

# **NORTHEAST ARIZONA TRAINING CENTER**

## **STANDARD OPERATING GUIDELINES**

**-REVISED-**

**May 5, 2015**

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# **Northern Arizona Training Center**

## **Standard Operating Procedures**

### **SECTION 1: INTRODUCTION**

The Northeast Arizona Training Center attempts to conduct its training programs in the safest and most efficient manner possible. However, it is not always possible to eliminate all of the potential hazards to a student's safety. Before any student participates in a training program involving the teaching of firefighting skills, he/she should be familiar with the level of physical/mental stresses and other hazards involved. **Students who cannot comply with any or all of the requirements will not be allowed to participate in any portion of the training involving physical exertion or the use of protective equipment so as to provide for their personal well-being and safety of other students and instructors.** The procedures and guidelines set down in this document were established to ensure the safety of all participants while using or conducting any training activities at NATC.

### **SECTION 2: USE OF NATC FACILITIES**

The use of the NATC Facilities will require members to pay their annual fees as set forth by the NATC Executive Board by March of each year. This will allow for each User to budget for their upcoming yearly training needs. Annual Statements will be mailed out to the Users by the first week in July with payment due by November 1<sup>st</sup>. The payment will entitle the User to use the NATC Facility from July 1st thru June 30th of that fiscal year. Any payment not received by November 1<sup>st</sup> will be deemed delinquent.

Members who have paid their annual dues will be allowed to use the NATC facilities. Members will be required to contact the NATC Director and/or his designee to schedule their training needs. Training will be scheduled on a first come/first served basis.

Any agency that has not paid or is delinquent in their annual user fees or is not an authorized user will be subject to the daily usage fees as set forth by the NATC Executive Board and will be allowed to use the facilities only if there are any times open that would accommodate their training needs request.

Requirements of these guidelines are mandatory and all participants must abide by these procedures in their entirety. Organizations who will be conducting training at the training facility are required to be familiar with this procedure and all applicable documents.

### **SECTION 3: LIABILITY INSURANCE**

Proof of Liability Insurance will be required for all users and non-members prior to being allowed to use the facilities for any activity. Failure to provide proof of Liability Insurance will result in the user not being allowed to use the facilities.

## **SECTION 4: GENERAL DEFINITIONS:**

**Evolution** - A set of prescribed actions that result in an effective fire ground activity.

**Ignition Officer** - Will be responsible for control of the materials to be burned. This individual will wear full protective equipment including SCBA. **(This individual will not be a student.)**

**Incident Commander (IC)** – The IC is the person responsible for overall coordination of the live-fire training evolution. The IC will be trained at a minimum level to include IS-100 and 200 as well as IS-700 and 800. The IC and the lead instructor may be the same person if, and only if, the lead instructor is not involved in the practical or hands-on portion of the evolution. The IC will not be in the hot zone and should maintain an incident command post which is clearly discernable to all participants outside of the IDLH area. The IC is responsible to maintain a current ICS 201 form indicating the location and assignments of all participants as well as the safety officer and the NATC liaison.

**Incident Safety Officer (ISO)** – The ISO will be established for all live-fire training evolutions or any other “high-risk” type training at NATC. The ISO will have been trained through either the State of Arizona Incident Safety Officer program or be certified at the National level as an Incident Safety Officer. Additionally, the ISO will be a dedicated position and he/she will not be assigned to other functional areas of the evolution.

The radio designation for the ISO will be “Safety”. The ISO will insure a pre-burn briefing (using the attached “pre-burn safety briefing” form (NFPA 1403, 2002 ed.)) with all participants. The ISO will also insure a post-burn briefing (using the attached “post-burn safety briefing” (NFPA 1403, 2002 ed.)). At any time, **the ISO has the authority to immediately cease any live-fire training evolution that is not conducted in a safe manner.**

**Instructors** - Will assist the Lead Instructor in all phases of training activities. The instructors will ensure that students are properly protected before the start of each evolution. All safety concerns should be directed to the Lead Instructor/IC. If you are not satisfied with the action taken, then you may contact the Safety Officer directly.

**Lead Instructor** - This individual will be certified at a minimum of a Fire Instructor 1 level in accordance of NFPA 1041 and in cases of an NPC class, will be approved by NPC prior to instructing a class. Lead Instructor will be in charge of the training activities.

**Live Fire Instructor** – any person wishing to lead a “live fire” drill within either the NATC Burn room or Flash Chamber will be required to meet qualifications as set under the definition of “Lead Instructor” plus will be required to attend the NATC 1403 Live Fire/Flash Chamber training prior to being allowed to conduct a live burn. The Live Fire Instructor will be required to renew their live fire certification every two years or as determined by the NATC Director.

**NATC Director** – The Director or his/her designee is responsible to provide the necessary resources, access, guidelines, and forms to the Lead Instructor. Additionally, the Director will ensure that NATC facilities are properly used and cared for by the person(s) or agency(ies) conducting the training. All activities on the NATC site must be approved by the NATC Director. This position will be at the approval of the NATC Executive Board.

**Participant** - Any student, instructor, safety officer, visitor, or other person who is involved in the training evolution within the operations area.

**Training Tower/Burn Building** - A structure specifically designed for conducting live fire training evolutions on a repetitive basis.

