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WCCC-PSTC

Policy & Procedures



**Westmoreland County Community College
Public Safety Training Center (PSTC)
Policy and Procedure Manual**

Version: April 17, 2023

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PURPOSE:

This manual is a supplement to the Westmoreland County Community College’s “Policy Manual.” It covers specific requirements unique to the Public Safety Training Center (PSTC). For items not covered in this supplement, the individual should consult the “Employee Policy Manual” for further guidance at <https://westmoreland.edu/about/policies/index.html> .

Where there are conflicting procedures and/or requirements, the College’s “Policy Manual” will take precedence. Whenever discrepancies occur between the printed and online versions of the Westmoreland County Community College “Policy Manual”, the online version will take precedence. The policy manual will be updated as policies are revised or added and approved by the Westmoreland Board of Trustees.

SCOPE

This manual covers all PSTC Administrative employees and contract employees specific to the PSTC. It also covers all activities associated with the PSTC for onsite and offsite courses.

MISSION STATEMENT

Our continuing commitment is to facilitate excellence in education, training, certification, and support services for the emergency response community.

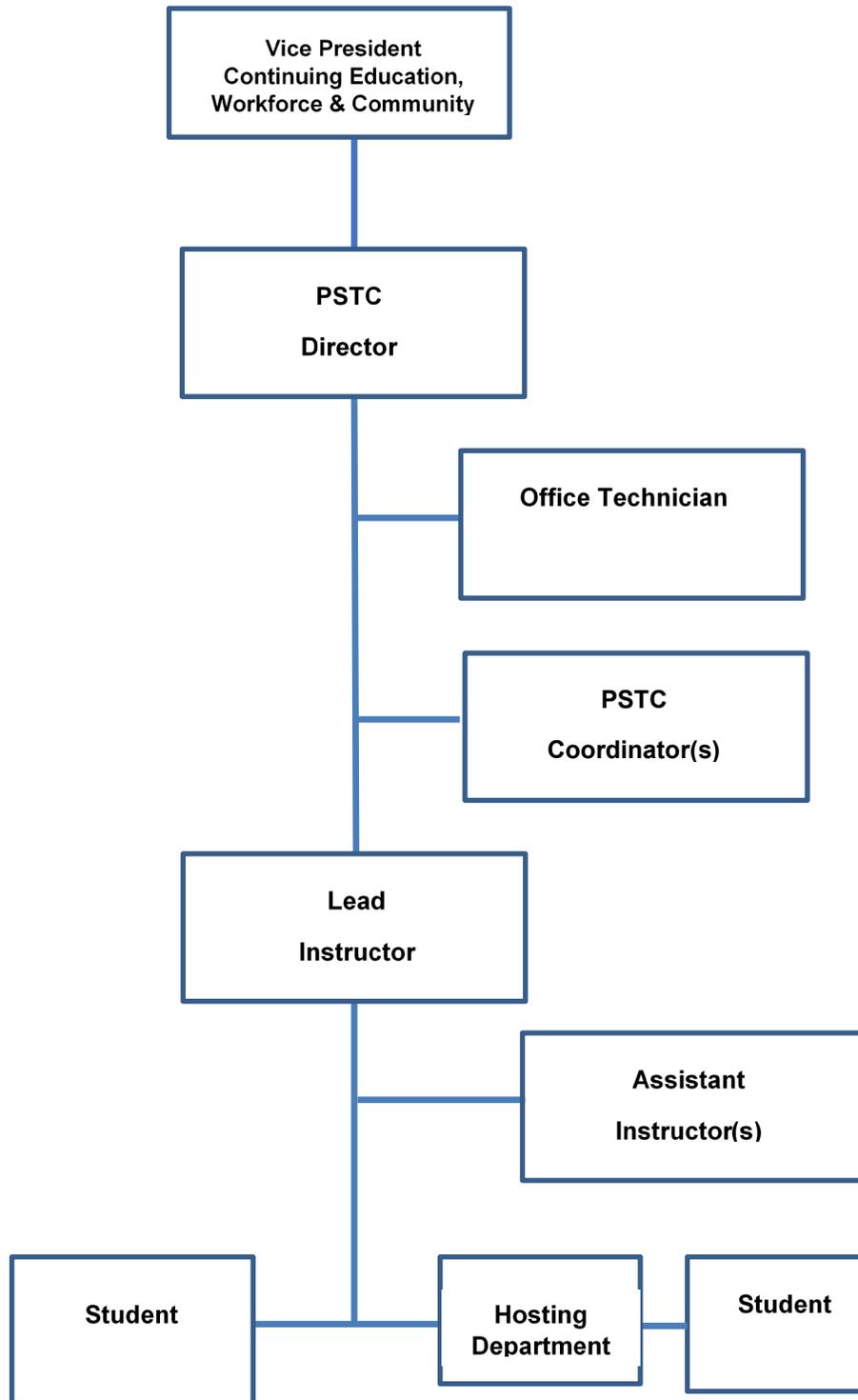
OUTCOMES

The Westmoreland PSTC will conduct its business in manners that are compliant with applicable federal, state, and local laws and regulations, as well as the policy/procedures of Westmoreland County Community College.

In addition to the above outcome, all PSTC Staff, instructors and contractors are expected to follow the Pennsylvania State Fire Academy Instructor Code of Ethics/Conduct and Firefighter Code of Ethics (Developed by the National Society of Executive Fire Officers):

- I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...
- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicle and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

ORGANIZATION CHART AND CHAIN OF COMMAND:



CHAIN OF COMMAND:

The chain of command creates a structure for managing the training and commanding training ground operations. The Director of the PSTC is accountable to the leader of the governing body such as the Vice President of Workforce Development, President of the College, and Board Members. The PSTC uses a paramilitary style of leadership. Staff operates under a rank system, which establishes a chain of command.

Unity of Command:

Each staff member answers to only one supervisor. Each supervisory answer's to only one boss. This ensures that everyone is answerable to the Director and establishes a direct route of responsibility from the Director to the student.

