

**COLUMBIA COUNTY  
OFFICE OF FIRE COORDINATOR**

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**STATEMENT OF INTENT**

Revised October 2007

The County of Columbia has undertaken the responsibility of planning, erecting and utilizing to the best of our abilities, a facility to aid in the training and maintaining of all Columbia County Emergency Service Personnel. This facility will be used to present the most realistic training possible to adequately prepare Emergency Service Personnel with conditions they will be presented with in the field. It is our desire to provide a safe and realistic climate for all training events.

Your adherence to the procedures and guidelines that follow will not only insure your safe utilization of the Training Facility, but also demonstrate to our community that we are a dedicated and responsible group of Emergency Service Personnel.

**COLUMBIA COUNTY TRAINING FACILITY GUIDELINES AND PROCEDURES**

1. It is the responsibility of the "**USING DEPARTMENT**" to insure that all personnel are physically fit and medically certified to carry out the planned evolutions. A letter of such statement shall be on record with the Columbia County Coordinator's Office.
2. **There will be no tolerance** of, including but not limited to:
  - a. Alcoholic beverages on Training Center grounds.
  - b. Horseplay or reckless behavior on Training Center grounds.
  - c. SMOKING in any building.
  - d. Guns or ammo allowed on grounds with exception of Law Enforcement Agencies using the facility.
3. **Prior to usage of the Training Facility** each fire Company/Department will be required to attend a class that is designed to make them aware of the protocols and procedures involved in using the Facility.
  - A. Each Company/Department's Chief Officer or Training Officer shall attend a Training session to be held at the Training Facility in Philmont. He or She must fill out and submit the Usage Request Form and be present while using the Training Facility. Failure to have a trained officer/officers overseeing your evolution shall result in the forfeiture of Facility use by your Company/Department as per **3B Misuse of Training Facility**. (Page 2)
  - B. The course will cover the Fire Coordinator's Statement of Intent, Facility Request package and proper procedures for performing live burn evolutions, in the Facilities burn room.

3A. **Monitor Officer:**

A firefighter must be appointed to monitor Pyrometer at all times. So as to keep track of temperature changes and have water applied to burn, allowing temperature to be brought down to the 600-degree level as required.

3B. **Misuse of Training Facility:**

Misuse of the Training Facility by any Company/Department using facility will result in the forfeiture of that Company/Department's right to use Facility. The offending Company/Department will not be allowed to use the Facility again for any activity, until they have an Officer (Chief/Training Officer), attend a regular scheduled training session dealing with the proper use and procedures for the Training Facility.

4. The Officer in charge, Training Officer and Safety Officer **"MUST BE FAMILIAR WITH THE NFPA 1403 STANDARD ON LIVE FIRE TRAINING."** The Fire Coordinator's Office provides you with a **FIVE BURN EVOLUTION CHECKLIST."** This checklist is intended to help guide you to a safe and meaningful experience at the Training Facility. This report shall be filled out and returned to the Fire Coordinator's Office along with the Facility Activity Report.

**PLEASE NOTE:** There will be  
**"NO LIVE VICTIMS DURING ANY LIVE BURN EVOLUTION"**

5. A **"SAFETY OFFICER"** must be assigned to monitor trainees. The designated "Safety Officer" must be familiar with and follow **NFPA 1521: Standard for Fire Department Safety Officer**. It is recommended that a minimum of 1 (one) equipped **Certified First Responder** be on site for each training evolution. Any injuries must be reported to the "Safety Officer" on scene at the time of the injury so that a facility accident report form can be completed. A completed copy of the training departments injury form **MUST** be sent to the Fire Coordinator's Office within 24-Hours. This is **MANDATORY** and failure to do so will result in your Company/Departments denial of future use of the Training Facility until issue has been resolved.

6. **No petroleum products** are to be burned at the facility. This includes rubber (tires), asphalt (shingles), tar, gasoline, etc.

- A. Burning shall be done in the **BURN ROOM OF THE TOWER ONLY**. There is to be no burning in any other areas/rooms inside the tower.
- B. **Only Class A materials** (clean wood/hay), shall be used for burning materials. Amount of material (fuel load) shall not exceed 80#. Two (2) small pallets and about 1/3rd bail of hay are approximately equivalent to an 80# fuel load.

7. **Full Turnout Gear including SCBA** when applicable must be worn on all training evolutions, and an accountability system shall be in place and used.

8. **Fire ground frequency** should be used with all training evolutions.

9. **Water System Guidelines:** The Training Facility utilizes **1 (One) primary water source consisting of a 10,000-gal reservoir tank** and a secondary municipal water system. It will be the responsibility of the County Training Coordinator to determine when the primary water source will need to be refilled. Training departments may be required, at anytime, to assist in replenishing the primary water source. **At NO time will the secondary municipal water system be used to replenish the primary water source.**

10. **Facility Request Package s and Activity Reports:**

A. **Facility Request Package s will include:** Live Burn checklist, Facility use Request Form, Facility Activity Report Form, Training Center Accident Report Form and Coordinator s Office Statement of Intent.

B. **Facility Activity Report and Live Burn Check List shall:** be completed and returned to the Fire Coordinator s Office within 7 days after use of facility. If report is not filed with the Fire Coordinator s Office the Fire Company/Department will be denied use of the Facility until after reports are filed.

11. **One month notice** is requested when booking the Training Facility. All outside agencies must have proof of insurance. Individual vacancies may be filled upon request through the Fire Coordinator's office.

12. **All cars will be parked** in the designated parking area. This is off of the blacktop in the grassy area North of Tower, Rte. 217 side and West of Tower Pine Haven Home side. The blacktopped area adjacent to the Training Tower is reserved for Fire Apparatus.

13. **Spectators** who shall be defined as those who are not participating in the training event excluding the facility operator and/or facility safety officer, shall not observe a training evolution **EXCEPT** in the prescribed safe zone or designated spectator area. This Zone shall be the grassy mound area North of Tower, Rte. 217 side.

12. **These guidelines and procedures are amendable by the Fire Coordinator's Office.**