlaps trousers by at least 2”</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soiling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contamination from hazardous materials or biological agents</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rips, tears, and cuts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Damaged or missing hardware</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thermal damage such as charring, burn holes, or melting in any layers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Damaged or missing reflective trim</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is seam integrity compromised?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does any part of the outer shell feel brittle?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the moisture barrier compromised (rips, discoloration, or thermal damage)?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is label missing or illegible?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are wristlets not functioning properly?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has any part of the liner shifted or appear thin when compared with surrounding material?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Velcro is not holding as it should?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The liner system does not appear to securely attach to the outer shell?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closures do not appear to function correctly?</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### PANTS / TROUSERS

<table>
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<tr>
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<th>P</th>
<th>F</th>
<th>N</th>
<th>Y</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soiling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contamination from hazardous materials or biological agents</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rips, tears, and cuts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Damaged or missing hardware</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thermal damage such as charring, burn holes, or melting in any layers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Damaged or missing reflective trim</td>
<td>N</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is seam integrity compromised?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does any part of the outer shell feel brittle?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the moisture barrier compromised (rips, discoloration, or thermal damage)?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is label missing or illegible?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are anklets not functioning properly?</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Has any part of the liner shifted or appear thin when compared with surrounding material?</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>The Velcro is not holding as it should?</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>The liner system does not appear to securely attach to the outer shell?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closures do not appear to function correctly?</td>
<td></td>
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</table>

### GLOVES

<table>
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<th>P</th>
<th>F</th>
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</thead>
<tbody>
<tr>
<td>Evaluation for fit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inverted Liner(Liner pull out of gloves)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soiling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shrinkage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contamination from hazardous materials or biological agents</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loss of elasticity or flexibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rips, tears, cuts, or thermal damage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

Inspected By (Print): (Signature)
Appendix E

Vehicle Fires – Title 18 Crimes Code, Section 3301(i)

Fire Extinguisher Training
Vehicle Fires

Title 18, Crimes Code, Section 3301(i),

A. Provides that a person may burn or explode their own vehicle if, at least 48 hours in advance, they file a sworn statement of such planned destruction with the nearest Pennsylvania State Police installation.

B. The written, sworn statement shall certify the following:
   1. That the person making the statement is the lawful titleholder of the vehicle.
   2. That the vehicle is free of any encumbrances.
   3. That there is no insurance covering loss by fire or explosion, or both, on the vehicle.

C. When any person delivers a written, sworn statement as described above, the receiving member shall:
   1. Verify the identity of the presenter and/or maker of the statement.
   2. Review the contents of the statement for accuracy and completeness.
   3. File the statement, in date order, in the Station's general file, in a separate folder designated for these statements.

D. The proper filing of this written, sworn statement is a "defense to prosecution" for other specified subsections of the same chapter.

DEP regulations:

Submission and Approval Process for other forms of Fire Fighting Training involving open fire: Emergency service organizations conducting other forms of training using open fire for the purpose of developing competency and proficiency in fire suppression shall complete items 1 through 4 of the DEP Application for Open Burning Exception for Fire Fighting Instruction and submit the application to the DEP Air Quality Program Office for the county in which the training is scheduled to take place (see list above) at least ten (10) business days before the planned training. The DEP Air Quality Program staff will review the application and notify the applicant in writing of their decision.

Fire Extinguisher Training

DEP Regulations:

Fire Extinguisher Training: Fire extinguisher training requires only a phone call to the appropriate DEP Air Quality Program Office at least ten (10) business days before the training, no written notice required.
Appendix F

Rehabilitation
And
Instructor and Student Matrix
REHABILITATION PROCEDURE

PURPOSE: To ensure that the physical and mental condition of everyone operating at the training exercise does not deteriorate to a point that affects the safety of each member or that jeopardizes the safety and integrity of the operation. This procedure shall apply to all training exercises where strenuous physical activity or exposure to heat or cold exists.

RESPONSIBILITY

LEAD INSTRUCTOR: shall consider the circumstances of each evolution and make adequate provisions for the rest and rehabilitation for all members operating at the training. These provisions shall include; medical evaluation, treatment and monitoring, fluid replenishment, mental rest, and relief from extreme climatic conditions and the other environmental parameters of the incident. The rehabilitation shall include the provision of EMS at the BLS level or higher.

ASSISTANT INSTRUCTORS: shall maintain an awareness of the condition of each member operating within their span of control and ensure that adequate steps are taken to provide for each member’s safety and health. The command structure shall be utilized to request relief and reassignment of fatigued crews.

PARTICIPANTS: During periods of hot weather, everyone shall be encouraged to drink approved beverages. During any training evolution, all members shall advise their instructor when they believe that their level of fatigue or exposure to heat or cold is approaching a level that could affect themselves, their crew, or the operation in which they are involved. Members shall also remain aware of the health and safety of other members of their crew.