Utilization of Command Structure:

All students, instructors, support personnel, and administrative members are responsible for safety at all times.

Unsafe acts will be stopped immediately by the individual(s) witnessing the act and addressed to their superior.

In the case of a student witnessing and/or stopping another student due to an unsafe act, the witnessing student will then report the act to the instructor(s). In which case the instructor(s) will take appropriate actions to mitigate the issue.

In the case of an instructor witnessing and/or stopping another instructor or staff member due to an unsafe act: The witnessing instructor will properly educate the individual of the unsafe act, and proper procedures.

If the witnessing instructor feels that the conduct of the individual was unbecoming of the "Firefighter Code of Ethics" and/or policy procedures of the Pennsylvania State Fire Academy, then the witnessing instructor will report this act, immediately, either by person, phone or email to the PSTC Director for appropriate mitigation.

Students should report issues to the assistant or lead instructor. Instructor(s) will make all attempts to address the issue and correct where applicable or advise the Director of the issue for further guidance.

Instructors should report issues to the Director as needed.

Instructors, support personnel, students, and administrative members that feel the PSTC Director has ignored obligations set forth by the college, Pennsylvania State Fire Academy, "Firefighter Code of Ethics", or federal, state, and local laws will address these concerns with the PSTC Director, and provide a timely manner for response. If no response is received, or actions are neglected, then the individual should address the issue with the Vice President of Workforce Development in writing.

Failure to Utilize of Command Structure:

Failure to control unsafe acts and follow the Unity Command may result in termination of contract/employment, and/or notification to the Pennsylvania State Fire Academy if applicable.

GENERAL RULES AND REGULATIONS FOR PSTC OPERATIONS:

The PSTC shall establish the following set of Rules and Regulations to ensure that safety, security, honesty, and integrity of training sessions. These rules and regulations are to be in force in all PSTC sponsored training whether on site, or off site.

Drug and Alcohol:

The PSTC shall have a strict zero tolerance policy for illegal drug and alcohol use prior to or during attendance of classes. Any use, distribution, or possession of illegal drugs or alcohol on PSTC grounds prior to or during attendance of classes will result in the Local Police Dept, being called to investigate. Instructors will report violations of this policy to the PSTC Director immediately.