**User** – any person/group/agency that has been approved by the NATC Executive Board and is current on their required annual dues. Any person/group/agency that is not a user shall be subject to the daily rates as set by NATC.

**Water Supply Officer** - Will ensure that a water supply is established from two separate sources and that a sufficient supply of water is available. The Water Supply Officer, along with the Lead Instructor/IC and the Safety Officer will determine the required fire flow for the live burn evolution.

## **SECTION 5: 10 Rules of Engagement for Safe Training:**

Rule 1. Have a clear purpose for the training exercise and use a training plan with defined outcomes and learning objectives. Review the plan with all participants before the training begins.

Rule 2. Establish and maintain a clear chain of command during training. Designate a training incident commander/lead instructor. Don't let participants pull rank and compromise safety.

Rule 3. Never allow freelancing during training. Require the use of staging and accountability systems.

Rule 4. Use only qualified instructors who possess both certification and experience in the subject they're teaching.

Rule 5. Adhere to all national, state and local standards for conducting training.

Rule 6. Only conduct training under acceptable conditions. Don't place participants in a realistic environment before they are ready for it. Never use live victims during high-risk training.

Rule 7. Use all safety precautions during training, even if they exceed what's possible during an actual emergency event. Never simulate a safety factor.

Rule 8. Require all participants to be medically cleared before they participate in strenuous training. Enforce appropriate rehabilitation and monitoring during and after training.

Rule 9. Make sure the training is appropriate for the skill level of all participants and they know what is expected of them.

Rule 10. Allow the participants to stop – without penalty – if they don't understand their assignment or if they sense something unsafe during training. Stop, talk and decide on a safer approach. EVERYONE IS A SAFETY OFFICER!

## SECTION 6: NATC GENERAL OPERATING GUIDELINES:

All participants, visitors and users of the NATC will adhere to these guidelines:

- The training center is an educational environment where individuals can learn and master new skills.
- All personnel instructing, assisting or participating in any activity at the NATC will wear the appropriate personal protective equipment.
- Instructors and/or safety personnel will lead by example and wear proper protective equipment during training activities.
- All equipment used at the NATC during training activities will be returned to service and placed in a ready state, including all air bottles and SCBA units.
- Any equipment used will be returned to its' original location.
- Personal Protective Clothing (bunker gear) is not allowed in the classroom portion of the building.
- Return all tables and chairs to their original positions.
- Empty all trashcans and place bags in the large dumpster located in rear parking area.
- All instructional materials and audiovisual equipment will be turned off and made ready for the next class or instructor.
- During training classes, personal cell phones and pagers will be turned to silent/vibrate mode.
- A limited number of radios will be allowed to be on during class sessions
- No Tobacco Products Permitted on training facility premises.
- Eating and drinking will be allowed in **designated areas only**.
- It is prohibited to rearrange or alter the Training Facility without approval.

## **SECTION 7: NATC Drug-Free Student Environment**

A Matter of Substance - The Drug-free Schools and Communities Act of 1989

On Dec. 12, 1989, President George H. W. Bush signed the Drug-Free Schools and Communities Act Amendments of 1989. Essentially these amendments require that institutions such as Northland Pioneer College and Northeast Arizona Training Center who contract with or receive grants from federal agencies, certify that they will meet certain requirements for providing a drug-free environment.

The governing board and administration believe strongly in the rights of students to learn in an environment that is free from illegal drugs and alcohol use. The Training Center expects to comply fully with the act and is taking the following steps to ensure a drug and alcohol-free environment.

1. A drug and alcohol free workplace environment policy and procedure has been developed and approved by the governing board.
2. The Training Center will comply with the amendments by taking a position that conforms to its requirements.
3. Each student will be informed to the Training Center's position on maintaining a drug and alcohol-free work environment.
4. Students are expected and required to report to class in appropriate mental and physical condition. It is NATC's intent and obligation to provide a drug and alcohol-free healthful, safe and secure training environment.
5. The Training Center prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances and alcohol on Training Center premises or while participating in any training center activity.
6. Violations will be referred either to the vice president of student services or to the agency head of the violators. Violations may result in the requesting the student to leave the NATC premises immediately. Serious violations will result in students being reported to local law enforcement officials for appropriate local, state or federal action. Prosecution can result in fines, prison terms or both.



## **SECTION 8: DRIVING TRACK USAGE**

### **Use of Driving Track**

Due to the dangers related to the use of the driving track, safety is of the utmost importance. Based on the safety of all involved, the following rules will apply:

1. Safety vests will be worn by all personnel at all times while on the driving track.
2. No vehicle will be driven on the course without permission of an Instructor
3. Pedestrian movement is restricted to only the portions of the facility not currently in use.
4. Every person in the training vehicle will wear seat belts fastened before the engine is started.
5. Treat all vehicles as if your life depended on it.
6. Always check the tires prior to entering or using a vehicle.
7. NO SMOKING in the vehicles.
8. Do not change seating positions or exit the vehicle without the vehicle being in "PARK".
9. In case of mechanical problems, notify the Instructor immediately.
10. Do not make unsafe moves, even if an Instructor orders the move.
11. If told to **ABORT** an exercise, do so immediately, **ABORT COMMAND** – means for all moving vehicles to STOP and wait for the "all clear" command to be given and training may resume.
12. Observers are restricted to designated safe areas.
13. Any injury should be reported immediately to an Instructor.
14. **No weapons allowed on the track** during the training unless approved by the Lead Instructor or NATC Director and/or his designee.

