



**BARNSTABLE COUNTY FIRE/RESCUE TRAINING ACADEMY
STANDARD OPERATING PROCEDURES**

LIVE FIRE TRAINING POLICY	
EFFECTIVE DATE:	01-01-2019
REVISIED DATE:	
TITLE:	Live Fire Training – Requirements, Roles and Responsibilities

PURPOSE:

To ensure the safety of BCFRTA personnel, students and authorized observers through adherence to staffing and procedural requirements for live fire training evolutions as outlined in NFPA 1403 - Standard on Live Fire Training Evolutions, current edition.

SCOPE:

This policy applies to all Barnstable County Fire & Rescue Academy personnel, fire departments, private agencies and any other group utilizing the Academy grounds for the purposes of conducting live fire training.

RESPONSIBILITIES:

- All support staff, instructors, instructors in charge (ICs), program coordinators, program managers, officers of the day (ODs) and outside parties utilizing BCFRTA live fire training areas must be familiar with, understand, and adhere to this SOP.
- All support staff, instructors, instructors in charge (ICs), program coordinators, program managers, officers of the day (ODs) and outside parties utilizing BCFRTA live fire training areas shall have completed the BCFRTA live fire training program (classroom and practical skills components).
- Any staff found to be in violation of this SOP will be subject to disciplinary action as outlined in the **BCFRTA Disciplinary Action Policy**. Non-academy personnel found to be in violation of this SOP will be subject to immediate removal from the fire training grounds and may have future access to the facility revoked or restricted.
- BCFRTA will provide portable radios as needed.
- BCFRTA will provide NFPA compliant Personal Protective Equipment and Personal Protective Clothing to staff for use during any training or live fire training evolution.
- BCFRTA will provide an “Officer-of-the-Day”.

PROCEDURES:

1. Requisites for Use of Burn Building for Live Fire Training
 - A. Pre-Burn Plan
 - i. A pre-burn plan with accompanying documentation must be submitted to the BCFRTA director and approved prior to the training day. Approved plans will be provided to the Instructor in Charge and Officer of the Day and reviewed with the training staff for the day as well as representatives of agencies utilizing the facility (as applicable). A full burn plan shall include the following:
 - 1) Roster of all attendees
 - 2) Map of fire ground with labeled apparatus and crews

BCFRTA – Standard Operating Procedure

Live Fire Training – Requirements, Roles and Responsibilities

- 3) Type of Live Fire Evolution being conducted including fuel loads and types of fuel, and any Flow Path and Ventilation Controlled evolutions to avoid occurrence of unexpected back draft and flashover conditions
 - 4) Type of structure, floor, wall and ceiling materials, room dimensions, room locations, and location of fires within the respective rooms
 - 5) Name of designated Instructor in Charge (IC)
 - 6) Name of designated Outside and Inside Safety Officers
 - 7) Name of designated Officer of the Day (OD)
 - 8) Names of designated Fire Control Team members
 - 9) Communications Plan
 - 10) Safety Plan
 - 11) Written learning and training objectives
- ii. Copies of current Massachusetts Department of Environmental Protection permits shall be secured and filed in the BCFRTA Administrative Office
- B. Student Documentation
- i. A student may not participate in a live fire training evolution until the following documentation has been completed, signed and approved by the Director, Deputy Director or designee of the BCFRTA:
 - 1) Medical Release Form
 - 2) Turn-Out Gear Compliance Form
 - 3) Course Application (for non-department-sponsored attendees)
 - ii. A student must be trained to the following minimum job performance requirements for Firefighter I in NFPA 1001 – Standard for Fire Fighter Professional Qualifications, 2013 edition, prior to engaging in any live fire training evolution:
 - 1) Safety
 - 2) Fire behavior
 - 3) Portable extinguishers
 - 4) Personal protective equipment (PPE)
 - 5) Ladders
 - 6) Fire hose, appliances and streams
 - 7) Overhaul
 - 8) Water supply
 - 9) Ventilation
 - 10) Forcible entry
 - 11) Building construction
 - iii. A student shall have received training in the following prerequisite areas, as defined in NFPA 1403, prior to being permitted to participate in live fire training evolutions:
 - 1) Fire Dynamics
 - 2) Health and Safety
 - 3) Fundamentals of Fire Behavior
 - 4) Fire Development in a Compartment
 - 5) Nozzle Techniques and Door Control

BCFRTA – Standard Operating Procedure

Live Fire Training – Requirements, Roles and Responsibilities

- iv. Any student who has received the required minimum training from any entity other than the Barnstable County Fire Rescue Training Academy will not be permitted to participate in any live fire training evolution without first presenting written evidence of successful completion of training as specified above in sections b. ii. and b. iii.

