

# **CUMBERLAND COUNTY**

## **EMERGENCY SERVICES** **TRAINING ACADEMY**

## **PROCEDURE MANUAL**



**Jointly Promulgated by:**  
**The Cumberland County Volunteer Firefighters Association**  
**And**  
**The Cumberland County Fire Chiefs Association**

## **Preface**

The Cumberland County Emergency Services Training Academy procedure manual has been developed to provide standardized guidance and procedures for the safe and efficient use of the county training facility.

The standards and procedures as set forth in the manual apply to all county and non-county organizations that use the facilities.

The intent of this manual is to also clearly define the process for scheduling the grounds and the training opportunities available at the facility, including support equipment.

All suggestions for the clarification of guidance provided in this document or ways to improve the facility are welcomed and should be addressed to:

Joint Fire Rescue Training Committee  
c/o Department of Public Safety  
1 Public Safety Drive  
Carlisle, PA 17013

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## GENERAL

1. **INTRODUCTION.** The Cumberland County Board of Commissioners has long recognized the fact that to maintain a viable volunteer emergency service program, facilities must be available to allow those volunteers to train and hone their special skills. Since the early 1970's, the Board of Commissioners have provided a tract of land to the volunteer community to conduct this training and in 1991 renewed the lease for the land currently called the Cumberland County Emergency Services Training Academy with the Cumberland County Volunteer Firefighters Association (CCVFA). The lease stipulates that the CCVFA is responsible for the maintenance, use, care and operation of the premises. To carry out this task, the CCVFA and the Cumberland County Fire Chiefs Association (CCFCA) created the Joint Fire/Rescue Training Committee (JFRTC). Cumberland County supports this operation by providing funding within fiscal constraints for up-keep and improvements of the grounds and general administrative support from the Department of Public Safety (DPS).
2. **PURPOSE.** The purpose of the training grounds is to provide to the volunteer and career emergency service organizations of our County local facilities that will assist them in conducting the basic and sustainment training required so they can perform their duties in a safe and effective manner. The purpose of this manual is to detail the opportunities available at the training academy, the procedures for requesting use of the academy and the procedures to be followed while using the facilities. The intent of these procedures is not to add administrative burdens to organizations but to ensure there are no scheduling conflicts and more importantly, that basic safety procedures are followed to ensure the well being of those using the facilities.
3. **AUTHORIZED USE of the EMERGENCY SERVICES TRAINING ACADEMY (ESTA).** The ESTA is reserved for members in good standing of the CCVFA. The facilities may be made available to other organizations who are not members of the CCVFA based on availability and planned usage. These organizations must comply with all procedures set forth in this manual and may be charged a fee for usage as determined by the JFRTC.
4. **SPECIAL CONSIDERATION FOR USE.** As part of the County's desire to be a good neighbor, all individuals and organizations using the ESTA are requested to pay strict attention to the wind direction prior to and during all live fire/live burn evolutions. Live fire/live burn evolutions will not be started if the wind direction is generally from the west to the east in the direction of the Stover Family home, which is directly across Army Heritage Drive from the ESTA. Live fire/live burn evolutions will be terminated if the wind direction shifts to a general west to east direction. A wind sock has been placed on the Drill Tower to assist organizations and individuals in judging the wind direction.

5. ADMINISTRATION. The JFRTC is responsible for the administration of the ESTA. These responsibilities are provided for informational purposes below. The DPS is responsible for supporting the scheduling of the ESTA, collecting and verifying basic information such as the name and qualifications of Safety Officers, and assisting in coordination for access to the grounds.

6. RESPONSIBILITIES

i. The JFRTC responsibilities include but are not limited to:

- i. Setting, publishing and enforcing the policies and standards for conduct for organizations using the ESTA.
- ii. Developing and maintaining a site development plan for improving the ESTA.
- iii. Developing and maintaining a list of maintenance requirements for the ESTA.
- iv. Providing budget input through the DPS to the County not later than the end of each July so the request can be included in the budget process.
- v. Maintaining the inventory of all support equipment on the grounds and providing recommendations to the DPS for new or replacement items as part of the annual budget request process.

ii. The DPS is responsible for:

- i. Providing general administrative support to the JFRTC.
- ii. Coordinate the scheduling of the ESTA to include collecting and retaining the required information on the personnel conducting the training and insurance, and coordinating the access to the grounds.
- iii. Receiving budgetary information and requests from the JFRTC for submission to the County.
- iv. Coordinating with the County Department of Building, Grounds and Facilities for routine maintenance of the grounds subject to availability of staff.

iii. Responsibilities of the Facilities Users.

- i. All organizations that request use of the facilities must provide the DPS, on an annual basis, a “Certificate of Insurance” to provide evidence of worker’s compensation insurance for said department.
- ii. It is requested that all organizations provide the DPS, on an annual basis, a list of individuals and their certifications that are qualified to perform duties as a Safety Officer.

- iii. All volunteer or non-emergency service organizations that are not members of the CCVFA and desire to use the ESTA must provide a signed waiver releasing the CCVFA and the County from all liability for accidents or injuries sustained while using or on the ESTA property. A copy of the waiver form is attached at Appendix K.
7. CONTACT INFORMATION. Contact information for the CCVFA, CCFCA, and DPS are listed in Appendix A.