Tobacco:

The use of tobacco products is strictly prohibited while in PSTC buildings or while on the Fire Ground. Students may, at the instructor's discretion, take cigarette breaks and then only while in specific designated smoking areas. Cigarette butts, ashes, etc. are to be disposed of properly in the cans provided. Violation of this rule will result in appropriate disciplinary actions by the PSTC staff.

Electronic Devices:

No pagers, cell phones, fire department radios or other electronic devices shall be allowed during class and training ground activities. Exceptions may be made on a case-by-case basis after review by the PSTC staff. Personal pagers and cell phones may be left on, but on a "silent" or "vibrate" setting. Fire department pagers/radios must be shut off during training.

Apparatus Devices:

While attending classes, all apparatus, vehicle and personnel are to be "out of service" and unable to respond to calls. Therefore, the use of emergency warning devices; both audible and visual are strictly prohibited while on academy grounds. Violation of this rule may be cause for dismissal. There is an exception to this policy for training purposes that is overseen by PSTC staff.

Profanity:

Profanity and derogatory remarks (racial, sexual, religious, etc.) will not be tolerated in any form. Such remarks are grounds for immediate dismissal and banishment from the PSTC and all PSTC classes for one full year.

Horseplay:

In order to maintain a safe learning environment, horseplay will not be tolerated.

Classroom Etiquette:

All PSTC staff, visiting instructors and officials will be treated with respect and addressed as "Instructor" followed by their surname, unless otherwise stated. There will be:

- No sitting on tables.
- No feet on walls, tables, or chairs.
- Food and drinks are permitted in the classrooms. But instructor is responsible for any messes made and is required to clean up said messes.
- Utilization of students for cleaning is acceptable and expected.
- No bunker gear in the classrooms.
- No excessive noise in the hallways.

Personal Appearance:

Instructors shall always present a clean, neat, and professional appearance. Instructors' hair will be well kept and groomed as to not interfere with PPE and SCBA. No jewelry will be worn while participating in PSTC activities except for a wristwatch and wedding band. Religious exceptions will be considered on an individual basis by the PSTC Director. More personal information is contained in the Facial Hair Policies.

Safety / Injuries:

- All staff members will always follow all safety procedures - NO EXCEPTIONS.
- Violations of safety rules may result in serious injury or death.
- Personal Protective Equipment (PPE) appropriate to evolutions being performed shall always be worn.
- Instructors shall provide their own PPE which will be dictated by the PSTC Director.
- Instructors shall always have their PPE available to them and said PPE will be available for inspection at any given moment.
- Any PPE deemed to be unfit for service shall not be worn during training sessions.
- Minimum PPE while on the training pad or training buildings shall be the following:
 - Steel Toe Boots
 - Hard Helmet
 - Eye Protection
 - Gloves, as needed
 - Pants
 - No shorts are permitted
 - Seatbelts will be worn during the movement of any apparatus during training sessions.
 - Any and all injuries will be reported to the PSTC Director immediately.

- PSTC Incident/injury/Near Miss form must be completed for all reportable incident/injury or near misses
- If applicable, PSFA Incident/injury/Near Miss form must be completed. This is required for all PSFA Local Level courses
- At no time shall any student operate any PSTC vehicle or fire apparatus.
- Any and all power equipment will only be operated by trained personnel.
- PSTC vehicles and fire apparatus shall only be operated by Staff Instructors or Adjunct Instructors who have been trained and approved to operate them.
- No vehicle, while on PSTC property, shall be moved until all crew members are seated and belted.
 - Under no circumstances shall anyone stand while riding on vehicles or fire apparatus.
 - Under no circumstances shall any student operate any piece of equipment and/or machinery which he/she has not been properly trained to do so.
- No student shall participate in any training evolution for which they have not received proper training.

Attendance:

Attendance for completion of PSTC classes shall be 75%, unless otherwise stated in the PSFA Minimum Standard of Accreditation (MSA).

All skills must be completed in order to receive a certificate for any course.

In rare cases when class is cancelled due to severe weather, notifications will be delivered through the major Greater Pittsburgh area media outlets. If class is not cancelled, then student attendance is required.

Parking:

Parking shall be established in the front lot of the PSTC for all staff members and students.