C. Accountability

- i. All personnel will sign-in upon arrival to the BCFRTA.
- ii. Instructors will maintain proper span-of-control in accordance with Incident Command System standards.
- iii. Accountability tags will be used as part of the BCFRTA accountability system

D. Emergency Medical Services (EMS), Injuries and Reporting, and Rehabilitation (Rehab)

- i. EMS
 - 1) An EMS and rehab station will be operational for the duration of the live fire training period.
 - 2) The EMS and rehab area will be clearly identified and established utilizing BCFRTA provided Firefighter EMS and Rehabilitation facilities.
 - 3) The EMS and rehab station will include a first-aid kit and an Automated External Defibrillator.
 - 4) The highest medically certified staff member present for the day shall be assigned as the “EMS Officer” and shall have responsibility for triage, treatment, if necessary or possible, and facilitating transport of serious injuries (Priority 1 or 2) to the appropriate medical facility.
 - 5) Minor injuries (Priority 3) will be evaluated on site by the EMS Officer and a determination made as to transport to a medical facility or recommendation that injured party seeks evaluation by their own medical professional.
 - 6) A minimum of Basic Life Support (BLS) emergency medical services will be required and provided at all live fire training evolutions.
- ii. Injuries and Reporting
 - 1) Any person injured while participating in any activity at the BCFRTA shall immediately report any injury to the Instructor in Charge,
 - 2) A BCFRTA Injury Report Form will be filled out for all injuries that occur.
 - 3) If medical transport is necessary, a 911 call shall be placed.
 - 4) It is the BCFRTA recommendation that all injuries be evaluated by a physician.
 - 5) If a student refuses to be transported or determines that they will see their own physician, they are required to sign the Injury Report Form as refusing treatment, as appropriate.
 - 6) A student who is injured and unable to continue training will not be allowed to return to the training program until a physician’s note, clearing the student to continue without restrictions, is provided.
- iii. Rehab
 - 1) Rehab operations will include equipment and supplies for heating and/or cooling, hydration, rest and recovery.
 - 2) All students and instructors will be briefed on the purpose of firefighter rehab and will be required to enter rehab after each live fire evolution.
 - 3) Determination of rehab needs will include the following factors:

BCFRTA – Standard Operating Procedure

Live Fire Training – Requirements, Roles and Responsibilities

- (a) Nature of work being performed by students, support staff and instructors
 - (b) Physical stress of work on participants
 - (c) Temperature exposure - both external and within the burn building environment
 - (d) Exposure time in high temperature environments
 - (e) Other circumstances which may affect condition and health (weather, high winds, extreme temperatures)
- 4) Rehab will be conducted in coordination and in conjunction with the assigned EMS Officer or emergency medical services team.

E. Safety Officers

- i. A minimum of two (2) Safety Officers (Outside Safety and Inside Safety) will be designated and present for the duration of all live fire training evolutions.
- ii. Both safety officers, the Officer of the Day and the Instructor in Charge shall have the authority, regardless of rank, to intervene and control any aspect of the operations when, in his or her judgment, a potential or actual danger, potential for accident, or unsafe condition exists.
- iii. Safety officers shall be trained to understand the staffing and procedural requirements outlined in NFPA 1403 and will be familiar with the operations of the training ground, props, gas shutoff valves and facilities in use.
- iv. Safety Officers' responsibilities will include the following:
 - 1) Prevention of unsafe acts
 - 2) Elimination of unsafe conditions
 - 3) Safety of all persons within the live fire training operations area
 - 4) The Outside Safety Officer will be responsible for the fireground Personnel Accountability Report (PAR) for all staff and students operating during the live fire evolution.
 - 5) The Inside Safety Officer will be responsible for overseeing the operations of fire control team and will determine the appropriate times for ignition of fuels based on communications with the Instructor in Charge.
- v. Safety officers may select additional personnel to assist with safety operations and procedures as needed.
- vi. Neither Safety Officer will be assigned any additional duties which conflict with or distract from the responsibilities listed above in Sec. 1. e. i.-iv.5.
- vii. Training evolutions which are stopped due to a perceived or real hazard will not continue until the hazard has been resolved.