## FACILITIES DESCRIPTIONS

FACILITIES and DESCRIPTION. The following is a short description of the training sites at the facility. Appendix B contains a schematic of the grounds and depicts the general location of various sites.

1. DRILL TOWER. The drill tower represents a high rise apartment and office building of four stories. The building contains a mock standpipe setup on each floor with a 2-1/2 inch hose connection off the standpipe. The roof of the tower is configured to support training in rappelling and other rope techniques. There is **no open burning allowed** in this building.
2. ROOF SIMULATOR. This site provides the opportunity to train personnel on roof venting techniques. Users must provide their own plywood.
3. DRAFTING PIT. The drafting pit contains a holding tank capable of storing 15,000 gallons of water and can be used in pump-operator training and pump testing.
4. TANK CAR / CONFINED SPACE ARENA. This site provides a tank trailer and a configuration of culverts/pipes that can be used to conduct confined space entry training as well as hazardous material and foam evolutions.
5. FIRE EXTINGUISHER / NATURAL GAS ARENA. This site contains several props for the use of small quantities of flammable liquids and natural gas fires for fire extinguishers and hose line training.
6. VEHICLE ARENA. This site provides space for organizations to train vehicle rescue techniques and procedures as well as managing vehicle fires. There are established procedures discussed in other sections of this manual for bringing vehicles to be used for training onto and off of the site.
7. SMOKE BUILDING. This site provides space for organizations to train in smoke-filled residential setting to practice rescue techniques and procedures without the use of live fire evolutions.
8. STRUCTURAL BURN BUILDING. This building provides students with the ability to experience live fire/smoke evolutions as well as other residential and commercial exercises.

## **REQUIREMENTS FOR USE OF ESTA**

**GENERAL REQUIREMENTS.** The general requirements that must be met to use the training grounds are:

1. Each organization must provide the JFRTC and the DPS a “Certificate of Insurance” to provide evidence of worker’s compensation insurance for said department.
2. Organizations desiring to use the ESTA who are not members of the CCVFA must request through the DPS to the JFRTC, who is the approving authority. These organizations need to ensure their requests are submitted sufficiently in advance of the requested training date to ensure time to allow coordination and the approval process to work.

### **SPECIFIC REQUIREMENTS.**

1. All organizations using the ESTA in any capacity must have an individual designated as the Officer in Charge (OIC) who is responsible for the over all conduct of training to include clean up and clearing the facility upon completion of training.
2. Regardless of the training to be accomplished, all organizations must appoint an individual as the Safety Officer whose sole duties are to ensure all aspects of safety on the scene, personnel accountability, and that all personnel are properly equipped and attired to conduct the training. The appointed Safety Officer must meet all of the certification requirements as required by the curriculum/course program of instruction and specified by the JFRTC.

## PROCESS FOR REQUESTING USE OF FACILITIES

1. **GENERAL.** The process for requesting the use of the ESTA is straightforward and entails: determining the availability of the ESTA, completing the request form, submitting the request form and any required documentation, and coordinating for access.
2. **DETERMINING AVAILABILITY.** An organization can determine the availability of the grounds by contacting the Emergency Management Resource Coordinator in the DPS by phone, facsimile, or email. Contact information is provided in Appendix A. An alternate method to determine availability is to check the Training Academy Calendar at <http://www.ccpa.net/calendar.aspx?CID=33> and view by month
3. **COMPLETION of the REQUEST FORM.** Appendix C contains the form for requesting the facility and provides instructions on how to complete it. The form is also available from the County website and both may be locally reproduced for use.
4. **SUBMITTING the REQUEST FORM.**
  - A. The form must be submitted to the Emergency Management Resource Coordinator in the DPS. The form can be submitted by facsimile, email, normal mail or hand delivered to the office.
  - B. It is requested that the request for use of the training facilities be submitted 30 days prior but not later than 14 days to the date of training. Any request submitted less than 14 days of the requested use date will be processed subject to the availability of the Emergency Management Resource Coordinator.
  - C. The Request Form must specify the name and contact information for the OIC and the Safety Officer. The DPS will assume that the individual submitted as the Safety Officer meets the minimum certification requirements.
  - D. The Request Form must be accompanied by the Certificate of Insurance if a current certificate is not already on file with the DPS.

5. **PROCESSING of the REQUEST FORM.** The County Emergency Management Resource Coordinator will process request forms in the order in which they are received. The Resource Coordinator will contact the requestor on any issues or questions regarding the request. Upon approval of the request, the Emergency Management Resource Coordinator will coordinate directly with the requestor for access to the facility on the day of training. The approved & signed request forms will be kept on file in the DPS office. Appendix C.
6. **RESOLVING TRAINING REQUEST CONFLICTS.** If two or more organizations request use of the training facility for the same time and date, the Emergency Management Resource Coordinator will attempt to coordinate shared usage of the grounds if the desired training requirements and sites can facilitate it. If the desired training is mutually exclusive, then the criteria for scheduling is:
  - A. The organization that is in good standing with the CCVFA;
  - B. Required documents are on file;
  - C. Date/time of submission of request.
7. **OBSERVATION of TRAINING.** Members of the JFRTC and the DPS staff are authorized to observe any and all training conducted at the ESTA.
8. **LOSS of TRAINING PRIVILEGES.** All violations of the standards as established by this manual will be reported to the JFRTC. The JFRTC will investigate the reports and provide the cited organization their findings. Reports of procedure and/or safety violations that are substantiated may result in loss of training privileges or suspension from the ESTA.