Additionally, parking for staff on the training pad or specified area is permitted, when skills are being performed. Instructors, who do park in the training pad area, do so at their own risk.

Students shall not park on the training pad. Instructors may permit students to drive onto the training pad to drop off equipment but the students must then park in the front lot. Students, who park illegally, do so at their own risk and may face additional discipline.

Facial Hair Policy:

The PSFA Facial Hair Policy will be in effect for all PSFA Local Level courses requiring Self-Contained Breathing Apparatus (SCBA). Non-PSFA courses, such as industrial programs will be subject to OSHA and client Policies & Procedures. PSTC Instructors are also expected to adhere to the PSFA Facial Hair Policy while using SCBA.

WCCC-PSTC EL22 PSTC ADDITIONAL REQUIREMENTS FOR PSFA ENTRY LEVEL FIRE TRAINING CURRICULUM POLICY 2023:

Purpose of Addendum

- The purpose of this addendum is to provide clarification of WCCC-PSTC internal policy and procedures.
- This addendum strictly covers certain specific areas as indicated below, in the PSFA Entry Level Fire Training Curriculum Policy 2023, if no addendum is indicated, the current Entry Level Fire Training Curriculum will apply.
- Attachment B, Act 155 Permission Form on Page 25 of the PSFA Policy has been replaced with WCCC Act 155 Permission Form; Provided in WCCC Appendix A.

Definitions for Westmoreland PSTC Usage:

1. PSFA Instructor and/or Suppression Instructor
 - Credentialed PSFA Suppression Instructors who are employed by WCCC.
 - MUST BE an approved EL22 Suppression Instructor, unless otherwise indicated.

II. Policies (Page 7 of PSFA Policy)

Requirements for WCCC-PSTC

C. Special Provision for Junior Firefighters taking ELIF courses:

- Attachment B, Act 155 Permission Form on Page 25 of the PSFA Policy has been replaced with WCCC Act 155 Permission Form; Provided in WCCC Appendix A.

V. Instructors (Page 11 of PSFA Policy)

Additional Requirements for WCCC:

Westmoreland PSTC Policy for all EL22 programs is that the lead instructor or a designated PSFA Instructor who is a suppression instructor and is EL22 approved will be in attendance at all times.

- *An APPROVED Non-Suppression instructor is an instructor who has been designated by the PSFA as EL22 NS approved.*
- *Because WCCC-PSTC requires an EL22 approved Suppression Instructor for all lectures, a WCCC-PSTC **APPROVED** EL22 Non-suppression Instructor will only be used for skills during:*
 - *Introduction to the Fire Service – ELIS*
 - *Fire Ground Support – ELFG*
 - *Exterior Firefighter – ELEF*
- *Requirements for Assistant/Support staff will remain the same based on class contract.*

- WCCC-PSTC EL22 Suppression instructors are permitted to use helpers during the program, such as an approved WCCC Staff member or PSFA Non-Suppression, Non-EL22 approved instructor, but at the designated “helper” pay rate.
 - In addition, when using “Helpers” these individuals are strictly to be used for safety support and assisting in demonstrating skills with an approved EL22 Suppression Instructor.

WCCC-PSTC Act 155 Additional Instructor Requirements:

1. Lead Instructor **MUST** confirm the first day of class if any students meet the Act 155 category.
 - Students that are 17 years of age enrolled in the ELIF class on the first day of class **MUST** receive the WCCC Act 155 Permission Form the first day of class.
 - The student will have two (2) classes to submit the completed WCCC Act 155 Permission form to the Lead Instructor.
 - The student **MUST** submit a copy of all the prerequisites with the WCCC Act 155 Permission Form.
 - Students that fall under Act 155 requirements that **DO NOT** return and/or provide an incomplete form/supporting documents will be **IMMEDIATELY** removed from class, and will not be permitted to return to the current class.
2. Completed form and associated supporting documents will be emailed to WCCC-PSTC Director within 24-hours of receiving the forms.
3. Original forms will be maintained and submitted with the final class paperwork.
4. The minor **MUST** remain under the supervision of a credentialed WCCC/PSFA EL22 Suppression Instructor for all skills lessons.