F. Weather and Environmental Conditions

- i. Weather conditions should be reviewed and monitored immediately prior to and during any training session involving live fire training.
- ii. The safety officers, officer of the day, instructor-in-charge, Director or Deputy Director shall have the authority to stop or cancel an ongoing or planned live fire training session when weather conditions are considered Immediately Dangerous to Life or Health (IDLH).
- iii. Severe and/or dangerous weather conditions can include extreme temperatures, high winds, heavy precipitation and lightning or unanticipated weather changes.
- iv. When assessing the severity and potential impact of weather conditions on instructors and students, factors to be considered shall also include:

BCFRTA – Standard Operating Procedure

Live Fire Training – Requirements, Roles and Responsibilities

- 1) time of day
- 2) duration of the training evolutions
- 3) age of participants

G. Officer of the Day (OD), Instructor in Charge (IC) and Instructors

i. Officer of the Day

- 1) The OD is responsible for insuring a safe and secure training environment and to minimize exposure to health and safety hazards for all instructors, support staff, students and observers at the Academy or at any site controlled by the Academy for a specific BCFRTA training activity.
- 2) When multiple training activities are taking place simultaneously, the OD will be responsible for ensuring that no training activity adversely affects the safety of students or staff when being conducted.

ii. Instructor-in-Charge

- 1) The IC of any BCFRTA live fire training evolutions shall have been trained to meet the minimum performance requirements for Fire Instructor II in NFPA 1041 - Standard for Fire Service Instructor Professional Qualifications
- 2) The IC shall be responsible for compliance with all requirements of the BCFRTA Policy 02-18 (Live Fire Training – Requirements, Roles and Responsibilities) and NFPA 1403 – Standard on Live Fire Training Evolutions and shall coordinate fireground and training activities to ensure the highest level of safe operations.
- 3) The IC shall assign personnel to the following positions:
 - (a) One instructor for each functional crew (Engine/s, Ladder, Search & Vent, Rescue)
 - (b) One instructor for each backup line
 - (c) One instructor for the Rapid Intervention Crew (RIC)
 - (d) Qualified personnel for EMS/Rehab, Support Services (Pump and Aerial Ladder operators and Fire Control Team/Ignition Officers), Inside Safety Officer and Outside Safety Officer
 - (e) One additional instructor for each additional functional assignment (as needed)
 - (f) Additional instructors as necessary due to group size and extreme weather conditions
 - (g) Student to instructor ratios shall not exceed five (5) students to each instructor
- 4) In those cases where a Fire Instructor II is unavailable to serve as Instructor-in-Charge, and where a sufficient number of training staff is available to fill all necessary positions otherwise to conduct the live fire training evolution (including functional crew assignments as listed above in section 1. G. ii. 3. (a)-(f), the following qualifications will be considered **in Priority Order** in order to place a Fire Instructor I into the position of Instructor -in-Charge for that particular training day only:
 - (a) Instructor (Fire Instructor I minimum) serves as Chief, Deputy Chief, Assistant Chief, Battalion or District Chief with responsibility for fireground and emergency scene command in her/his local department
 - (b) Instructor (Fire Instructor I minimum) serves as a Shift Commander with responsibility for fireground and emergency scene command in her/his local department