## PROCEDURES AND USER REQUIREMENTS

1. OPENING and CLOSING GROUNDS.
  - A. Each user is responsible for coordinating access to the ESTA with DPS Emergency Management Resource Coordinator, which includes pick up and return of the key(s).
  - B. Each organization, whether an emergency services company or an ETA, is responsible for maintaining the serviceable conditions of the ESTA. This responsibility includes doing a visual survey of the ESTA before the training begins and recording any existing problems such as a building left unsecured or areas not properly cleaned. If it appears that damage has occurred as the result of vandalism, the OIC must report the situation immediately to the DPS during normal work hours or the 9-1-1 Center using the non-emergency numbers during non-work hours.
  - C. The user is specifically responsible for the following actions upon completion of training:
    - i. Ensuring all equipment is cleaned and returned to their proper storage area;
    - ii. All electrical appliances are unplugged;
    - iii. All hose/pump appliances including fire hose are unhooked, drained and placed back in their proper locations;
    - iv. All doors, windows, and access points are secured and locked paying specific attention to the drill tower, confined space area, the smoke trailer, and the office/classroom trailer;
    - v. All lights within the ESTA are turned off;
    - vi. All areas within the ESTA are returned to their original order and all debris removed to the dumpster;
2. GENERAL SAFETY RULES. The following are the general safety rules that all users of the ESTA agree to comply with as a basic condition to use the grounds and facilities:
  - A. The organization conducting the training is responsible for all persons entering the ESTA during the period they occupy the grounds.

- B. It is the responsibility of the organization to ensure that the instructor(s) and Safety Officer(s) are fully qualified and certified in the skills being taught.
- C. Instructor(s) will ensure that no firefighter under the age of eighteen (18) will participate in any live burn interior operations which includes entering a training structure or building which involves smoke or fire.
- D. The Safety Officer, OIC, Instructor, or any visiting member of the JFRTC and/or DPS will halt any training exercise that they view as unsafe. The training will not be permitted to continue until all deficiencies have been corrected and all personnel provided an additional safety briefing on the problems and corrective actions.
- E. Alcoholic beverages are prohibited from being brought onto ESTA without exception. Any person suspected as being under the influence of alcohol or drugs will be required to leave the ESTA immediately. The odor of alcohol is considered evidence of intoxication.
- F. Personal vehicles and other vehicles not actively involved in the training exercises are to be parked in the designated parking areas inside the ESTA fencing, along Army Heritage Drive.
- G. Fire apparatus actively being used for training at the ESTA will be placed in “Out of Service” status for the duration of the training.
- H. All equipment operators must use a spotter when backing the equipment.
- I. Standing on the apparatus or riding on the rear step while the apparatus is in motion is prohibited.
- J. All firefighters will wear full protective clothing at all times during practical skill sessions unless otherwise directed by the lead instructor.
- K. Any training course or exercise that requires the use of SCBA must be conducted in accordance with State Fire Academy guidelines.
- L. Firefighters who have beards, sideburns, facial hair or other conditions that prevent or interfere with providing a good face piece seal of their SCBA, will not be permitted to participate in any live fire evolutions.
- M. Firefighters must be briefed that they are to inform the instructor if they are tired or winded and unable to participate in the training evolution.

- N. Firefighters must be briefed that they are to report any injury sustained during the training to an instructor. The instructor must complete an Injury/Accident/Damage Reporting Form (Appendix J) on all incidents or reports of injury.
  - O. Firefighters will not operate any tools or equipment without first obtaining the instructor's permission.
  - P. No personnel will use any fire service cutting or rescue tools without first donning eye protection over the face and eyes.
  - Q. No personnel will climb on any device other than an approved fire service ladder.
  - R. Seat belts and/or safety belts will be worn by all personnel riding on apparatus and no one will jump onto or off of any moving apparatus.
  - S. No one will direct a hose stream at any other person.
  - T. OIC, Instructors, and Safety Officers will ensure that no personnel run, engage in horseplay or any other unsafe behavior while on the grounds.
3. PROTECTIVE CLOTHING. The Training Officer and/or instructor in conjunction with the Safety Officer are responsible for setting and ensuring that all personnel using the ESTA are properly dressed to ensure the safe conduct of training to include protective eyewear. Compliance with NFPA 1500 is required when conducting all fire suppression training. This standard is summarized in Appendix D.
4. COMMUNICATIONS. Training communications will be conducted on company or departmental talk groups. If exercises involve multiple companies, request for County assigned talkgroups must be coordinated in accordance with the procedures established in the Cumberland County Fire/Rescue and EMS Communications Manual.
5. REQUIREMENTS by TRAINING SITE. Specific requirements for use of the various training sites are listed in Appendix E.
6. TRAINING AIDS. Organizations using the training facilities and desiring to use their own training aids during their sessions may do so following coordination with the DPS Emergency Management Resource Coordinator as to the delivery and removal of said training aids. Appendix G lists approved fuels for burning.