WCCC-PSTC Administrative Requirements:

1. Received release form will be verified by contact the listed parents or guardians and associated chief officer/department.
2. Students that fall into the Act 155 of 2022 category will be placed in a separate mirrored class for the associated course.
3. Students that successfully complete the program will receive a specific certificate of completion indicating that this certificate of completion is not eligible for “Live Fire” operations until the individual is 18-years of age and officially approved by the department.

LIVE FIRE TRAINING

This section covers all operations utilizing “Live Fire”

PSFA Based:

All PSFA Local Level Courses involving “Live Fire” will be conducted per the PSFA Live Fire Suppression Policy.

In addition to the PSFA Live Fire Suppression Policy, NFPA 1403 2018 Standard on Live Fire Training Evolutions will be utilized.

In addition to the indicated positions covered under the PSFA Live Fire Suppression Policy, the following positions will be filled during all PSFA burns:

- Burn Supervisor
- Truck Instructor

Position Descriptions:

Burn Supervisor

The Burn Supervisor will be a senior instructor who will be responsible for the oversight of a Class A “Live Fire” burn. This position will be the same payrate as a lead instructor.

For PSFA based burns, the Burn Supervisor will be responsible to confirm that all the required paperwork per the PSFA Live Fire Suppression Policy No. 2006 – 02, Revised July 1, 2015 is completed properly for all PSFA “Live Fire” operations. Furthermore, this position will be responsible ensuring that all individuals complete rehab as prescribed below.

Additionally, the Burn Supervisor is to:

1. Physically monitor the fire load.
 - PSFA Burns will follow PSFA Burn Policy.
 - Non-PSFA Burns will follow NFPA 1403 Standards
 - 4.13.6* Fuel materials shall be used only in the amounts necessary to create the desired fire size.
 - 4.13.7* The fuel load shall be limited to avoid conditions that could cause an uncontrolled flashover or backdraft.
2. Monitor burn room temperatures via thermal imaging camera.
 - Which is not to exceed 1,200°F for both PSFA and Non-PSFA burns.
 - Measured temperatures above this will be mitigated per the Burn Supervisor recommendations.
 - Monitoring can also be completed by the Ignition Officer, but is to be reported to the Burn Supervisor.
3. Ensure students are not entering the burn room until knock down of the fire has been properly completed.

4. Ensure Attack Instructor is properly overseeing the assigned students based on fire location.
5. Fill in as needed for other instructors and support staff, as needed.

Lead Instructor

Although a Burn Supervisor is assigned to all PSFA burns, the lead instructor is still responsible for assignment of instructors, pre-burn paperwork, instructor and student matrix as outlined in the PSFA Live Fire Policy.

Safety Officer

In addition to the described position per the PSFA Live Fire Suppression Policy No. 2006 – 02, Revised July 1, 2015, this position will NOT be assigned to any students nor will this person have additional assignments other than the position of Safety Officer.

- Encouraged to use seasoned instructors in this position

RIT / Back-Up Instructor (outside truck)

In addition to the duties written in the PSFA Live Fire Suppression Policy No. 2006 – 02, Revised July 1, 2015, the position will be responsible for students to complete the following:

- This will include conducting a 360° evaluation and report.
- Properly placing ladders on all four (4) sides of the burn building.
- Controlling utilities, both gas and electric (minimum identifying electric meter, and requesting utility company).

Truck Instructor

In addition to the duties written in the PSFA Live Fire Suppression Policy No. 2006 – 02, Revised July 1, 2015, the position will be responsible for students to complete the following:

- Search / rescue crew with pressurized water can.

Burn Techs

- Minimum Firefighter II certification
- Five (5) years of fire service experience, junior years do not count.
- As of 2023, all new Burn Techs will also have Instructor I certification.
- Approved by PSTC Director

Number of Instructors for PSFA Burns

The following sections prescribe the minimum staffing required for all PSFA burns.