BCFRTA – Standard Operating Procedure

Live Fire Training – Requirements, Roles and Responsibilities

- (c) Instructor (Fire Instructor I minimum) serves as a station or company officer with responsibility for initial or “first due” fireground and emergency scene command in her/his local department
 - (d) Instructor (Fire Instructor I minimum) is NOT an officer with her/his department but has a minimum of five (5) years of documented experience in the live fire training environment and is familiar with BCFRTA policies, procedures and guidelines regarding live fire training evolutions
 - (e) In all cases, the instructor chosen will be trained to IS-700 (An Introduction to the National Incident Management System), IS-100 (Introduction to the Incident Command System) and IS-200 (ICS for Single Resources and Initial Action Incidents) with documentation on file with BCFRTA.
 - (f) If no instructor is present and available who meets the above requirements, the live fire training evolutions shall be canceled until properly qualified instructional personnel are available.**
 - (g) In no cases shall the Officer of the Day assume the role of Instructor in charge without relinquishing OD responsibilities for that day.**
- 5) The instructor in charge shall provide for appropriate rest and rehabilitation periods between training evolutions as well as any necessary medical evaluation and treatment.
- iii. Instructors
- 1) All personnel assigned as Instructors during live fire training shall meet the minimum job performance requirements for Fire Instructor I in NFPA 1041 – Standard for Fire Service Instructor Professional Qualifications and shall be certified by an accredited agency of the National Board on Fire Service Professional Qualifications (Pro Board) or the International Fire Service Accreditation Congress (IFSAC).
 - 2) Instructors shall be rotated through assignments during the training day with appropriate rest and rehabilitation.
 - 3) Instructors serving as Ignition Officers as part of the Fire Control Team shall rotate assignments after each evolution to restrict Ignition Officers from lighting consecutive fires.
 - (a) Ignition Officers and Inside Safety Officers may rotate ignition responsibilities.
 - 4) Instructors will complete the BCFRTA Live Fire Training program prior to accepting any assignments involving live fire training.
 - 5) Instructors will monitor and supervise students during evolutions, take a Personnel Accountability Report (PAR) prior to entering the live fire training structure and shall report PAR to the Outside Safety Officer after completing inside training operations.
 - 6) Instructors shall take all appropriate actions when a student or students assigned to their instructional group during a live fire training evolution exhibits distress that potentially impacts the safety of the individual student or group.
- H. Specialty Props
- i. All safety officers, instructors, and support staff will receive appropriate training on the complete operations of any gas fired or specialty training props prior to conducting live fire operations utilizing these props.

BCFRTA – Standard Operating Procedure

Live Fire Training – Requirements, Roles and Responsibilities

- ii. Training shall be conducted by appropriate manufacturer’s representatives or training staff qualified to provide specific training on prop operations and safety features.
- I. Fire Control Team
- i. The fire control team shall be a minimum of two (2) persons – the Inside Safety Officer and the Ignition Officer (the individual responsible for actual ignition of training fuels) who shall wear full PPC/PPE.
 - ii. The Inside Safety Officer and Instructor-in-Charge will determine when the ignition officer ignites the training fire and that students are not in the “flame” area at time of ignition.
 - iii. The Inside Safety Officer will be in the area of the training fire to recognize and respond to any conditions which would adversely affect the safety of instructors and students.
 - iv. The Ignition Officer shall not be a student or the Inside Safety Officer and will maintain and control the materials being burned.
 - v. The Ignition Officer may use propane lighters, butane lighters, fusees, kitchen-type matches and similar devices to ignite the training fire.
 - vi. All possible sources of ignition not under the control of the ignition officer shall be removed from the live fire training building.
 - vii. The only acceptable fuel materials for use in the live fire training facility shall be clean wood pallets and untreated hay or straw.
 - viii. Flammable or combustible liquids shall not be used in any aspect of a Class A live fire training evolution.
 - ix. The fuel load will be limited to that which is necessary to meet the desired fire conditions as determined by the instructor-in-charge and the safety officer based upon the approved pre-fire burn plans.
 - x. Propane and/or natural gas shall only be used in training props specifically designed for their use.
 - xi. No liquified gases shall be allowed in the live fire training facility.
 - xii. Fires shall not be ignited in any area that is not designated as a burn location.
 - xiii. Fires will be ignited on supplied racks only.
 - xiv. No more than one fire per floor except for the first floor where the maritime room can be used at any time.
 - xv. After each live fire evolution, the facility will be properly ventilated and allowed to cool as necessary.
- J. Personal Protective Clothing and Personal Protective Equipment
- i. All personnel participating in live fire training shall wear full personal protective clothing (PPC-boots, turnout pants, turnout coats, hood, gloves, and helmet) in accordance with NFPA 1971 - Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting and full protective equipment (PPE-self-contained breathing apparatus and personal alert safety systems) in accordance with NFPA 1981 - Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services and NFPA 1982 - Standard on Personal Alert Safety Systems (PASS).
 - ii. All PPC and PPE shall be worn in accordance with the manufacturer’s instructions.