## **SECTION 9: FIREGROUND TRAINING OPERATIONS:**

### **Student to Instructor Ratios**

High risk training – One Instructor per five students

Moderate risk training – One Instructor per eight students

Low risk training – One instructor per twenty students

Lecture – Instructor discretion

### **Turn out Gear and SCBA will be NFPA compliant.**

*All students and instructors will wear full protective clothing including self-contained breathing apparatus unless they are not participating in the actual exercise. No one will be allowed within the hazard zone without proper protective clothing.*

**Bunker Pants and Coats** - must be completely fastened including storm and throat flaps before any evolution is started.

**Hoods** - are required and must be NFPA compliant

**Helmets** - must furnish protection to the face, head and neck. Helmets should be equipped with face shields, earflaps, and have good suspension webbing to reduce shock from blows to the helmet. Chinstraps are required and should be secured comfortably under the chin before the start of any evolution.

**Gloves** - All gloves must be leather or Kevlar/leather construction.

**Boots** - Boots must have steel toes and insoles. Boots must be compatible with the wearing of bunker pants.

**SCBA** - will be required for any participant manning an attack or safety line under fire conditions. SCBA masks will be worn under hoods. No participant should enter a live fire evolution with less than 2000-psi tank pressure. There will be a mandatory rest break for any participant going through two consecutive bottles of air.

## **SECTION 10: LIVE-FIRE TRAINING**

### **LIVE FIRE TRAINING IN THE BURN ROOM/ FLASH CHAMBER:**

***Safety is the utmost concern to address during any live fire type training exercise. When conducting Live Fire Evolutions at the NATC and within the Burn Room/Flash Chamber, the recommendations in NFPA 1403 2002 edition, Standard on Live Fire Training Evolutions will be followed. All training activities held at NATC are to be conducted with the utmost professionalism so all participants can learn without fear of being injured while training.***

#### **Live Fire Scheduling/Approval:**

In an effort to provide a safer training environment for our students at NATC, the minimum standards have been set for any Training Officer and/or Instructor requesting or participating in Live Fire Burns:

1. Fire Instructor I or equivalent
2. NATC/NFPA 1403 Live Fire Instructor class renewed every two years
3. NATC Burn Room/ Flashover Certification renewed every two years
4. Prior approval from the NATC Director and/or his designee will be required prior to any live fire exercise within the NATC Burn Room / Flash Chamber.
5. The Lead Instructor/IC will be responsible for filling out the Pre-Burn Fire Checklist and submitting such form to the NATC Director and/or his designee for review and scheduling of the facility at least two weeks prior to any live fire exercise.

#### **Live fire training standard operating guidelines**

Applicable codes and standards: NFPA 1403 Standards on live fire training evolutions, 2002 edition

Intent: The intent of this live fire training standard operating guideline is to provide detailed guidelines for department personnel training at NATC during live fire evolutions. These guidelines will also be applicable to all visitors for training and/or facility services.

This Standard applies to all agencies participating in live fire training at the Northeast AZ Training Center.

It was promulgated to:

- Prevent occupational accidents, deaths, injuries, and illnesses.
- Ensure that all personnel are able to properly perform their assigned duties in a safe manner.

Standards:

It is the policy of NATC to have standard guidelines (detailed Training Standard) for procedures for safe, efficient, and effective live fire training operations.

### Facility and Training Safety

Employee and visitor safety will be the priority while at or visiting NATC Live fire training evolutions. The purpose is to prevent accidents, deaths, injuries, and illnesses.

Personnel at NATC training sites will have a minimum of full PPE donned when **Any** type of training is being conducted at the facility in the hazardous area. Personnel need not have PPE donned when in a designated safety areas. The Safety or Training Officer of the training may alter hazardous areas and the requirements if he or she deems it necessary based on training activities.

**Horseplay of any kind will not be tolerated anytime at the NATC training sites and may result in canceled training and/or disciplinary action.**

### Live-fire training

During Live-fire training, participants located in the hazard zone (live-fire areas) will have at minimum structural personal protective equipment (PPE) and self-contained breathing apparatus (SCBA) completely donned prior to engaging in structural live-fire training activities.

The structural PPE ensemble will be in accordance with NFPA 1971 Standard on Protective Ensemble for Structural Fire Fighting, 1997 Edition or the NFPA standard in affect at the time the PPE was manufactured. The ensemble will include the following:

- Structural fire fighting helmet with chinstrap and ear flaps
- Structural firefighting coat
- Structural firefighting trousers
- Structural firefighting gloves
- Structural firefighting footwear
- Structural firefighting hood

Participants include: Law enforcement, firefighters, fire officers, department members, and students located at the training site.

### **Procedures for Live-fire training evolutions**

NATC is equipped with (2) areas within the burn tower and or the flash chamber trailer to perform live-fire training. The locations follow:

- The first floor tiled area at the north side of the burn tower
- The tiled flash chamber prop

Live-fire training will only be conducted in the above listed locations. **At no time will live-fire training be conducted within the structure at any other location.**

**At no time will students, visitors, or other personnel be used as rescue victims during live fire evolutions.**

Minimum levels of PPE are designated in this training standard. These levels of PPE will be adhered to in order to ensure a safe training environment.