## 7. LIVE BURN TRAINING/EXERCISES

**Burn Building:** All live fire training conducted at the ESTA burn building will follow the PA State Fire Academy Structural Burn Live Fire (SBS) Policy No. 2006-02

[http://www.portal.state.pa.us/portal/server.pt/document/1046931/sbs\\_policy\\_2006-02\\_pdf](http://www.portal.state.pa.us/portal/server.pt/document/1046931/sbs_policy_2006-02_pdf)

### A. Other Live Burn Training: Vehicle Fires, Fire Extinguisher Fires, Etc.

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

Any course utilizing live fire for fire extinguisher training shall adhere to D.E.P. regulations for open burning.

## **ACCIDENTS and ACCIDENT REPORTING**

### **1. ACCIDENTS.**

- A. The Officer in Charge and the Safety Officer are responsible for the safety of all personnel on-site during the training session and ensuring that personnel are provided immediate medical care if injured.
- B. If the injury is known to be or suspected to be possibly disabling or causing the loss of life or limb, or loss of property, the ESTA needs to be secured until a formal investigation is conducted.

### **2. REPORTING.**

- A. The organization must immediately notify the County 9-1-1 Center of any injuries or accidents that require the transport of individuals to a medical care facility.
- B. In the event of a death the County 9-1-1 Center will notify the County Coroner.
- C. The County 9-1-1 Center is responsible for providing immediate notification of all injuries and accidents to the Director of the DPS who will determine if subsequent notification needs to be made to the County leadership and JFRTC.
- D. The Injury/Accident/Damage Report Form must be completed and provided to the DPS Emergency Management Resource Coordinator the next business day. A copy of this form is attached as Appendix J.

### **3. INVESTIGATIONS.**

- A. The parent organization is required to conduct their own investigation of all injuries / accidents and provide a copy of the report to the JFRTC and a courtesy copy of the report to the DPS.
- B. The parent organization is required to provide the JFRTC and the DPS copies of all investigations conducted by insurance companies and/or other agencies such as the local police or County Coroner.

## **DAMAGE to TRAINING FACILITIES**

1. **REPORTING.** The parent organization must report all damage at the ESTA to the DPS on the first business day following the training. Notification must be made immediately through the County 9-1-1 Center if the damage results in rendering the facility unsafe for further use or a danger to personnel on the grounds. The organization must secure the grounds until a representative from the JFRTC inspects the damage and determines the immediate action to be taken. Completing and providing a Damage Report (Appendix J) to the DPS not later than three (3) business days after the training is required. It is imperative that the ESTA and equipment are properly maintained, that the user reports accurately the status of the ESTA and any problems encountered.
2. **RESTITUTION.** The JFRTC may hold any user of the grounds liable for restitution of all damages made to the facilities.