BCFRTA – Standard Operating Procedure

Live Fire Training – Requirements, Roles and Responsibilities

- iii. The Instructor in Charge shall ensure that instructors inspect all staff and students' PPC and PPE for compliance with NFPA 1851 - Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting and NFPA 1852 - Standard on Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA).
 - iv. All participants shall use SCBA in any area where they are likely to encounter IDLH or potentially IDLH atmospheres
- K. Communications Plan
- i. All instructors and participants shall conduct a pre-evolution radio communications check.
 - ii. One frequency shall be designated as the channel for fire-ground communication.
 - iii. All support staff, instructors and safety officers operating inside the live fire training facility, as well as all outside safety officers, instructor assigned to the backup line crew, RIC team crew leader, Instructor in Charge and Officer of the Day shall be supplied with radios during all live fire training evolutions.
 - iv. Officers, instructors and participants shall practice radio communication in a similar manner to that practiced at a real-world incident.
- L. Evacuation Plan
- i. The instructor-in-charge and the safety officers will design and implement an evacuation plan for the live fire training evolution.
 - ii. All instructors and participants shall be made aware of the evacuation plan during the incident briefing.
 - iii. All instructors and participants shall be made aware of the evacuation signal
- M. Rapid Intervention Crew (RIC):
- i. All evolutions shall have a designated RIC.
 - ii. The RIC will be familiar with rapid intervention procedures consistent with **NFPA 1407 - Standard for Training Fire Service Rapid Intervention Crews.**
- N. Declaration of a True Emergency:
- i. True emergencies will be relayed through radio transmission of "Mayday, Mayday, Mayday" followed by the location and nature of the problem.
 - ii. All other radio traffic shall cease.
 - iii. The individual declaring the emergency shall communicate the nature and location of the emergency.
 - iv. **"May Day, May Day, May Day" shall not be used for simulating an emergency situation.**
 - v. **The words used for simulating an emergency shall be "Mayday-this is a drill, Mayday-this is a drill, Mayday-this is a drill".**
- O. Evacuation Signals
- i. The following evacuation signals shall be used:
 - 1) Radio - The following evacuation order shall be given three times over the radio system employed. "All personnel evacuate the building."

BCFRTA – Standard Operating Procedure

Live Fire Training – Requirements, Roles and Responsibilities

- 2) Exterior Alert - An evacuation signal shall also be sounded on the exterior of the building which shall consist of short blasts on vehicle air horn and/or portable air horns for a period of one minute.

P. Emergency Procedures – Non-Evacuation of the Training Structure:

- i. When a participant is believed to be missing (not part of a planned evolution) the assigned instructor for that group shall be notified.
- ii. A radio announcement shall be made utilizing the Mayday call. The Incident Commander shall acknowledge this signal. The affected training group will immediately conduct a primary search of their operational area.
- iii. The assembled RIC will respond to the last known location of the missing participant.
- iv. All instructors shall account for the students assigned to their training group. Once their group has been accounted for, they shall conduct a primary search of their respective operational areas.
- v. If the missing participant is found, operations may resume at the discretion of the IC. The IC may choose to order a withdrawal of all participants from the building to perform a secondary Personnel Accountability Report (PAR), critique or other operation as deemed necessary.
- vi. If the missing participant has not been found after completion of the primary search, all training groups will withdraw from the building and proceed to their designated meeting location. A PAR for each training group will be conducted by each instructor and reported to the IC and the Outside Safety Officer. No one shall be allowed to leave his or her designated meeting place for any reason at this time.
 - 1) As soon as possibly practical the IC may order a secondary PAR. This shall be done by the training group instructors who will collect the PAT tags and issue them to each person.
 - 2) Any missing persons shall be reported immediately to the IC in a face-to-face manner.
- vii. At this time no student teams shall reenter the building, no evolutions will proceed, and no new evolutions shall be started, until all participants are positively accounted for. The IC shall also have the authority to stop all onsite training to ascertain whether the missing participant has joined another evolution.