For one (1) fire at a time:

- 8 Instructors:
 - Burn Supervisor
 - Incident Commander
 - Safety Officer
- Assistant Instructors
 - RIT (Outside Truck) / Back-Up Instructor
 - Inside Truck Instructor
 - Attack Instructor
 - Ignition Instructor
 - Instructor on break
- 2 Burn Techs
 - 1 on ignition / 1 on break
 - The on break, will be assigned to apparatus operations
 - Burn Techs may work in teams of two (2) if hard breaks are taken in between burns
 - Burn Techs are not permitted to act as an instructor in any capacity.

For two (2) fires at a time:

- 10 Instructors:
 - Burn Supervisor
 - Incident Commander
 - Safety Officer
- Assistant Instructors
 - RIT / Back-Up Instructor (outside truck)
 - Inside Truck Instructor
 - Attack Instructor Up
 - Ignition Instructor Up
 - Attack Instructor Down
 - Ignition Instructor Down
 - Instructor on break
- Four (4) Burn Techs
 - 2 on ignition / 2 on break
 - On Break, will be assigned to apparatus operations
 - Burn Techs may work in teams of two (2) if hard breaks are taken in between burns
 - Burn Techs are not permitted to act as an instructor in any capacity.

For PSFA Acquired Structures:

- 10 Instructors:
 - Burn Supervisor
 - Incident Commander
 - Safety Instructor
 - RIT Instructor
 - Back-Up Instructor
 - Attack Instructor
 - Ignition Instructor
 - Instructor on break
 - Instructor on break
 - On-Standby
- 4 Burn Techs
 - 1 on ignition
 - 1 on standby
 - 2 on break
 - Burn Techs may work in teams of two (2) if hard breaks are taken in between burns

Number of Instructors for Non-PSFA Burns

All non-PSFA burns will follow staff requirements per NFPA 1403 2018 Edition.

- Burn Tech may be permitted to assist as an instructor.
 - Must be approved by the PSTC Director
 - Must be approved by Lead Instructor
 - Must be Instructor I Certified

Evolutions involving one (1) fire at a time:

- 6 Instructors:
 - Burn Supervisor
 - Incident Commander
 - Safety Instructor
 - RIT / Back-Up Instructor
 - Attack Instructor
 - Ignition Instructor
 - If additional assignments will be conducted by students, then additional instructors will be needed.
 - Each task will require an approved instructor.
- 2 Burn Techs
 - 1 on ignition / 1 on break
 - On Break, will be assigned to apparatus operations
 - Burn Techs may work in teams of two (2) if hard breaks are taken in between burns

Evolutions involving two (2) fires at a time:

- 7 Instructors:
 - Burn Supervisor
 - Incident Commander
 - Safety Instructor
 - Attack Up Instructor
 - Ignition Up Instructor
 - Attack Down Instructor
 - Ignition Down Instructor
 - If additional assignments will be conducted by students, then additional instructors will be needed.
 - Each task will require an approved instructor.
- 4 Burn Techs
 - 2 on ignition / 2 on break
 - On Break, will be assigned to apparatus operations
 - Burn Techs may work in teams of two (2) if hard breaks are taken in between burns

Additional Instructors / Burn Techs:

- One additional instructor may be requested or provided, based on weather, specifically weather forecasted for above 80°F, or due to search / rescue evolutions.
- One additional burn tech may be requested or provided, based on weather, specifically weather forecasted for above 80°F.
- No additional suppression instructors, nor burn techs will be permitted for acquired structures.

Rehab:

- All staff members and participating students will establish baseline vitals prior to the start of the burn. All staff members and participating students inside the burn building during “Live Fire” evolutions, both PSFA & Non, **MUST** have a set of vitals completed post each evolution inside. The Lead instructor should plan accordingly for rehab requirements while preparing for the burn.
- Starting January 2020, all attempts will be made to provide a minimum two (2) Emergency Medical Technicians (EMT) to assist in the rehab operations.

Burn Matrix:

- In addition to submitting the required paperwork post class, a staff and student burn matrix **MUST** be submitted with proper corrections of positions during the burn. This document must accurately show who was in each position for each evolution. This is required to reconstruct the day due to an injury not reported immediately and/or due to a Line of Duty Death (LODD) post completion of class.