FINAL

**APPENDICES**

Appendix A: CONTACT INFORMATION

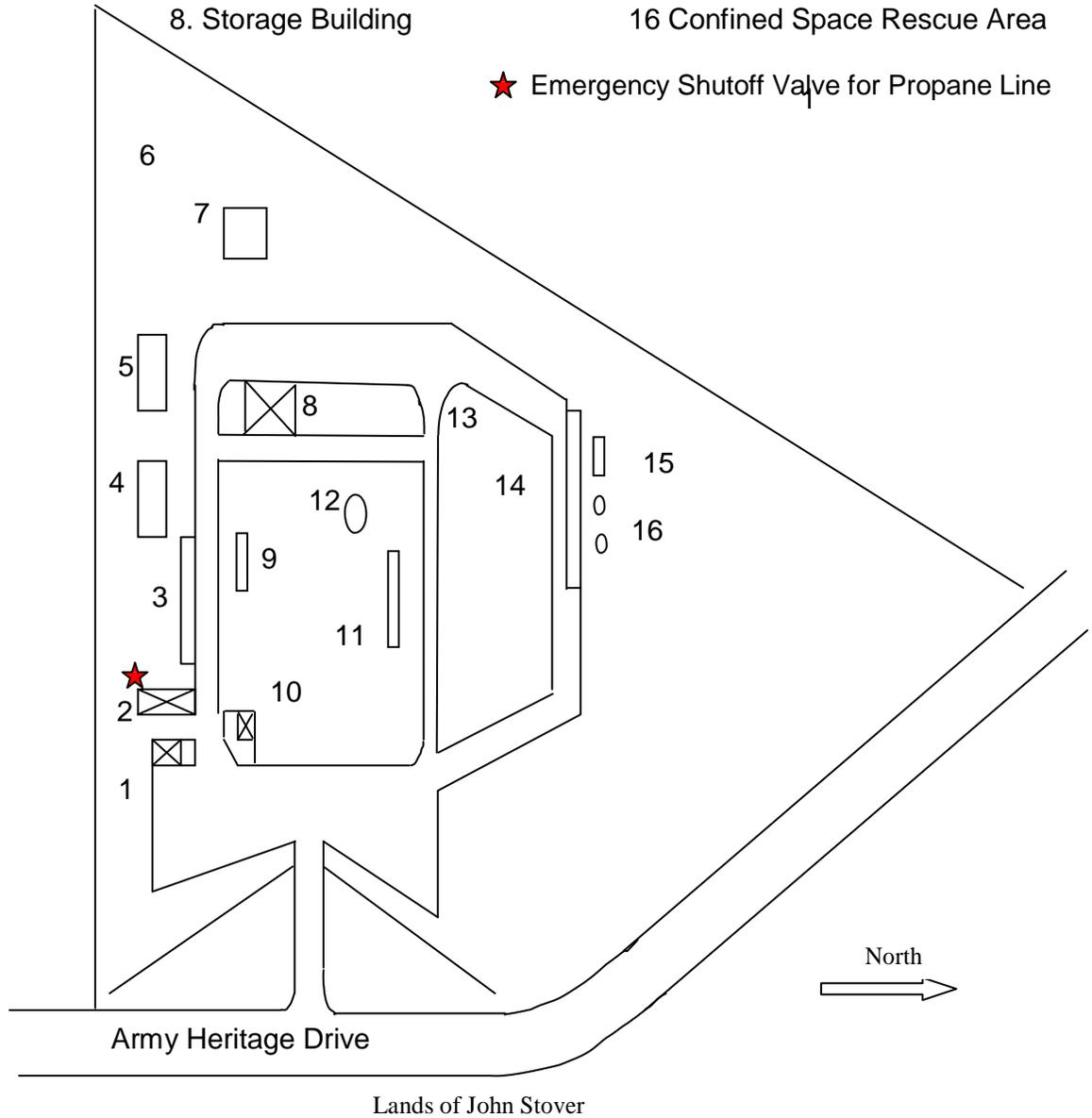
1. Cumberland County Volunteer Firefighters Association (CCVFA). The primary point of contact for the CCVFA is the president. The contact information for the current president is listed on their website at: <http://ccvffa.webs.com/officers.htm>
2. Cumberland County Fire Chiefs Association (CCFCA). The primary point of contact for the CCFCA is the president. The contact information for the current president is listed on the County website at: <http://www.ccpa.net/index.aspx?nid=2673>
3. Department of Public Safety
  - a. EM Resource Coordinator 218-2916
  - b. Deputy EMC 218-2902
  - c. EM Trainer 218-2917
  - d. 9-1-1 Sr. Manager 218-2904
  - e. FAX 218-2950

Appendix B: SCHEMATIC OF TRAINING GROUNDS

Legend

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| 1 Pavilion                       | 9 Roof Simulator                  |
| 2 Classroom Trailer              | 10 Smoke/Repelling Tower          |
| 3 Pumping Pad                    | 11 Smoke/Mobile Home              |
| 4 Fire Extinguisher Training Pad | 12 Confined Vertical Space Rescue |
| 5 Propane Burn Pad               | 13 Dumpster Burn Area             |
| 6 HazMat Training Area           | 14 Vehicle Rescue Area            |
| 7. Burn Tank and Pit             | 15 Tanks                          |
| 8. Storage Building              | 16 Confined Space Rescue Area     |

★ Emergency Shutoff Valve for Propane Line



Appendix C: REQUEST for USE of ESTA

<b>REQUEST FOR USE OF CUMBERLAND COUNTY TRAINING ACADEMY</b>	
<b>Part 1: DEPARTMENT / ORGANIZATION INFORMATION</b>	
Requesting Department: _____	Phone: _____
Chief: _____	Phone: _____
Contact Person: _____	Phone: _____
Training Officer: _____	Phone: _____
Insurance Coverage On File: Yes _____ No _____	Attached: _____
<b>Part 2: TRAINING INFORMATION</b>	
Requested Dates: _____	Requested Times: _____
_____	Requested Times: _____
_____	Requested Times: _____
_____	Requested Times: _____
_____	Requested Times: _____
Type of Training and Facility Requested: _____	
_____	
Training Instructors: _____	_____
_____	_____
_____	_____
Estimated Number of Participants: _____	Number of Safety Personnel: _____
Name of Safety Officer: _____	
Name of Safety Personnel: _____	
Name of Safety Personnel: _____	
Name of Safety Personnel: _____	
Other departments/organizations participating? Yes ___ No ___	
Name: _____	
IMPORTANT: Cumberland County is NOT liable for any accidents or injuries incurred during training operations. However, ANY personnel damaging any part of the training grounds and/or buildings/structures at the training grounds will be held responsible for said damages.	
<b>Part 3: Requesting Department Authorization</b> Date: _____	
Requestor Signature: _____	Title: _____
<b>Part 4: Request Processing</b>	
Date Received by Emerg. Mgmt. Res Coord.: _____	Date of Acknowledgment: _____
Request Approved: Yes _____	No _____ Reason: _____
Coordination _____	for _____ Keys/Access: _____
Emerg. Mgmt. Res Coord. Signature: _____	Date: _____

## Appendix D: PROTECTIVE CLOTHING STANDARDS for FIRE SUPPRESSION TRAINING

The following are the minimum standards for protective clothing required to conduct fire suppression training:

