

Evendale Fire Department Procedures Manual

Subject: Training Safety Policy

Attachment(s): Yes

Effective: 05-23-2011

Village Administrative Code Ref. Number: None

1. Purpose:

- A. To define the roles for personnel and establish minimum credentials as it relates to practical training evolutions as follows:
 - (1) Instructor-In-Charge
 - (2) Assistant Instructor
 - (3) Safety Officer
 - (4) Student
- B. To define two levels of practical training evolutions based on potential for injury to participants and appropriate safe guards to minimize risk to participants.
- C. Outline guidelines to minimize injury to personnel during practical training evolutions

2. Policy:

- A. The fire department shall make every effort to minimize risk to its personnel while participating in practical training exercises. All personnel are responsible for identifying, reporting and mitigating threats to personnel.
- B. When conducting "Live Burn Training" the NFPA 1403 "Standard on Live Fire Training" will be followed.

3. Definitions:

- A. *Instructor-In-Charge:* A State of Ohio Certified Instructor
- B. *Assistant Instructor:*
 - (1) A State of Ohio Certified Instructor
 - (2) A State of Ohio Certified Assistant Instructor

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- (3) A person possessing a certification or specific expertise as it relates to a practical training exercise

C. *Safety Officer:*

- (1) A Fire Department Officer
- (2) A member of the department other than an officer that has successfully completed a “Fire Department Safety Officers Course”
- (3) A Safety Officer must be designated for all Practical Training meeting Critical Risk criteria (depending on the scope of training, Instructor–In-Charge may function as the Safety Officer)

D. *Student:*

- (1) A State of Ohio Certified FF II
- (2) A student not yet Certified as FF II, but holds an appropriate level of certification for the type of Practical Training he/she is participating in (i.e. is a FF I and participating in a Practical Training that would have been required to achieve FF I certification)
- (3) A student enrolled in a teaching establishment and participating in the Evendale Fire Department Internship Program

E. *Practical Training:* Any training that involves a hands-on segment, application of or demonstration of skills or competencies

F. *Practical Training - Critical Risk:* Any Practical Training that poses an elevated risk of potential injury to personnel participating in a training exercise. Some examples of a training that would be considered “Critical Risk” are:

- (1) Training that requires participant to don a SCBA
- (2) Any training above or below grade (i.e. ladders, rope rescue, elevated streams)
- (3) Training being conducted in an unfamiliar training location

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- (4) Auto extrication
- (5) Forcible entry
- (6) Training involving charged hose lines
- (7) Any time smoke is used in training

(This list of Practical Training - Critical Risks is not all inclusive. It is the responsibility of the OIC and the Instructor-In-Charge to evaluate every training, training location and participant level of competencies and determine level of risk and determine the required mitigating action in order to reduce exposure of personnel to injury).

G. *Acquired Structure:*

- (1) A structure that has been provided to the fire department for the purpose of training. (This structure may or may not be owned by the village).
- (2) An area in an existing business that is being used for training with the consent of the business owner (i.e. a basement area of building 800 @ GE, a search drill in the Haunted House at St. Rita)
- (3) A building or facility designed or dedicated specifically for fire department training SHALL NOT be considered an acquired structure (structure may or may not be owned by a fire department).

H. *Forms:*

- (1) "Acquired Structure Release":
 - (a) Identifies the property to be used for training
 - (b) Identifies the state of the property that the owner and the fire department have agreed to leave the property upon completion of the training
 - (c) This form SHALL be completed for all acquired structures that are not owned by the village
- (2) "Training Structure Inspection and Safety Approval":

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- (a) Identifies the property to be used for training
 - (b) Lists specific items for inspection of the integrity, contents and components of all acquired structures prior to any training taking place
 - (c) This form SHALL be completed for all acquired structures
- (3) *“Critical Risk Training Day Checklist”*:
- (a) Identifies critical safety and housekeeping items that instructors and safety officers should address Pre and Post Training each day
 - (b) This form SHALL be completed for a training identified as “Critical Risk”