ESTABLISHMENT OF REHABILITATION

The LEAD INSTRUCTOR will establish a rehab location for personnel operating at the training evolution. EMS will be placed in charge of the rehab. It should be in a location that will provide physical rest by allowing the body to recuperate from the demands and hazards of the emergency operation or training evolution.

It should be far enough away from the scene that members may safely remove their turnout gear and SCBA and be afforded mental rest from the stress and pressure of the emergency operations or training evolution.

It should provide suitable protection from the prevailing environmental from the prevailing environmental conditions. During hot weather, it should be in a cool, shaded area. During cold weather, it should be in a warm, dry area.
It should enable members to be free of exhaust fumes from apparatus, vehicles or equipment.

It should be large enough to accommodate multiple crews, based on the size of the training.

It should be easily accessible by EMS units

It should allow prompt reentry back into the training operation upon complete recuperation.

GUIDELINES

HYDRATION: A critical factor in the prevention of heat injury is the maintenance of water and electrolytes. Water must be replaced during emergency incidents. During heat stress, the member should consume at least 1 quart of water per hour. The rehydration solution should be a 50/50 mixture of water and a commercially prepared activity beverage and administered at about 40 degrees.

Rehydration is important even during cold weather operations where, despite the outside temperature, heat stress may occur during firefighting or other strenuous activity when protective equipment is worn. Alcohol and caffeine beverages should be avoided before and during heat stress because both interfere with the body’s water conservation mechanisms. Carbonated beverages should also be avoided.

REST: Members shall rehydrate (at least 8 ounces) while SCBA cylinders are being changed. Members and instructors shall be immediately placed in the rehabilitation area for rest and evaluation following the end of an evolution. Rest shall be determined by EMS.

RECOVERY: Members in the Rehabilitation area should maintain a high level of hydration. Members should not be moved from a hot environment directly into an air-conditioned area because the body’s cooling system could shut down in response to the external cooling. An air-conditioned environment is acceptable after a cool-down period at ambient temperature with sufficient air movement.

MEDICAL EVALUATION: EMS should be provided and staffed by the most highly trained and qualified EMS personnel on the scene (at the minimum of BLS level). They shall evaluate vital signs, examine members, and make proper disposition (return to duty, continued rehabilitation, or medical treatment and transport to medical facility). Continued rehabilitation should consist of additional monitoring of vital signs, providing rest, and providing fluids for rehydration. Medical treatment for members, whose signs and/or symptoms indicate potential problems, should be provided in accordance with local medical control procedures. EMS personnel shall be assertive in an effort to find potential medical problems early. All medical evaluations shall be recorded on standard
forms along with the member’s name and complaints and must be signed, dated and timed by EMS.

**ACCOUNTABILITY:** Members going to rehab shall take their accountability tags with them. EMS will collect tags as you enter rehab and will document member’s arrival and departure time. Members will not leave the rehab area until authorized by EMS. When leaving the rehab area members will take their tag and report to the personnel staging area.
### Sample Instructor Rotation Matrix

<table>
<thead>
<tr>
<th>Assignment</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>IC</td>
<td>G</td>
<td>F</td>
<td>E</td>
<td>D</td>
<td>C</td>
<td>B</td>
<td>A</td>
<td>G</td>
</tr>
<tr>
<td>Break</td>
<td>F</td>
<td>E</td>
<td>D</td>
<td>C</td>
<td>B</td>
<td>A</td>
<td>G</td>
<td>F</td>
</tr>
<tr>
<td>Attack</td>
<td>E</td>
<td>D</td>
<td>C</td>
<td>B</td>
<td>A</td>
<td>G</td>
<td>F</td>
<td>E</td>
</tr>
<tr>
<td>Backup</td>
<td>D</td>
<td>C</td>
<td>B</td>
<td>A</td>
<td>G</td>
<td>F</td>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td>Safety</td>
<td>C</td>
<td>B</td>
<td>A</td>
<td>G</td>
<td>F</td>
<td>E</td>
<td>D</td>
<td>C</td>
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<tr>
<td>Ignition</td>
<td>B</td>
<td>A</td>
<td>G</td>
<td>F</td>
<td>E</td>
<td>D</td>
<td>C</td>
<td>B</td>
</tr>
<tr>
<td>RIT</td>
<td>A</td>
<td>G</td>
<td>F</td>
<td>E</td>
<td>D</td>
<td>C</td>
<td>B</td>
<td>A</td>
</tr>
</tbody>
</table>