1. Helmet with earflaps and hood. No aluminum helmets are permitted.
2. Coats must meet **NFPA 1971** Standards of Protective Clothing for Structural Firefighting. Coats must have a vapor barrier and a thermal barrier and contain all safety devices provided by the manufacturer.
3. Boots must meet **NFPA 1971** Standards of Protective Footwear for Structural Firefighting.
4. Gloves must meet **NFPA 1973** Standards of Gloves Clothing for Structural Firefighting. Gloves must be thermal lined. Rubber covered gloves are not acceptable.
5. Self-Contained Breathing Apparatus (SCBA) must be of the positive pressure type and meet **NFPA 1981** Standards of Open-Circuit SCBA for Structural Firefighting.
6. Eye protection such as goggles, safety glasses, helmet face shields, or SCBA must be worn.
7. Protective hoods and a combination of ear flaps and collars must be worn in all fire evolutions.
8. Personal Clothing must include:
  - A. long pants made of wool, cotton, or fire rated material;
  - B. long shirts made of wool, cotton, or fire rated material;
  - C. socks made of wool or cotton.
9. As a safety consideration, it is strongly recommended that if an individual will be participating in repeated live fire/burn evolutions that they be advised to bring a dry set of personal clothing into which they can change.

Appendix E: REQUIREMENTS by TRAINING SITE

1. Drill Tower:

- A. The Safety Officer(s) is required to do a physical check of the entire building for safety hazards prior to beginning training.
- B. There is ***no open burning*** of any materials within the building or in the area adjacent to this building.
- C. Safety officer(s) must be located inside and outside of the tower during training.
- D. Smoking is prohibited within the building.
- E. Repelling/Rope exercises require compliance with the following minimum standards:
  - i. Lines and gear must be inspected by the Safety Officer(s) and the lead instructor;
  - ii. The lead instructor must be a qualified rappelling instructor;
  - iii. All safety officers must be experienced in rappelling techniques;
  - iv. Ropes will be of acceptable safety standard;
  - v. All students will be given a safety briefing prior to the conduct of training;
  - vi. All knots and connections will be inspected by the Safety Officer, the lead instructor, and the student prior to an evolution;
  - vii. A belay person must be used during each evolution;
  - viii. Personnel must wear long pants. Shorts are not permitted.
- F. After the completion of training, the Officer in Charge will ensure:
  - i. The interior of the building is clean, all debris is removed and training aids replaced;
  - ii. All windows are closed and securely latched;
  - iii. All lights must be turned off;

- iv. All doors must be closed and locked;
- v. Compliance with all instructions for clearing the ESTA.

2. Roof Simulator:

- A. All trainees must be briefed on the proper mounting and dismounting of the roof simulator prior to use by the Safety Officer(s), Lead Instructor and/or OIC.
- B. All personnel using the roof simulator must wear eye protection and proper protective clothing.
- C. Organizations must provide their own plywood for training.
- D. All holes in the roof of the simulator must be covered in plywood at the conclusion of training.
- E. All waste material must be cleaned up and removed from the simulator at the conclusion of training. Waste material should be placed in the dumpster used for burning debris.

3. Drafting Pit:

- A. The holding tank is to be used exclusively for pump operations.
- B. All personnel using the drafting pit must be dressed in full protective clothing.
- C. All streams must be directed into the fixed water system.

4. Tank Car and Confined Space Arena:

- A. No personnel shall use or make entry into the confined space tanks or tank trailer unless they are enrolled as a student participant and under the direct supervision of a certified confined space instructor.
- B. Any entry into the tank trailer or confined space tanks will require adherence to all applicable OSHA "Permit Required" Confined Space Entry Requirements and must be documented on permit entry form. <http://www.osha.gov/dep/etools/eprcs/prcsappendices.pdf>
- C. Firefighting foam or substitute may be applied to the exterior tank trailer or confined space tanks. No foam, water or other material may be placed inside the vessels.

- D. Personnel may operate on or under the tanks while using appropriate protective clothing. Minimum level of protective clothing includes hand, head, eye, and foot protection.

5. Fire Extinguisher and Natural Gas Training Area:

- A. The Safety Officer must be present in the burn area at all times for all flammable and natural gas fire training.
- B. The Safety Officer(s) and Instructor(s) must familiarize all personnel involved in the training of the location of the emergency shutoff valve which is located directly behind the pavilion.
- C. Personnel, including all instructors participating in natural gas fires, must be dressed in complete turnout gear and SCBA.
- D. A charged hose line is recommended for all fire training evolutions but is **required** for use of the natural gas trainer.
- E. A Safety Officer must be present with each hose line involved with the live fire training evolution of the natural gas fire trainer.
- F. Personnel who do not have turnout gear and are participating in fire extinguisher training must wear long pants, sturdy shoes, hand and eye protection. Shorts are not permitted.
- G. Only approved virgin fuels may be used at the fire extinguisher area and the fuel to be used must be listed on the Request for Use of Facilities form. These fuels are listed in Appendix G.
- H. No more than twenty-five (25) gallons of flammable liquid may be burned per training session.
- I. All users must provide their own extinguishers and fuels. Natural gas usage is charged back to the user agency.
- J. All flammable liquids must be kept a minimum of 25 feet away from the fire area and stored in approved non-flammable containers.
- K. Any individual lighting a flammable liquid or natural gas fire shall use a device that separates he/she from the fuel by a minimum of 3 feet.
- L. All debris such as pins and combustibles not consumed must be removed from the burn areas and properly disposed of at the completion of training.