Q. Emergency Procedures – Evacuation of the Training Structure:

- i. If an emergency evacuation is necessary, for whatever reason (i.e., missing student, out of control or unanticipated fire conditions, unexpected change in building conditions, etc.), all instructors, staff and students will immediately evacuate the training structure.
- ii. The evacuation order will be given three times and the evacuation alert signal shall be sounded on the exterior of the building.
- iii. All personnel shall exit the structure as rapidly and safely as possible, leaving tools and equipment not essential to a rapid exit behind.
- iv. If the situation dictates such, the Rapid Intervention Crew will be deployed.
 - 1) The RIC shall respond to the last known location of the missing participant (if that is the situation which caused the Emergency Evacuation).
 - 2) Only those persons assigned to RIC shall be allowed to reenter the building to search for the missing person(s).

BCFRTA – Standard Operating Procedure

Live Fire Training – Requirements, Roles and Responsibilities

- v. Once outside all personnel shall assemble in their designated meeting locations. A PAR for each training group will be conducted by each instructor and reported to the IC. No one shall be allowed to leave his or her meeting location for any reason at this time.
 - 1) As soon as possibly practical the IC may order a secondary PAR. This shall be done by the training group instructors who will collect the PAT tags and issue them to each person.
 - 2) Any missing persons shall be reported immediately to the IC in a face-to-face manner.
 - vi. At this time no student teams shall reenter the building, all evolutions shall cease, and no new evolutions shall be started, until all participants are positively accounted for.
 - vii. The IC shall have the authority to stop all onsite training to ascertain whether the missing participant has joined another evolution.
- R. Water Supply
- i. The rate and duration of waterflow necessary for all aspects of a live fire training evolution shall be determined by the instructor-in-charge and the safety officers after review of the pre-fire burn plans
 - ii. A minimum 95 gallons per minute (gpm) waterflow is required for each hose line and each backup line
 - iii. A minimum of one (1) backup line capable of delivering 95 gpm will be provided at all times
 - iv. A water reserve (minimum 50 percent of that determined for the evolution) shall be maintained to address unforeseen circumstances
 - v. A backup water supply shall be established separate from the in-ground water supply and hydrant system at the Barnstable facility
 - vi. The backup water supply will be provided by utilization of a second engine with tank water as the water source with a charged line which will be in place for all evolutions.
 - vii. A failure of the primary water source at any time shall require immediate shutdown of any live fire evolutions. All students, instructors and staff will immediately exit the fire training building and evolutions will not resume until the primary water source is restored.
- S. Parking
- i. Fire apparatus to be utilized during live fire training evolutions shall be located in operational position prior to any evolution commencing and as dictated (where applicable) by appropriate approved burn plans.
 - ii. All fire apparatus and vehicles not designated for use during live fire evolutions shall be parked in areas remote from the burn facility and not impeding the movement of apparatus and emergency vehicles needed during training.
 - iii. Ingress and egress routes shall be maintained to and from the live fire training building to allow for emergency access as needed.
- T. Visitors and Spectators
- i. Visitors and spectators not involved in the training evolutions shall be restricted to locations outside the operations area as determined by the Officer of the Day and the Instructor in Charge.
 - ii. Visitors allowed within the operations area will be escorted at all times and shall wear appropriate PPE/PPC for the area being accessed.

BCFRTA – Standard Operating Procedure

Live Fire Training – Requirements, Roles and Responsibilities

- iii. The OD shall monitor and control access to the operations area.

