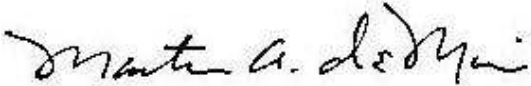


**Payson Fire Department
General Order**

Category: General Order Section: Training Subject: Live Burn Facility Use	GO # 1.5.5 Date Adopted: 5/11 Revision Hx: 
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PURPOSE

The purpose of this General Order is to state the PFD guidelines concerning the use of the fire training facility by outside departments.

POLICY

Recognizing the importance for quality training opportunities and the chance for area departments to train together, the Payson Fire Department has available to all local departments (fire, EMS, law enforcement) a multifunctional training facility, this General Order covers procedures for general facility usage including options for on/off site use, user responsibilities, needed materials, pre/post inspection forms and associated costs.

PROCEDURE

Reserving the Facility

The facility should be reserved in advance (preferably 1-2 months) by contacting the Payson Fire Department training officer with the date, times, and intended training. Other, shorter notices of intent to use may be accommodated if time and circumstances are deemed suitable by the PFD training officer. While making every effort to accommodate reserved dates, Payson Fire Department maintains the right to reschedule reserved dates by other departments when needed. If a department is to be rescheduled, the PFD training officer will notify the affected department with as much lead time as possible.

Facility Familiarization

Those qualified to instruct in NON FIRE trainings will have received a first hand walk through orientation of the facilities main training features and appropriate prop usage by a qualified PFD member. If desired, Payson Fire Department can supply instructors for training evolutions for outside departments at an hourly cost.

Live Fire Training

All live fire training will be organized through the Payson Fire Department. Outside departments that want to use the facility must first contact the Payson FD training chief who will then assign a Payson FD member as the site coordinator. All logistical details will be the responsibility of the site coordinator who will work with a member of the user department to coordinate the fire training. The site coordinator's responsibilities include instructor/personnel selection, obtaining needed apparatus, ensuring that the proper training materials (e.g. pallets, OSB, hay, ect.) are on site when needed and all NFPA 1403 paperwork and the logistics worksheet is completed. 1403 paperwork and the logistics worksheet are available in template form on the Town share drive.

Scheduling of live fire training should take into consideration seasonal weather patterns and the possibility of special events occurring within the Town, particularly at the GVP amphitheater. Live fire training puts up large volumes of dirty smoke that can have a negative effect on public events at GVP. Consideration should be given to avoid conducting live fire training during these events. No live fire training will be conducted when hazardous fire situations such as Red Flag warnings, excessive wind gusts, fire marshal mandates, the county 'No Open Burning' policy is implemented, or when deemed unsafe to do so for whatever reason.

Prop Etiquette

Although built to withstand years of use, the facility has limitations; adhering to an attitude of "use, not abuse" will help to ensure longevity of the facility and help to keep future costs down. Listed below are a few reminders for areas of particular concern.

1. Only perform forcible entry on the appropriate door with the appropriate tools and use only the minimally needed force to accomplish the task.
2. No power saw usage is permitted within the interior of the units.
3. Avoid pounding with hand tools on any interior surface; there are not any forcible exit doors.
4. Movable maze panels can become dislodged during evolutions, visually and physically inspecting the panels from time-to-time will help prevent accidents and damage.
5. While using the ladder prop, certain evolutions require proper firefighter and ladder harnessing. *The window prop and hand rails are NOT FIT FOR RAPELLING activities of any sort.*
6. Using the ships ladder to gain roof access is discouraged.
7. After hose evolutions, ensure that there is no standing water left in the unit.
8. After training, ensure that the prop is clean and in service by leaving it the way you found it initially.

Equipment

Unless otherwise arranged, each department will supply their own rehab and equipment (e.g. axes, SCBA, ladders, ect.) needed for evolutions.

Materials

Materials for training evolutions can either be purchased by the user department or purchased through Payson FD. Identified below is a list of basic evolution materials. Departments will be charged only for quantities used.

- 3/8 or 1/2 inch OSB, 4'x8' sheet.....ventilation, window breach, downed firefighter
- 1/2 sheetrock.....ventilation, hidden fire, downed firefighter
- Carriage bolts and nuts.....forcible entry (rotary saw)
- Pad locks.....forcible entry
- 5/8 inch wood dowels.....forcible entry (Halligan)
- 5/8 inch steel rods.....forcible entry (rotary saw)
- 2" x 4" x 8' lumber.....ventilation, downed firefighter
- 3/8 inch wood dowel rods.....collapsible floor
- Hay.....live fire
- Pallets.....live fire
- Smoke solution.....SCBA drills, searches
- Electrical wire.....Entanglement crawl

Costs

1. Day use with live fire training.....\$125.00 plus PFD personnel. (Note: Live fire training requires a minimum of 4-6 PFD instructors depending on the number of live fire evolutions; in addition to several support personnel that can be utilized from user departments, when available).