6. Smoke and Structural Burn Building:

- A. Will be in accordance with the PSFA Structural Burn Live Fire (SBS) Policy No. 2006-02.  
[http://www.portal.state.pa.us/portal/server.pt/document/1046931/sbs\\_policy\\_2006-02.pdf](http://www.portal.state.pa.us/portal/server.pt/document/1046931/sbs_policy_2006-02.pdf)
- B. Smoke training in the Smoke Building will be limited to the use of a smoke generating machine.

**Note: It will be the Instructors responsibility to make sure request is filed and approved with a copy of approved form attached to the ESTA Request for Use Form.**

Appendix F: OTHER LIVE BURN TRAINING

Will be in accordance with the PSFA Structural Burn Live Fire (SBS) Policy No. 2006-02. [http://www.portal.state.pa.us/portal/server.pt/document/1046931/sbs\\_policy\\_2006-02\\_pdf](http://www.portal.state.pa.us/portal/server.pt/document/1046931/sbs_policy_2006-02_pdf)

1. **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:
    - i. That the person making the statement is the lawful titleholder of the vehicle.
    - ii. That the vehicle is free of any encumbrances.
    - iii. 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:
    - i. Verify the identity of the presenter and/or maker of the statement.
    - ii. Review the contents of the statement for accuracy and completeness.
    - iii. 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 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.

[http://www.portal.state.pa.us/portal/server.pt/document/598807/dep\\_live\\_burn\\_exception\\_2700-pm-aq0002\\_pdf](http://www.portal.state.pa.us/portal/server.pt/document/598807/dep_live_burn_exception_2700-pm-aq0002_pdf)

## **2. 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.

**Note: It will be the Instructors responsibility to make sure request is filed and approved with a copy of approved form attached to the ESTA Request for Use Form.**

## Appendix G: APPROVED FUELS FOR BURNING

The fuels that are utilized in live fire training evolutions shall have known burning characteristics of such a nature to be as controllable as possible. Unidentified materials such as debris found in or around the area/structure, which may burn in unanticipated ways, react violently, or create environmental/health hazards, shall not be used.

1. ONLY CLASS "A" MATERIALS WILL BE USED IN THE FIRE (clean pallets or untreated lumber): Pressure treated wood, mattresses, over stuffed furniture, rubber and plastic materials shall not be used.
2. **No Flammable/Combustible** liquids shall be used on any fire except fire extinguisher training and natural gas fire training.
3. Approved Class B materials are natural gas & propane for natural gas trainer and diesel fuel for fire extinguisher training.
4. ESTA burn policy will be in accordance with the PSFA Structural Burn Live Fire (SBS) Policy No. 2006-02.  
[http://www.portal.state.pa.us/portal/server.pt/document/1046931/sbs\\_policy\\_2006-02.pdf](http://www.portal.state.pa.us/portal/server.pt/document/1046931/sbs_policy_2006-02.pdf)

5. Appendix H: REQUEST TO USE SPECIAL TRAINING AIDS

<b>REQUEST TO USE SPECIAL TRAINING AIDS</b>	
<b>Part 1: DEPARTMENT / ORGANIZATION INFORMATION</b>	
Requesting Department/Organization: _____	
Chief: _____	Phone: _____
Contact Person: _____	Phone: _____
<b>Part 2: TRAINING INFORMATION</b>	
Requested Training Aids: _____	Requested Dates: _____
_____	Requested Dates: _____
_____	Requested Dates: _____
_____	Requested Dates: _____
_____	Requested Dates: _____
<b>IMPORTANT:</b> Cumberland County is NOT liable for any accidents or injuries incurred during training operations. However, ANY personnel/department damaging any part of the training aids will be held responsible for said damages.	
<b>Part 3: REQUESTING DEPARTMENT AUTHORIZATION</b>	
Date: _____	
Requestor Signature: _____	Title: _____
<b>Part 4: REQUEST PROCESSING</b>	
Date Received by Emerg. Mgmt. Res. Coord.: _____	Date of Acknowledgment: _____
Request Approved: Yes _____ No _____ Reason: _____	
Coordination for pickup/delivery: _____	
Emerg. Mgmt. Res. Coord Signature: _____	Date: _____
<b>Part 5: PICKUP/RETURN</b>	
Receiver Signature: _____	Date: _____
Receiver Printed Name: _____	
Date Returned: _____	

Appendix I: TRAINING COMPLETION CHECKLIST

<b>TRAINING COMPLETION CHECKLIST</b>		
<b>Part 1: DEPARTMENT / ORGANIZATION INFORMATION</b>		
Department/Organization: _____		
Chief: _____		Phone: _____
Contact Person: _____		Phone: _____
<b>Part 2: TRAINING USE INFORMATION</b>		
Training Aids/Stations used: _____		
_____		
_____		
_____		
<b>Part 3: ANYTHING DAMAGED, GENERAL ISSUES, NEEDS, ETC.</b>		
_____		
_____		
_____		
_____		
_____		
_____		
_____		
<b>*If YES, was Injury/Accident/Damage Reporting Form completed? YES or NO</b>		
<b>Part 4: CHECKLIST</b>		
<input type="checkbox"/> Site cleaned up	<input type="checkbox"/> Trash to dumpster	<input type="checkbox"/> Lights off
<input type="checkbox"/> Doors closed/locked	<input type="checkbox"/> Drill Tower windows latched	<input type="checkbox"/> Drill Tower roof hatch latched
<input type="checkbox"/> Equipment returned	<input type="checkbox"/> Gate secured	
<b>This form and keys can be dropped off at the DPS office.</b>		