An Incident Safety Officer (ISO) will be established for all live-fire training evolutions. The radio designation for the ISO will be "Safety". Prior to engaging in any live-fire training evolutions, the ISO will conduct a pre-burn briefing with all participants involved in the training. The pre-burn briefing is located in attachment of this Training Standard and was taken from NFPA 1403 Standard on Live Fire Training Evolutions, 2002 Edition. Following the live-fire training evolution, the ISO will conduct a post-burn briefing. The post-burn briefing is also located in attachments of this Training Standard and was taken from NFPA 1403 Standard on Live Fire Training Evolutions, 2002 Edition. **The ISO will have the authority to immediately cease any live-fire training evolution that is not conducted in a safe manner.**

An Instructor-in-charge will be designated for all fire and rescue Department live-fire training evolutions. The radio designation for Instructor-in-Charge will be "Command". The Instructor-in-Charge may designate additional instructors as necessary. The Instructor-in-Charge will assist the ISO with the pre- and post-burn briefings and conduct the Instructor-in-Charge briefing as outlined in attachments of this guideline taken from NFPA 1403 Standard on Live Fire Training Evolutions, 2002 Edition. The Instructor-in Charge will also complete the pre-burn planning also found in the attachments with the NATC Directors or his designee approval. **The Instructor-in-Charge will have the authority to immediately cease any live-fire training evolution that is conducted in a safe manner.**

The live-fire training evolutions will operate under **the Incident command System (ICS).**

Materials that may be burned in the burn areas include wood, wood pallets, straw, or roofing paper. **At no time will any flammable or combustible liquids be burned in pans/containers or thrown inside the burn room.** Materials that may be used to ignite fires within the burn areas include matches, lighters, propane torches, drip torches, or fuses.

The ISO and Incident commander will ensure that roof temperatures within the burn areas do not exceed 900 degrees F. The floor temperature should not exceed 400 degrees F. The incident commander, ISO, and instructor will ensure the duty of temperature monitoring is completed. By using TIC, Hot spotter, and or the temperature monitoring system.

#### **Lead Instructor Responsibilities:**

The Lead Instructor will complete the Live Fire Checklist, PPE checklist on all participants, and assure that all components of the training exercise are in place.

The Lead Instructor along with the Safety Officer will inspect the Training Tower. The Tower Inspection Form will be completed during the inspection. A copy of these completed forms will be filed in the class folder.

The following will be checked:

- Thermocouples are not broken and are in proper operating condition.
- Window hatches are in good working order and unlocked.
- Doors are in good working order and unlocked.
- Stairs and handrails are secured and unobstructed.
- Conduct a visual inspection of Burn Room panels.
- Adjust Burn Room panel screws as needed.
- Inspect interior and exterior walls of the Tower for heat and mechanical damage.

Participants will be given a tour of the Training Tower prior to the training exercise. The tour is to familiarize the participants with the room layouts and emergency exits in the Tower. During this familiarization, a building evacuation plan and evacuation signal will be demonstrated.

Participants in live fire training must be able to show proof of successful completion of Basic Firefighter Skills or Fire Fighter I Training Course. NFPA 1001 *Safety, Fire behavior, Portable extinguishers, Personal protective equipment, Ladder, Fire hose, appliance and streams, Overhaul, Water supply, Ventilation and force entry*

An area for spectators should be designated and appropriately marked. No visitors are to be allowed within the designated hazard zone.

#### **BURN BUILDING USE AND SAFETY:**

Heat will build quickly within the Burn Room. The intent of the Burn Room is to teach nozzle use, nozzle application, hose maneuvering and thermal balance. **A maximum of three (3) pallets will be used during the training evolution.** It is recommended that one (1) pallet be used to start the initial fire, then the two extra pallet can be placed onto the coals once students enter the room to demonstrate fire behavior. Instructors are reminded the intent of the live fire drill is to expose the students to fire behavior and not extreme heat. At no time should the heat ever become excessive to damage personal protective equipment. **At no time should the fire temperatures reach more than 400 degrees within the burn room/ flash chamber after the initial fire is set. DO NOT EXCEED 900° Fahrenheit ceiling temperature at any time during the burns. Failure to observe these rules will result in the live burn operation being stopped by the Safety Officer and all participants removed from the burn room/ flash chamber.**

The Instructor and/or his designee will be responsible for monitoring the temperature within the room by using either a thermal imaging camera (TIC) and/or the thermal couplings is so provided. Personnel will be located next to the windows to provide proper ventilation as required by the interior crew. Ventilation crew will maintain radio contact with the Interior crew at all times once they are inside the burn room.

The live fire will be contained within the burn cradle within the Burn Room. **Do not build fires on the concrete floor.**

The Ignition Officer wearing full protective gear will light the props with a flare. A crew with a charged hose line will accompany him. Fire will only be set in the designated Burn Room in the provided cradle. At no time will **ANY FLAMMABLE OR COMBUSTIBLE LIQUIDS BE USED TO START FIRES OR TO BURN WITHIN THE BURN ROOM and/or the FLASH CHAMBER.** Use only dry, non-treated Class "A" materials (i.e.: wood, paper, hay, etc...)