Burn Room Locations for Class A Burn Building:

- The lead Instructor **MUST** consult the PSTC Director prior to the burn and coordinate rooms, and specific locations in each room for the burn area.
 - Rotation of burn rooms, use of specified areas, and use of cribs or other protective devices is necessary to reduce premature damage to the burn building.
 - Failure to adhere to the burn rooms, specific locations, and protective devices may result in termination of the Lead instructor, and associated instructors if deemed applicable.

Pre-Burning for Class A Burn Building:

- When the ambient temperatures are below 45°F, there **MUST** be a pre-burn for at least one (1) hour prior to regular class burns for all rooms planned for burning.
 - Pre-burn will consist of only two (2) pallets for the initial fire. Once the first two (2) pallets burn down, an additional three (3) pallets will be added. Once these three (3) pallets have burnt down, no more than two (2) additional pallets will be added at any one time.
 - The use of two (2) pallets will continue till the class is ready to burn, and/or room and outside temperatures have adjusted to support the burn.
- The lead instructor **MUST** plan accordingly for this need and coordinate the necessary activities.
 - It is recommended that when a pre-burn is anticipated, the PSFA burn permit be scheduled for 9AM to 5PM, while staff report time remains at 7AM to conduct the pre-burn. Once the time frame is in place per the PSFA burn permit (if applicable), then PSFA Burn Policy applies, if applicable.
- While conducting this activity during non-PSFA burn times, the following positions must be in place:
 - Incident Commander
 - Ignition Instructor on air
 - Burn Tech on air
 - Safety Officer, packed not on air.
 - On-Standby for emergencies
 - EMS onsite
 - Minimum of one (1) line in place and charged

CONTRACT REQUIREMENTS

Selection of assistant/suppression instructors and burn tech, the individual(s) must be an approved PSFA and PSTC instructor. Proper notification of assistant/suppression instructors and burn tech's to be used **MUST BE** provided to the Director 48-hours prior to use, for final approval and to provide a contract to them. If you need an assistant instructor located, please notify the Director as soon as possible.

As lead instructor, you are responsible to complete all required PSFA burn paperwork, and associated class paperwork. Associated burn paperwork should be copied to the Director.

If the Requesting Party is requesting additional instructors above and beyond the deemed ratio, additional instructors can be provided at additional cost. Please have the requesting party contact the Director for pricing.

The college reserves the right to revoke a contract. Finalization of a class is contingent upon student enrollment and possible schedule revisions. You will be notified regarding the status of your course 24 to 96-hours prior to the start date. If you do not receive notification, please call the Director at 814-279-1448. If you have any questions, please contact the Director.

Course Requirements:

1. Instruct per the Minimum Standard of Accreditation (MSA) for this course as outlined by the PSFA and/or the PSTC.
2. Instruct per the required instructor to student ratio.
3. Where applicable, for PSFA courses, follow the PSFA Structural Burn Policy, and for Non-PSFA courses follow NFPA 1403.
4. Use only approved PSTC staff for assigned courses.
5. Submit all paperwork in a neat and legible fashion within 10 business days of the course end.
6. Submit all offsite courses via the provided class attendance roster in a digital format.
7. Return all PSTC equipment to the location it was taken from, within 24-hours of completion.
8. Report any broken, damaged, or malfunctioning equipment via email to the PSTC Director.
9. Report all injuries immediately in accordance PSFA or PSTC guidance as applicable.

Basic Requirements:

1. Shall comply with the Pennsylvania State Fire Academy Instructor Code of Ethics/Conduct.
2. Shall exhibit the highest standards of professional, moral, and ethical conduct.
3. Shall possess and maintain subject matter expertise in the course content the instructor is certified to present.
4. Staff are responsible to teach as scheduled by the director and within their areas of instructor certifications as determined by the PSFA and/or the PSTC.

5. Shall immediately report to the director any student, role player, or staff who has an illness, injury, or physical limitation which would jeopardize the safety of that person or any other person.
6. Shall report any alleged disqualifying criminal offenses or alleged violation of the regulations, policies, or standards of conduct, by themselves or any other person associated with the PSTC, to the director within 24 hours of the instructor/staff becoming aware of the situation.

