

## 600.02 – Lafayette Fire Department Training Center

### **Purpose:**

The intention of this Lafayette Fire Department Training Center Guideline is to mandate the safe and organized use of the property and any on-site resources.

### **Definitions:**

- A. LFDTC: Lafayette Fire Department Training Center located at 2070 South 500 East Lafayette, IN 47905
- B. Main classroom: classroom located in the main building with training offices that can be divided into two classrooms
- C. Portable classroom: mobile building with handicap ramp located across from main building
- D. Lafayette Firefighters: All sworn members of the Lafayette Fire Department.
- E. Outside Agencies: Lafayette Police Department, Local Volunteer departments, Industrial Safety Members and/or any other members that may be authorized to use the Training Tower that are self-insured for injuries or damages.
- F. Training Towers: grey/red multi-story structures located at the LFDTC
- G. Training props: car fire simulator, manikins, smoke machines, forcible entry simulators, container simulators, roof simulator, or any other training item owned/maintained by the City of Lafayette.
- H. Instructor-in-Charge: An individual who holds at least an Instructor 1 certificate and has provided the Assistant Chief of Training a written agreement to this policy.
- I. Live Fire Supervisor: A state certified Firefighter approved and trained by the Assistant Chief of Training in the use and safety practices for the Training Towers during live fire trainings, has received training on NFPA 1403 *Standard of Live Fire Training Evolutions*, and has a signed Agreement for this policy on file with the Lafayette Fire Department Assistant Chief of Training. This credential will be logged in Target Solutions for easy reference.
- J. Safety Officer: An individual appointed by the Instructor-in-charge as qualified to maintain a safe working environment at all live fire training evolutions.
- K. Authority for Organization: person requesting the use of the LFDTC and taking responsibility for all members following this policy.

- L. Rope Wall: The portion of the Training towers that can be used for rope rescue and/or repelling.
- M. Non-Live Fire Trainings: examples such as Search & Rescue, ground ladders, aerial operations, Maze Confidence drills, RIT/SCBA confidence drills, hose advancements, hi-rise operations, or any other training activities that do not involve "live fire".

**Policy:**

- A. In order to allow organized access to the LFDTC for any Outside Agency, the Instructor-in-charge or Authority for Organization must contact the Assistant Chief of Training to schedule usage at least 24 hours ahead of the desired time Monday-Friday 8a-4p. This will ensure availability, and a reservation will be placed on the Lafayette Fire Department calendar. Any resource/equipment (examples: fork truck, SCBA cylinder fill station, etc) usage must also be pre-approved.
- B. All outside agency personnel using the LFDTC will need to complete a "Waiver of Liability" form prior to any physical activities. The Instructor-in-Charge is responsible for obtaining signed waivers from participants, providing those to the Assistant Chief of Training, and enforcing this Policy for the LFDTC.
- C. Classroom use alone does not require a "Waiver of Liability", however it shall be scheduled through the Assistant Chief of Training.
- D. Lafayette Firefighters shall refer to the Lafayette Fire Department Calendar for the requested LFDTC resources availability, and then contact the Assistant Chief of Training Monday-Friday 8a-4p to confirm. On weekends or times when the Assistant Chief of Training cannot be reached, refer to the Department calendar only.
- E. A Live Fire Supervisor must be on site to conduct live fire training evolutions. Any Outside Agency must compensate the Live Fire Supervisor at a rate of \$35 per hour, unless waived by the Live Fire Supervisor and Assistant Chief of Training. Should evolutions take place at both training towers simultaneously, then two Live Fire Supervisors should be on-site and compensated.
- F. Should any IDHS District 4 resources be required, then the Instructor-in-Charge shall notify and obtain permission from both the IDHS District 4 representative and the Assistant Chief of Training, preferably via Email documentation. Some examples of current District 4 resources may include the following, but are not limited to: Live Fire Supervisor pay, Instructor pay/District 4 sponsored course, propane,

Forcible Entry prop, books, any other props stored in the District container.

G. Proper safety precautions shall be taken at all times at the LFDTC.

**Classroom Trainings/Events:**

- A. The Instructor-in-Charge or Authority for Organization shall contact the Assistant Chief of Training to check availability and reserve the needed classroom(s). The reservation will be placed on the Lafayette Fire Department Calendar, if approved.
- B. A "Waiver of Liability" form is not required for participants to utilize the LFDTC classrooms
- C. The Instructor-in-Charge or Authority for Organization is responsible for assuring the cleanliness of bathrooms and the classroom after each usage. Cleaning materials are provided.
- D. Should the Instructor-in-Charge or Authority for Organization fail to leave a clean space or violate any of this Policy, then they forfeit the ability to use the LFDTC and its resources in the future.