U. Pre-burn Plan/Briefing and Inspection

- i. Prior to the start of any live fire training program, instructors will lead a pre-incident briefing to discuss the training objectives, student assignments, ensure staff and student accountability, identify location of the EMS/Rehab area, ensure all PPE/PPC requirements are met, and call attention to any potential hazards and safety concerns.
- ii. A full site inspection will be conducted to identify any hazards and safety concerns.
- iii. Any materials, debris or spent training fuels which may impact egress or ingress to the live fire training building facility shall be removed.
- iv. If any facility, training prop or other aspect of the training activity is deemed unsafe, it will not be utilized until it is properly inspected and approved for use by the appropriate BCFRTA official.
- v. All students, instructors and support staff will conduct a walk-through of the burn facility or prop, led by the Instructor in Charge, Safety Officers and the Officer of the Day, prior to the live fire evolution. A walk-through will include:
 - 1) Building or Training Prop size-up
 - 2) Inside tour of entire building
 - 3) Safety check of operation for all windows and doors
 - 4) Location of all exits
 - 5) Locations of areas of refuge
 - 6) Locations of stairwells and ground ladders provided as a means of egress from upper floors
 - 7) Location of roof scuttle hatches
 - 8) Explanation of roof parapets and hazards posed.
 - 9) Check of all safety devices (e.g. evacuation alarms, shutoff switches)
 - 10) Any other pertinent issues
 - 11) The incident briefing, site inspection and walk-through will be properly documented in the MY FIRENETWORK PROGRAM.
- vi. Use of manikins for search and rescue purposes is permitted and should be uniquely marked or colored; locations of manikins are not required to be disclosed during the briefing.
- vii. No “live” victims are allowed to be used at any time.
- viii. The Officer of the Day shall be responsible for making appropriate notifications of the live fire training day activities, including anticipated times and duration of activities, to Barnstable County Control, Hyannis and Barnstable Fire Departments and Barnstable Municipal Airport to insure their awareness of potential smoke and fire activity in the area.

V. Incident Command System

- i. All personnel will follow Barnstable County ICS protocols when participating in live fire training evolutions.
- ii. All participants will be trained, at a minimum, to ICS-700, ICS-100 and ICS-200.
- iii. The Instructor-in-Charge will be identified and will meet with the Officer-of-the-Day prior to the start of the training day to review the Pre-Burn plan, staffing, and the learning and training objectives for the live fire session.
- iv. The Officer-of-the-Day and the Instructor-in-Charge shall not be the same individual.

BCFRTA – Standard Operating Procedure

Live Fire Training – Requirements, Roles and Responsibilities

- v. The IC will utilize the BCFRTA provided Incident Command Tent as her or his post for the duration of the training.
- vi. The IC, in coordination with the safety officers and other instructors, shall ensure that all PPE and PPC requirements are being met.

W. After Action Review/Debrief

- i. Upon completion of the live fire training evolution, the Instructor-in-Charge will conduct a second site inspection and debrief with all personnel and students who participated in the exercise.
- ii. The Instructor-in-Charge will recap the training objectives and instructors provide a critique of student performance to help reinforce the topics covered and address any positive and/or negative concerns.
- iii. Students will be given the opportunity to comment on the training and ask questions as needed.
- iv. The training prop or facility will be inspected for issues or damage.
- v. The debrief and inspection will be documented in the MY FIRENETWORK PROGRAM.

X. Decontamination

- i. On scene decontamination of PPC and exposed skin areas shall be performed to remove potential contaminants collected during live fire training.
- ii. All participants, instructors and support staff will utilize the BCFRTA provided sanitary wipes to clean vulnerable skin areas after each evolution (attention shall be paid to the head, neck, face, ears, hands and arms).
- iii. All sanitary wipes shall be properly collected and disposed.
- iv. All participants, instructors and support staff shall utilize the rinse station to remove potential contaminants from gear and clothing.
- v. All participants, instructors and support staff will utilize the buckets and brushes to remove potential contaminants from gear and clothing.
- vi. It is recommended that all participants, instructors and support staff shower upon returning to their station or home following a live fire training evolution.
- vii. All participants, instructors and support staff will follow the procedures for decontamination as outlined in **SOP# 05-18 Personal Protective Equipment and Clothing**.

Y. Clean-Up

- i. All training props and facilities utilized will be cleaned at the end of each training day, left in a safe condition and be readied for the next day's evolutions.
- ii. All hose, appliances and tools will be returned to their respective storage areas.
- iii. Any leftover fuel materials will be removed from the facility and placed on the ground on Side C.

BCFRTA – Standard Operating Procedure

Live Fire Training – Requirements, Roles and Responsibilities

Z. Reports and Records

- i. Reports and records shall be maintained on all live fire training evolutions including the following information:
 - 1) Accounting of activities conducted
 - 2) Listing of support and instructor staff and their assignments for the training day
 - 3) Documentation of any unusual events that occurred during the training day
 - 4) Listing of injuries and treatment received
 - 5) Condition of the burn building, recording of changes or deterioration to burn building and any conditions that may need further inspection or attention.