Before and after each burn, an inspection of the burn building will be conducted. Any deterioration of the Pagenite© panels or other surfaces will need to be noted. If significant damage is found, all burns will be stopped until the building has been inspected and repaired per the manufacturers' recommendations.

Direct application of water in a straight stream should be avoided at all times as this could damage the Pagenite© panels.

Cleanup of the burn tower

### **Hose line Water Supply requirements**

Crews will flow water from all hose lines prior to entering the Tower to verify proper pressure and nozzle pattern.

Prior to entering the structure, the Instructors should take a head count and check each participant to make sure they have the appropriate level of PPE and that it is properly worn.

A minimum of two firefighters per hose line, with an instructor will be required. A ratio of one instructor for 5 students will be used.

A back up crew, consisting of two personnel and one instructor, will be available with a charged hose line at operating pressure at all times while attack crews are inside the structure.

Fog nozzles that may be shut off or changed to FLUSH while changing the patterns should be avoided.

Dual water supplies will be available and monitored by the Water Supply Officer.

Each hose line should be capable of flowing a minimum of 125 gpm.

All fire hose that is to be used in training activities will be service tested prior to the training date.

### **Safety Officer Responsibilities**

A Safety Officer is required at all NATC training activities.

#### **Insure that a form of Incident Management is in place.**

Insure Instructors, Ignition Officer, Pump Operators, Medical and the Safety Officer will be in radio communications at all times.

Insure all water supply requirements are met.

Insure Basic Life Support Equipment and personnel are available on site for high-risk activities.

On all Live Burn activities the Safety Officer will follow the Live Fire Check List.

## **POST FIRE**

A post-training critique session, complete with documentation, will be conducted to evaluate student performance and to reinforce the learning experience of all participants.

The Tower will be left in a safe condition upon completion of the training evolutions. All class "A" materials must thoroughly extinguished and properly disposed of.

The following records and reports will be maintained on all live fire training evolutions in accordance with this procedure. They are as follows:

- Accounting of the training activities conducted.
- A listing of instructors present and their assignments.
- A listing of all participants.
- Documentation of unusual conditions encountered.
- Documentation on any injuries incurred and treatment rendered.
- Documentation of any changes or deterioration of the structure.
- Documentation of the condition of the premises and adjacent area at the conclusion of the training exercise.



## SECTION 11: USE OF NATC ENGINE/LADDER TRUCK

### **ENGINE USAGE:**

Only person/s authorized by the Lead Instructor/Incident Commander or NATC Director are authorized to operate the NPC engine/ladder within the NATC premises.

### **LADDER USAGE:**

NATC has recently received a donation of a Ladder Truck from the Vernon Fire Department. The reason for the donation was for the vehicle to be used as a back-up engine only for pumping during live fire exercises.

**At no time is the ladder portion of the truck to be used as it has not been inspected and/or certified for aerial use! Appropriate safeguards have been placed on the truck to make it obvious that the ladder is not to be used.**

**Any attempt by ANY person or agency to raise the ladder will result in that person being immediately removed from NATC!**

## **SECTION 12: ROPE RESCUE TRAINING**

### **SAFETY, SAFETY, SAFETY**

Technical rescues will always involve some risk. The technical environment can be very unforgiving if rock solid safety rules are not followed by everyone on the team. Safety is everyone's responsibility. Safety is an attitude and forms the foundation for trust that must develop between rescuers.

In order to provide the utmost safety atmosphere, the following guidelines have been set for anyone using the NATC burn tower for Rope Rescue trainings:

1. No class will be taught without a Rope Rescue Instructor that is qualified to instruct the level of Rope training being taught.
2. No student will be allowed on the tower without Instructor permission.
3. Personal Protective Equipment will be worn at all times while or around the tower.
4. Prior to repelling from the burn tower, the Instructor will make sure that:
  - ropes are tied near the edge and have two points of contact
  - Instructor will double check everyone before going over the edge.
  - double check every part of the rescue system.
  - pad all edges and protect software from abrasion.
5. Do not step on the ropes; take good care of the equipment as your life may depend on it!

**SECTION 13: Northern Arizona Training Center Agency Request for Use Form**

**Agency/Department Requesting Use:**

\_\_\_\_\_

**Date(s) of Training:**

\_\_\_\_\_

**Will you be conducting live fire training?**  Yes  No

**Facilities Requested:**

Tower - Date(s) & Time(s)

\_\_\_\_\_

Burn Room - Date(s) & Time(s)

\_\_\_\_\_

Classroom - Date(s) & Time(s)

\_\_\_\_\_

Other:

\_\_\_\_\_

**Date(s) &  
Time(s)** \_\_\_\_\_

**Class/Course Description**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Number of participants: Students \_\_\_\_\_ Instructors \_\_\_\_\_ Total #:**

\_\_\_\_\_

**Are other agencies participating?**  Yes  No

**If Yes, please list all:**

\_\_\_\_\_

\_\_\_\_\_

**Will you need audio/visual equipment?**  Yes  No

**If yes, what will be needed?**

\_\_\_\_\_

**Will you have an EMT/CEP on site with BLS equipment?**

Yes  No

Other requests:

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Contact Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Send completed form to Stuart Bishop @ [stuart.bishop@npc.edu](mailto:stuart.bishop@npc.edu) for final approval