4. Roles and Responsibilities:

A. Instructor-In-Charge:

- (1) Plan and coordinate all training exercises
 - (a) Insure that a “Lesson Plan” and a “Training Attendance Roster” is completed for every practical drill
 - (b) Insure that additional required forms have been completed or made available:
 - i. “Acquired Structure Release Form” (must be completed for all acquired structures or when conducting practical training on properties other than those owned by participating government agencies)
 - ii. “Training Structure Inspection and Safety Approval” (must be completed for all acquired structures or when conducting practical training on properties other than those owned by participating government agencies)

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- iii. “Critical Risk Training Day Checklist” (must be completed for all training evolutions that meet the criteria for “Critical Risk”)
- (2) Evaluate all practical training exercises and determine if it meets the “Critical Risk” factors as stated above
- (3) If Training meets “Critical Risk” criteria then:
 - (a) Instructor-In-Charge SHALL supervise all training for the entire training exercise unless formally relieved by another instructor that will assume the role of Instructor-In-Charge
 - (b) If Instructor-In-Charge will be replaced during an identified “Critical Risk” Training session the following process must take place:
 - i. Replacement Instructor-In-Charge SHALL meet the requirements for “Instructor-In-Charge”
 - ii. The replacement Instructor SHALL review the lesson plan
 - iii. The replacement instructor SHALL observe a complete training evolution for which he is assuming the role of “Instructor-In-Charge” with the current instructor and briefed by the instructor
 - iv. Everyone participating in the training SHALL be notified of the change of “Instructor-In Charge”
- (4) Monitor activities to ensure safe practices
- (5) Assign a Safety Officer(s) as needed (Instructor-In-Charge may also function as the Safety Officer if he/she meets the requirements of a Safety Officer and can adequately perform both functions)
- (6) Assign assistant instructor(s) as needed:
 - (a) Functional Assignments
 - (b) Teaching Assignments

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- (7) Brief instructors on responsibilities:
 - (a) Accounting for assigned students
 - (b) Assessing student performance
 - (c) Clothing and equipment inspection
 - (d) Monitoring safety
 - (e) Achieving tactical and training objectives

B. Assistant Instructors:

- (1) Monitor and supervise assigned students (no more than five)
- (2) Inspect student's protective clothing
- (3) Account for assigned students, both before and after evolutions

C. Safety Officer:

- (1) Prevent unsafe acts
- (2) Eliminate unsafe conditions
- (3) Intervene and terminate unsafe acts
- (4) Supervise additional safety personnel as needed
- (5) Ensure compliance of participants' personal equipment with applicable standards:
 - (a) Protective clothing
 - (b) Self-Contained breathing apparatus
 - (c) Personal alarm devices when used
- (6) Ensure all participants are accounted for, both before and after each evolution

D. Student:

- (1) Become familiar with building layout as needed
- (2) Obey all instruction and safety rules

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(3) Provide documentation of prerequisite training (as needed)

5. Procedure:

- A. Need for Practical Training is identified
- B. Lesson Plan Completed (Lesson Plan SHALL be completed for all Trainings):
 - (1) Formal lesson plan
 - (2) Informal lesson plan (located on back of Evendale Fire Department, Training Attendance Roster)
- C. If practical training will be conducted in an “Acquired Structure” then:
 - (1) “Acquired Structure Release” form SHALL be completed
 - (2) “Training Structure Inspection and Safety Approval” form SHALL be completed
- D. Determine if training meets the criteria of “Critical Risk”. If it does meet “Critical Risk” criteria then OIC and Instructor-In-Charge will insure:
 - (1) “Critical Risk Training Day Checklist” form is used each day of training
 - (2) Roles and Responsibilities are assigned and understood by personnel as outlined above
- E. Complete all paperwork and file with “Training Attendance Roster”