**Non-Live Fire Trainings:**

- A. Preparation
  - a. The Instructor-in-Charge shall complete a safety check of the area and the resources used for training. Any safety concerns shall be corrected prior to use.
  - b. When utilizing any structures on the property, any exit doors must be unlocked before any training is started, unless it is a predetermined forcible entry training activity and the participants are instructed as such.
  - c. Interior doors can be secured to deny entry into unsafe areas when they are not in use (example: elevator shaft in Grey Tower)
  - d. Outside Agencies are to provide their own non-reusable supplies such as lumber and fuel.
- B. Conclusion
  - a. The Instructor-in-Charge shall complete a final safety and cleanliness check of the area. Any concerns should be directed to the Assistant Chief of Training.
  - b. All equipment and resources shall be returned to its appropriate location. The Assistant Chief of Training shall be notified of any operating concerns or damages of equipment/resources.
  - c. The area should be returned to its original state of cleanliness, if not improved. Any trash or debris shall be disposed of in the appropriate trash containers.

## **Live Fire Trainings**

### A. Burn Room Procedure:

- a. The Instructor-in-Charge and all participants shall follow *NFPA 1403 Standard on Live Fire Training Evolutions*.
- b. Live Fire Supervisor responsibilities:
  - i. Approve, collect, and provide the Assistant Chief of Training the forms mentioned in subsection "e" below
  - ii. Ensure all participants and bystanders are following NFPA 1403
  - iii. Monitor and report any damage(s) to the Assistant Chief of Training
  - iv. Monitor burn room temperatures with a Thermal Imaging Camera (TIC) and ensure they do not elevate past 800 degrees Fahrenheit
  - v. Immediately instruct burn room Safety Officer to correct elevated temperature concerns
  - vi. Ensure participants do not spray water on the Grey Tower's burn room ceiling and wall panels to avoid damage via rapid direct cooling
  - vii. Ensure that burn room fuel loads are limited to one bail of straw and two pallets
  - viii. Consider rotating burn rooms to control temperatures
- c. At least one Live Fire Supervisor shall be present at each live burn location.
- d. All applicable Lafayette Fire Department Policies and Guidelines shall be followed during Lafayette Fire Department trainings.
- e. The following forms must be completed and copies provided to the Assistant Chief of Training:
  - i. *Live Structural Fire Training Facility Inspection*
  - ii. *Live Fire Evolution Sample Checklist*
  - iii. *Responsibilities of Personnel*
- f. A binder containing the above form copies, this Guideline, and *NFPA 1403 Standard on Live Fire Training Evolutions* will be located on the mobile classroom podium for reference.
- g. The burn room must be inspected prior to any training to ensure that it is free of any material that would cause an unsafe environment for those entering the burn room.
- h. When utilizing either Training Tower on the property, all exit doors must be unlocked before any live fire training is started.
- i. A Safety Officer evaluates the exterior and interior of the structure to ensure there are no obstacles that would prevent someone from exiting the building.

### B. Training Tower/Burn Room Clean Up

- a. All members participating in the training will assist in the cleanup of the training grounds.
- b. The Outside Safety Officer will monitor the temperature of the burn room, and when it reaches 90 degrees they will instruct the clean-up crew to start burn room clean-up efforts.
- c. The cleanup crew will wear complete PPE (Personal Protective Equipment) including S.C.B.A., unless the air quality is deemed safe using approved testing instruments (MSA/HCN meters).
- d. The burn rack shall be emptied of all wood products and cleaned.
- e. The floor of the burn room should be swept out and washed down with a hose line.
- f. All burned wood products should be placed outside and hosed down to ensure that the debris is completely extinguished.
- g. After the wood debris is extinguished it should be placed in the dumpster and hosed down again.
- h. Return training area(s) to original state of cleanliness
- i. Any damage or repairs needed will be reported to the Assistant Chief of Training immediately.

### **Rope Wall**

- a. A Safety Officer must be present during any use of the Rope Wall.
- b. The rope wall gate will only be unlocked after the safety officer gives their permission.
- c. Anyone from an outside agency that will participate in rope wall training must complete a "Waiver of Liability" form prior to the commencement of training.
- d. All safety precautions will be followed during any rope wall training.
- e. Proper safety equipment must be worn at all times during rope wall training.
- f. At the completion of Rope Wall training the Safety Officer will lock the rope wall gate.

### **Storage**

No items shall be stored in either Training Tower, building, or structure without the expressed written consent from a member of the Lafayette Fire Department Senior Staff.