**SECTION 14: Northeast AZ Training Center Fee Schedule effective November 17, 2014  
(for non-paid members)**

**PROPS**

Burn Room	\$120.00/hour - Min 4 hours + Safety Officer
Classroom	\$50.00/hour
Confined Space Prop	\$55.00/hour - Min 4 hours + Safety Officer
Driving Track	\$50.00/hour - Min 4 hours
Flash Chamber	\$120.00/hour - Min 4 hours + Safety Officer
Forcible Entry Props	\$30.00/Hour + Steel
Haz-Mat Tank Props	\$50.00/Hour
Pump Pit Test	\$100.00 per test
Six-story Training Tower	\$100.00/hour - Min 4 hours
Ventilation Prop	\$50.00/hour + Sheeting

**SUPPLIES/EQUIPMENT**

Apparatus - Type 1 Engine	\$100.00/hour
Hay Bales	Market price + delivery
Liquid Smoke	Market price + delivery
Natural Gas	Market price + delivery
Pallets for live fire	Market price + delivery
Propane gas	Market price + delivery
SCBA's	\$50.00/hour per SCBA - Min 4 hours
SCBA Compressor	\$138.00/hour - Min 2 hours
Sheetrock	Market price + delivery
Smoke Generator	\$25.00/Hour + Liquid Smoke
Steel for Forcible Entry Prop	Market price + delivery

**PERSONNEL\***

Engineer	\$25.00/hour
Ignition Officer/Prop Technician	\$25.00/hour
Incident Commander	\$40.00/hour
Instructor	\$25.00/hour
Safety Officer	\$25.00/hour

**APPROXIMATE MARKET PRICE - as of November 2014**

Hay bales	\$10.00 each
Liquid Smoke	\$60.00/gallon
Natural Gas	?
Pallets	\$5.00 each
Propane Gas	\$4.00/Gallon
Sheeting – Plywood	\$25.00 per 4X8 sheet
Sheetrock	\$10.00/sheet
Steel for Forcible Entry	market price fluctuates daily

\* An Incident Commander and Safety Officer are required for all live fire training and other training deemed necessary by the NATC Director

\*\* Proof of Liability Insurance will be required of all non-members prior to using the facility for any reason

## **SECTION 15: NATC - Live Fire Checklist Form**

### **Responsibilities of Personnel:**

#### **Lead Instructor/Incident Commander**

- Participants have demonstrated successful completion of prescribed Training requirements
- P.P.E. Checklist has been completed for each participant
- Pre-Fire Briefing, involving all participants, Including;
  - Safety tour of tower and grounds
  - Evolution assignments
  - Evacuation plan and signal
- A personnel accountability system is in place.
- Safety Officer has been assigned.
- Assistant Instructors have been assigned functional or Geographical Groups. (Some may have more than one assignment)
- Radio communications is in place between all Groups and Safety Officer.
- No burning will be allowed on Taylor Fire Department “No Burn Days” or Red Flag conditions.
- Notifications prior to live Fire Training
  - Snowflake/Taylor Fire and Police Dispatch (928-536-7500#0)
  - Taylor Fire Department (928-536-7900)
  - Summit RMC (928-537-4375)

#### **Instructor:**

- Monitor and supervise assigned students(no more than five)
- Inspect students’ protective clothing and equipment
- Account for assigned students, both before and after evolutions

#### **Safety Officer:**

- Prevent unsafe acts
- Eliminate unsafe conditions
- Intervene and terminate unsafe acts
- Supervise additional safety personnel as needed
- Coordinate lighting of fire with instructor in-charge
- Ensure compliance of participants personnel protective equipment
- Ensure all participants are accounted for before and after each evolution
- Thermocouples are not broken and are in proper operating condition
- Window hatches are in good working order and unlocked
- Doors are in good working order and unlocked
- Stairs and handrails are secured and unobstructed
- Conduct a visual inspection of burn room panels
- Adjust burn room panel screws as needed
- Inspect interior and exterior walls of tower for heat and mechanical damage
- Monitor thermocouples
- Maintain contact with EMT/CEP

### **EMT/CEP**

- Check in with Lead Instructor/Incident Commander
- Perform blood pressure checks on all participants “prior” to students participating in live burn
- Notify Lead Instructor/Incident Commander of any abnormalities in blood pressure checks
- Monitor students during fire ground exercises
- Provide treatment for any fireground injuries

### **Student:**

- Acquire prerequisite training
- Become familiar with building layout
- Wear approved full protective clothing
- Wear approved SCBA
- Obey all instructions and safety rules
- Prevent unsafe acts
- Will not be allowed to participate if not blood pressure is abnormal per EMT/CEP on site

### **Training Structure Preparation**

- Burn areas inspected to determine structure integrity
- Ventilation hatch inspected for proper operation
- Window checked and operated
- Doors checked and operated
- Interior panels and crawl through props removed (exception of designated areas)
- Unnecessary inside and outside debris removed
- Insure all safety chains and railings are in place
- No more than 1 pallet stock piled inside
- Fire “sets” prepared:
- Class A materials only
- No flammable or combustible liquids
- No contaminated materials