2. Each PFD member.....\$ 28.00 per hour

3. Materials.....\$ Market value

4. Setup and delivery to another site (both units).....\$ 2000.00*

5. Setup and delivery to another site (one unit).....\$ 1500.00*

* Remote site fee includes user fees (not materials or required PFD live fire instructors) for 14 consecutive days. Remote sites need to meet with PFD approval prior to commitment; sites need to be level, have a solid base and adequate room to maneuver training units into place.

6. Payson FD apparatus.....Refer to logistics worksheet at the end of this document

User Responsibilities

- Conduct a pre-use inspection with a PFD member to identify the condition of the unit. Identify any preexisting physical damage/malfunctions on the Pre/Post inspection form; ask questions relating to the units and props as needed.
- Leave the units in a clean and ready to use condition, including proper disposal of spent materials. Ensure that the area surrounding each unit is free of debris.

- Conduct a post-use inspection with a PFD member. Sign off on the facility inspection, noting any damage, unsafe situations, needed maintenance or ideas to enhance the facility.
- The department utilizing the units is financially responsible for reimbursing Payson Fire Department for all labor and materials in the event of any physical damage. (The use fee does not cover any physical damage).
- Secure the units from unauthorized entry with provided padlocks.

Payson Fire Training Facility: Pre/Post Inspection Form

User Responsibilities

- Conduct a pre-use inspection with a PFD member to identify the condition of the unit. Identify any preexisting physical damage/malfunctions on the Pre/Post inspection form; ask questions relating to the units and props as needed.
- Leave the units in a clean and ready to use condition, including proper disposal of spent materials. Ensure that the area surrounding each unit is free of debris.
- Conduct a post-use inspection with a PFD member. Sign off on the facility inspection, noting any damage, unsafe situations, needed maintenance or ideas to enhance the facility.
- The department utilizing the units is financially responsible for reimbursing Payson Fire Department for all labor and materials in the event of any physical damage. (The use fee does not cover any physical damage).
- Secure the units from unauthorized entry with provided padlocks.

Item	Pre-Inspection	Post Inspection
Date of inspection		
PFD member completing inspection		
Exterior of both units free of damage		
Stairs between units secure and clear of objects and debris		
Tunnel passage securely placed to both units		
Grounds around units clean/clear of debris		
Interior of burn unit clean, burn manager present, no broken or missing floor bricks		
Interior of SCBA unit clean, 10 panels present and not damaged		
Keiser sled and hammer present		
Short Haligan bar present		
Smoke machine functioning properly, remote present		
Rescue mannequins present		
All exterior doors and windows are secured		
Any unsafe situations found? (Make note of below and report to training BC)		

Additional Notes:

Live Fire Logistics Worksheet

(To be completed by the site coordinator)

General Information

- Department: _____ PFD Site Coordinator: _____
- Date of burn: _____
(Subject to last minute changes due to weather and special events)
- Start time: _____ Completion time: _____ Total estimated time: _____
- Number of student firefighters: _____
- Number of anticipated burn sets (1.5 hours per burn set): _____
- Is there a known scheduled event occurring at GVP on the date of the burn? _____
(Consider checking the community calendar at paysonaz.gov)

Required Payson FD Personnel*

- Number of live fire training instructors needed (5:1): _____
- Number of Interior safety officers needed (=1/2 the number of live fire instructors): _____
- Estimated total man-hours for instructors and interior safety: _____

*Additional personnel are needed for ancillary functions during the burn. If the user department is unable to provide the additional needed personnel, additional PFD members will be provided at the appropriate costs.

Required Apparatus

Apparatus	Daily Cost (personnel not included)	Comment
Type 1 Engine	\$250.00	Type I-III required, available from PFD if needed
Water Tender	\$250.00	Type II required, available from PFD if needed
Command Vehicle	\$100.00	Optional, but sheltered area with power and two radios must be supplied
Utility (air & lights)	\$250.00	Optional
Rescue	\$100.00	Optional, but dedicated EMS services must be on site with equipment

Support Services

Lunch arrangements are the responsibility of the user department. The user department is responsible for providing an adequate rehab program. Lunch and rehab functions must be confirmed and approved by the site coordinator prior to the start of the live fire training.

Estimated Costs

1. Total man-hours for instructors/safety/other..... _____
2. Estimated personnel costs= total man-hours x 28 \$/hr..... _____
3. Use fee...(\$250 per day)..... _____
4. Vehicle costs..... _____
5. Other materials/costs..... _____
- Total charge..... _____