#### Evolution Position

<table>
<thead>
<tr>
<th>Evolution</th>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Instructor 1</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Instructor 2</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Instructor 3</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Instructor 4</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Instructor 5</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Instructor 6</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Instructor 7</td>
<td></td>
</tr>
</tbody>
</table>
Sample Student Rotation Matrix

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<tr>
<th>Assignment</th>
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<tbody>
<tr>
<td>Attack</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
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<tr>
<td>Back-up</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>A</td>
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<td>D</td>
<td>E</td>
<td>F</td>
<td>A</td>
<td>B</td>
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<tr>
<td>Rit</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>A</td>
<td>B</td>
<td>C</td>
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<tr>
<td>Break</td>
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<td>F</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
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<tr>
<td>Rehab</td>
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<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
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Teams

<table>
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<tr>
<th>Teams</th>
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<tbody>
<tr>
<td>A</td>
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<td>Student 4</td>
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<tr>
<td>B</td>
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<tr>
<td>C</td>
<td>Student 7</td>
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<tr>
<td>D</td>
<td>Student 9</td>
<td>Student 10</td>
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<td>E</td>
<td>Student 11</td>
<td>Student 12</td>
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<tr>
<td>F</td>
<td>Student 13</td>
<td>Student 14</td>
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<td>Student 23</td>
<td>Student 24</td>
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Teams are 4-member teams. Please follow the rotation schedule as provided above.
Appendix G

Rapid Intervention Team
Rapid Intervention Team

I. RIT Duties:

A. RIT Instructor will answer directly to the Incident Commander (IC) and shall
   remain with the RIT at all times during the evolution

B. RIT Instructor will verify all tools are in place and all team members are ready
   (including PPE, SCBA and accountability) for service

C. Two (2) members of the RIT will don SCBA facemasks

D. RIT shall be in place ready for service prior to any instructor/ignition officer
   entering the Burn Building Structure to start a fire, and remain in place until every
   instructor and student has cleared the Burn Structure and PAR is verified

II. Equipment

   Tools and equipment (at a minimum-listed) will be kept in the RIT Staging Area
   with the RIT and will not be used by any other team for any purpose except
   firefighter rescue, safety or rehab. NO EXCEPTIONS!

   1. 1 charged 1 ¾” hose line

   2. 1 sets of irons

   3. 1 bagged rope

   4. 1 stokes basket

   5. 1 20ft. length of webbing
Appendix H

Special Event Form
SPECIAL EVENT FORM
Pennsylvania Department of Transportation
255 Elm Street, P.O. Box 398
Oil City, Pennsylvania 16301
Telephone: (814) 678-7179 / Fax: (814) 678-7041

County: _________________________ Municipality: ____________________________

Route and Limits of Special Event

State Route Number __________ From ________________ To __________________
Purpose: ______________________________________________________________
Date: _______________________________ Rain Date: ________________________
Time: _______________________________
Fully Closed ________ Shared Use (Not Closed) ________ Partially Closed _________
Length Of Shared Route: _________________________________________________
Length Of Route to be Closed: _____________________________________________
Length Of Detour Route: __________________________________________________
Describe The Detour Route & Include a sketch or map:

The local authority, if not the sponsor of the special event, allows a sponsor to conduct the special event. The local authorities agree to be responsible for maintenance of any alternate routes not on the State-designated highway system.

The local authorities agree to fully indemnify and save harmless the Department and all Department employees and assume all liability and/or damages or injury occurring to any persons or property through or in consequence of any act of omission of anyone associated with this Special Event.

__________________________________
Signature of Authorized Municipal Official

__________________________________
Title

Telephone Number _______________ Fax Number _________________________
CRITERIA: The closure or partial closure of a highway for the purpose of a procession, assemblage or special event may be permitted providing the following criteria are satisfied:

On expressways and conventional highways:

I. An adequate alternate route can be established for detouring traffic around the closed route. The alternate route should not exceed five times the travel distance of the closed route or be more than five (5) miles longer. However, an alternate route will not be required if one or more of the following exists:

A. The highway to be closed is not a numbered traffic route and is used primarily by local drivers who are familiar with the alternate route.

B. The highway is only partially closed and traffic can be safely maintained by police control on the remainder of the highway.

or

C. The highway closing is for less than 20 minutes and excessive traffic back up will not occur during the closing.

II. Adequate detour signing or police control are provided by the local authorities for the rerouting of traffic along the alternate route if required.

III. Delays in excess of 15 minutes will not be experienced along intersecting highways, which may be achieved by:

A. Periodically opening the intersection to cross traffic so that no vehicles on the intersecting highway will be delayed in excess of 15 minutes.

or

B. Providing an alternate route for the cross street.

IV. Adjacent properties will not be adversely affected by the highway closure or partial closure.

V. A review of previous similar closures indicates no substantial problems or citizen complaints.