### **Preburn Procedures:**

- All participants briefed
- All participants will view training structure layout
- Crew and instructor assignments
- Safety rules
- Training structure evacuation procedure
- Evacuation signal (demonstrate)
- All hose lines checked:
- Minimum of an 1 ½ for all lines
- Charged and test flowed
- Supervised by qualified instructor
- Adequate number of personnel
- Necessary tools and equipment positioned
- Participants checked:
- Approved full protective clothing
- Self-contained breathing apparatus
- Adequate SCBA air volume
- All equipment properly donned



**Fire Attack Checklist**

- All apparatus supply and attack lines, and exposure lines have been positioned approximately. (Charge all lines and test flow each.)
- All ladders and other necessary tools and equipment have been obtained and placed in appropriate locations.
- All attack and back-up lines are of sufficient size for the area of involvement, minimum of 1 1-3/4”.
- All attack and back-up lines are adequately staffed. Adequately trained Personnel supervise all lines.
- All “free burning” stage fires will be adequately ventilated before entering the “smoldering” stage.
- Only one fire will be allowed to propagate at a time.
- All fire attacks will be coordinated with ventilation functions or other offensive attack activities.

**Post burn procedures:**

- All personnel accounted for
- Remaining fires overhauled, as needed
- Training critique conducted
- Records and reports
- Account of all activities
- List of instructors and assignments
- List of other participants
- Documentation of unusual conditions or events
- Documentation of injuries
- Documentation of changes or deterioration of training structure
- Student training records
- All panels and props stacked neatly back inside

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Lead Instructor (Print name)

Date

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Safety officer (Print name)

Date

**SECTION 16: Northern Arizona Training Center Live Fire Training Record**

DATE:	Evolution Title:	IC:
Lead Instructor:	Safety Officer:	
Instructors:		
Company ID:		
<b>Participants</b>	<b>Assignment(s)</b>	
Officer		
Driver		
Firefighter		
Firefighter		
Company ID:		
<b>Participants</b>	<b>Assignment(s)</b>	
Officer		
Driver		
Firefighter		
Firefighter		
RIC Team:		
Evolution Time:		
Comments:		



## **SECTION 18: APPLICABLE DOCUMENTS**

### **National Fire Protection Association Standards:**

NFPA 1001 Standard for Fire Fighter Professional Qualifications

NFPA 1041 Standard for Fire Service Instructor Professional Qualifications

NFPA 1403 Standard on Live Fire Evolutions

NFPA 1500 Fire Department Occupational Safety and Health Program

NFPA 1962 Standard for Inspection Care and Use of Fire Hose, Couplings and Nozzles

NFPA 1971 Standard on Protective Ensembles for Structural Fire Fighting

NFPA 1981 Standard on Open Circuit SCBA for Fire and Emergency Services

NFPA 1982 Standard on Personal Alert Safety Systems PASS

NFPA 1901 Standard for Automotive Fire Apparatus

## SECTION 19: LAW ENFORCEMENT RANGE RULES

**It is the goal of the Northeast Arizona Training Center to provide your organization with a clean and safe facility. We will continue to strive to accommodate your facility needs while working within our Training Center parameters.**

### **Reservations:**

1. The NATC Range is designed for law enforcement firearms training only.
2. The range will not be used unless prior reservations have been made with the Northeast Arizona Training Center.
3. All reservations will be accepted for up to one calendar year in advance. Reservations are scheduled on a first come, first served basis.
4. All reservations requests must be approved by the Executive Director of the Northeast Arizona Training Center based on scheduling availability.
5. Use of the range will be permitted in the following priority:
  - A. Northeast AZ Law Enforcement Training Academy (NALETA)
  - B. Other Law Enforcement Agencies
6. User hereby assumes and shall bear the entire risk of loss and or damage to the facility and-or equipment of the Northeast Arizona Training Center. In the event of loss or damage of any kind to the facility or equipment, User shall place the same in as good condition as when received or replace same with equal or better to the satisfaction of the Executive Director of the Northeast Arizona Training Center.
7. The Northeast Arizona Training Center reserves the right to cancel or suspend any and all events with little or no notification in the case of inclement weather, unsafe conditions or damage to the facility as well as but not limited to, repair and maintenance.
8. There is no shooting between 10:00 PM and 7:00 AM. **No exceptions.**

### **Range Rules:**

1. The NATC Range is designed for law enforcement firearms training only.
2. Safety is the first priority. Events shall be conducted using the highest standards of safety for participants, spectators and others using this facility.
3. The rangemaster shall be responsible to hold a safety briefing prior to any range activity involving live firearms. The safety briefing shall include a review of all range rules and discussion of the agencies procedure in case of an accident requiring emergency medical response (including helicopter landing zone). The rangemaster shall ensure a "trauma pack" is available at all times while on the range.
4. A minimum of one Instructor shall be provided for every 8 students or participants.
5. Use of the range will be allowed only with the express permission of the NATC Director or his designee. Use of the range will require law enforcement agencies to be scheduled on the NATC calendar prior to use.