Appendix J: INJURY/ACCIDENT/DAMAGE REPORTING FORM

<b>Cumberland County Training Academy Injury/Accident/Damage Report Form</b>	
Date Reported: _____ Time Reported: _____ Date of Incident: _____ Time of Incident: _____ Type of Incident: <input type="checkbox"/> Student Injury <input type="checkbox"/> Instructor Injury <input type="checkbox"/> Property Damage <input type="checkbox"/> Other _____	
Name of Injured or Equipment Type: _____ Address: _____ Phone Contact: _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female Date of Birth: _____ SSN: _____ Organization: _____ Chief: _____	
Nature of Injury/Damage: _____ _____ Location of Injury of Damage: _____ _____ Severity: <input type="checkbox"/> Non-disabling <input type="checkbox"/> Disabling <input type="checkbox"/> Fatal <input type="checkbox"/> Unknown (Requires Follow-up) Level of Care: <input type="checkbox"/> Treated at Scene <input type="checkbox"/> Transported to Medical Facility <input type="checkbox"/> Refused Treatment <input type="checkbox"/> None Required Agency providing Treatment Transport: _____ Name of Medical Facility: _____	
Instructor Recommendation for Prevention of Recurrence: _____ Injured Party Recommendation for Prevention of Recurrence: _____ Cause: <input type="checkbox"/> Fall <input type="checkbox"/> Struck by Object <input type="checkbox"/> Lifting <input type="checkbox"/> Sharp Object <input type="checkbox"/> Thermal/Burns <input type="checkbox"/> Action <input type="checkbox"/> Other _____ Unsafe Act <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Unsafe Condition <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Sketch Attached <input type="checkbox"/> Yes <input type="checkbox"/> No      Photos Attached <input type="checkbox"/> Yes <input type="checkbox"/> NO	
Page	of
Reported by: _____	

<b>Cumberland County Training Academy Injury/Accident Report Form (Cont'd)</b>	
Narrative: _____ _____ _____ _____ _____ _____ _____ _____ _____	
Witness Information:	
Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Phone: _____	Phone: _____
Lead Instructor: _____	
Additional Instructors: _____	
Course Name: _____	ETA: _____
Additional Notifications: <input type="checkbox"/> County 9-1-1/DPS <input type="checkbox"/> Middlesex Police <input type="checkbox"/> Coroner <input type="checkbox"/> ETA Representative <input type="checkbox"/> Chief or Company Officer	
Copy provided to: <input type="checkbox"/> JFRTC <input type="checkbox"/> County <input type="checkbox"/> Organization <input type="checkbox"/> Injured Party <input type="checkbox"/> ETA	
Report Completed by: _____(Name) _____(Signature)	
Page ____ of ____ Pages	Date: _____

Appendix K: WAIVER FORM for INDIVIDUALS and NON-EMERGENCY SERVICE ORGANIZATIONS

GENERAL RELEASE

In consideration of permission granted to me or my minor child by the County of Cumberland to enter upon its premises or facilities, intending on behalf of myself or my minor child to be legally bound hereby, and recognizing the risk inherent in such entry by myself or my child, I hereby voluntarily assume all risk of injury, death, or damage sustained by me or my minor child in such entry, and I further, for myself or on behalf of my minor child do hereby fully release, discharge, hold harmless, and indemnify the County of Cumberland, its public officials, officers, administrators, employees, agents, contractors, successors and assigns or any of them (“Releasees”), from any and every claim, demand, cause of action or liability arising out of, directly or indirectly, my entry upon such premises or Facilities, or (i) any injury, including death, to my person or the person of my minor child, or (ii) any loss or damage to my property, or that of my minor child, sustained in an accident or occurrence on any of the County’s premises or facilities, whether or not attributable to the conditions of the premises or facilities or to the negligence of any of the parties named or described above, or any other activity or conduct of the County, myself or my child or any other person whatsoever, it being my intention to accept full responsibility for any and all such injury or damage.

I hereby agree to indemnify and save and hold harmless the Releasees and each of them from any loss, liability, damage, claim or cost, including attorney fees, they might incur due to my entry or my minor child’s entry upon and use of the County’s facilities.

**I HAVE READ AND VOLUNTARILY SIGNED THIS ASSUMPTION OF RISK AND RELEASE OF LIABILITY, INTENDING LEGALLY TO BIND, MYSELF, AND/OR ON BEHALF OF MY MINOR CHILD, AND I FURTHER AGREE THAT NO ORAL REPRESENTATIONS, STATEMENTS OR INDUCEMENTS HAVE BEEN MADE TO ME.**

\_\_\_\_\_  
(Printed Name) (Signature) (Date)

Witness:

\_\_\_\_\_  
(Printed Name) (Signature) (Date)