6. Any use of the range by a law enforcement agency will require that agency to supply an AZPOST certified firearms instructor who can act as the rangemaster. The rangemaster shall be present during "ALL" firearms training scenarios.
7. Law enforcement agencies shall be responsible to assure that all of the NATC Range rules are adhered to in the strictest manner. Each law enforcement agency conducting firearms training on the range shall assume all liabilities for any and all accidents that occur during the course of their firearms training.
8. Each law enforcement agency using the range for firearms training shall be required to follow their individual agencies standard operating guidelines for firearms training while using the NATC range.
9. Obey all Rangemaster commands and range signage.
10. If you see an unsafe condition, immediately call a "Cease Fire".
11. The command "Cease Fire" means to stop fire immediately and await further instructions from the Rangemaster.
12. Eye & Ear protection is **MANDATORY** on the firing range when the range is "HOT".
13. **Berms:** No one may climb the berms or backstop for any reason and all shots must impact the backstop (berm) without exception. User Groups shall position the target frames as close as possible to the backstop (berm). Climbing on berms is prohibited. Persons shall not be on the sides or tops of the berms (impact or lateral) for any reason at any time. All shots must strike the backstop of impact berm. Shooting above the berm at the hillside is prohibited.
14. **Targets:** Frames and targets shall be provided by the User Group. Only authorized targets shall be used.
  - Authorized Targets
    - Paper targets supplied by the User Group
    - Steel targets (must have a 45-degree cant)
  - Prohibited Targets
    - Bottles, rocks, cans, glass, bowling pins, **exploding targets**, etc.
15. The rangemaster is responsible for making sure the cleanup of the range is performed at the end of the event. Cleanup includes of the following: policing brass, removing shotgun wads, removing paper targets from the target frames, returning target frames to holders, putting away any moving tables and stools back to their original positions, ensuring all trash is placed in trash receptacles and leaving the range in good condition for the next User Group.
16. Vehicles are prohibited from being on the Range except to load/unload equipment, targets, etc. Vehicles must be removed from the Range prior to any shooting. **DO NOT** drive on the sidewalks. Violation of this policy may result in suspension and/or revocation of your privileges.
17. **No alcohol or smoking is permitted on NATC Property.**

18. The rangemaster shall not allow anyone to remain on the range premises upon his departure.

## **GUN SAFETY**

**1. SAFE GUN HANDLING IS YOUR PERSONAL RESPONSIBILITY AT ALL TIMES.**

Firearms are dangerous and can cause serious injury and death if they are misused or used inappropriately. Safety must be the prime consideration of anyone who owns or handles firearms.

**2. ALWAYS TREAT EVERY FIREARM AS IF IT WERE LOADED AND WOULD FIRE IF THE TRIGGER IS PULLED.**

Do not take anyone's word that the firearm is unloaded - always check for yourself. Never pass your firearm to another person until the cylinder or action is open and you visually check that it is unloaded. Keep your firearm unloaded and safely stored when not in use.

**3. ALWAYS KEEP YOUR FIREARM POINTED IN A SAFE DIRECTION.** Never point a firearm at anyone or anything you do not intend to shoot whether or not it is loaded. This is particularly important when loading, unloading, or field stripping the gun. ALWAYS control the direction of the firearm. AKA "the laser rule".

**4. NEVER PLACE YOUR FINGER INSIDE THE TRIGGER GUARD UNLESS YOU INTEND TO FIRE.** Your firearm cannot fire unless the trigger is pulled. Ensure that other objects do not touch the trigger.

**5. ALWAYS BE SURE OF YOUR TARGET AND WHAT IS BEYOND IT.** Always be sure of where the bullet will strike and shoot only towards the backstop making sure it is free of obstructions, water or other surfaces which can cause ricochets. Do not fire into the sky.

**NATC RANGE WAIVER OF LIABILITY AND HOLD HARMLESS/INDEMNITY AGREEMENT:**

In consideration of my application and permitting the Organization to reserve and use the Northeast Arizona Training Center Law Enforcement Range, I hereby take responsibility for myself and for all participants in said Organization, including but not limited to instructors, participants and spectators (hereinafter referred to collectively as "participants") and any participants' assigns as follows: (A) Waive, release and discharge the Northeast Arizona Training Center and its directors, officers, employees, volunteers, representatives and agents of any kind (hereinafter referred to collectively as "Releasees") from any and all liability for any incidents that occur while on the property that I am requesting to reserve. Incidents include but are not limited to death, disability, personal injury, property damage, property theft or actions which hereinafter accrue to myself or any participants; (B) Indemnify and hold harmless Releasees from any and all liabilities or claims made by other individuals or entities as a result of any of the Applicant's and Organization's actions during any reserved event(s). This Waiver of Liability and Hold Harmless/Indemnity Agreement includes death, disability, personal injury, property theft or property damage caused or alleged to be caused in whole or in part by the negligence of the Releases.

I am not under any legal disabilities that prevent me from being legally bound by this Waiver of Liability and Hold Harmless/Indemnity Agreement. I understand that this Waiver of Liability and Hold Harmless/Indemnity Agreement is intended to be as broad and inclusive as is permitted by the laws of Arizona and that if any portion hereof is held to be invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I understand that I am signing as the representative for the below stated Organization and, as the representative, I am responsible for communicating the guidelines, rules and regulations set forth herein to the Organization members including, but not limited to instructors, participants and spectators.

NAME OF ORGANIZATION: \_\_\_\_\_

BY: \_\_\_\_\_  
(PRINT NAME)

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Received by: \_\_\_\_\_  
Executive Director NATC (or designee)

Date: \_\_\_\_\_