Speech Rights and Obligations:

1. Shall not publicly criticize the PSTC and/or the PSFA of their policies/procedures, programs, course topics, course development, course content, or instructional methods in any manner. Constructive criticism is encouraged; therefore, instructors are encouraged to express, in writing, any criticism regarding policies/procedures, programs, courses, or instructional methods to the director for submission to the college and/or the PSFA.
2. Shall treat supervisors, subordinates, peers, and associates in a respectful manner.
3. Shall be courteous; maintain command of their temper; and shall not employ inappropriate language or gestures.
4. Shall not use profane, vulgar, disparaging, hostile, threatening, or inappropriate language or gestures when communicating with a student, department member, or other staff member.
5. Shall not intentionally humiliate or demean a student, department member, or other staff member.
6. Shall support and promote the adherence to the course curriculum, policies, programs, and standards.

Conduct and Relationships:

1. Shall provide and exhibit consistent and equitable treatment of students, fellow instructors, college staff, guests, and associated fire department members and their guests, and shall comply with all federal, state, PSFA (if applicable), and college laws, regulations, and/or policy and procedures regarding discrimination and civil rights.
2. Shall refrain from physical contact with students, fellow instructors, college staff, guests, and associated fire department members and their guests unless such contact is necessary for a legitimate instructional purpose, to ensure the safety of individual(s), or to provide emergency first-aid.
3. Shall not engage in any action, activity, business, or other conduct that could reasonably be perceived by a student, fellow instructors, college staff, guests, and associated fire department members and their guests to constitute a conflict of interest, be inappropriately coercive, impose inappropriate influence, or require inappropriate compliance by a student, fellow instructors, college staff, guests, and associated fire department members and their guests.
4. Shall only socialize in an appropriate manner with a student during program training hours or during off duty hours, at associated training site(s) or elsewhere, for the duration of the student's status within a course, and/or series of courses, such as but

- not limited to the Essentials series; this prohibition does not apply to situations where an instructor and a student are related.
5. Shall not engage in electronic communication of a personal nature with a student to include texts or phone calls, personal email, Facebook, Twitter, or other social media, etc.

DISCIPLINARY ACTIONS:

Any instructor found violating any of the above Rules and Regulations or any other PSTC Policies, Procedures is subject to disciplinary action.

The PSTC utilizes a 5-Tiered approach to discipline. The five Tiers are:

1. Verbal warning
2. Written warning
3. 90-day banishment from teaching or attending classes
4. 1-year banishment from teaching or attending classes
5. Permanent banishment from teaching or attending class

Tiers 1 can be imposed by any instructor. Instructors issuing a Tier 1 warning, must notify the Director of the PSTC via email. The email must contain the details of the infraction

Tiers 2 through 5 can only be imposed by the Director of the PSTC

Normally, disciplinary actions start at the lowest Tier and progress upwards if the individual does not correct their behavior. However, a student or instructor could conduct some offense(s) that was/were of such a grievous matter, that the disciplinary process would start at a higher Tier. This "starting at a higher Tier" is accomplished at the discretion of the Director of the PSTC.

In a similar manner, numerous different Tier 1 or Tier 2 warnings could lead to a higher Tier banishment.

Any student or instructor that is disciplined at any Tier, may appeal, in writing, the discipline to the Director of the PSTC. The written appeal must state the grounds for the reversal of the discipline. This appeal must occur within 7 calendar days. The decision of the appeal given by the Director of the PSTC may be further appealed to the Director's supervisor. The Director of the PSTC must provide that information. This appeal must also occur within 7 calendar days.

Any act which constitutes a possible criminal offense, will be turned over for investigation and prosecution by the Authority Having Jurisdiction.

The Pennsylvania State Fire Academy will be notified, in writing, of all Tier 3 and Tier 5 actions within 48 hours of the discipline being imposed.

Starting in 2024, every PSTC Instructor must attend a 2-hour Westmoreland Instructor Development class that will be held in January or February of each year. This is considered a condition of employment. Failure to meet this requirement may limit the ability of the instructor to teach for the PSTC.

WCCC

Appendix A

Westmoreland County Community College Public Safety Training Center Act 155 Permission Form

Student Information:

Last Name First Name M.I. Suffix

Affiliation (Fire Dept./Organization) City/State County

Parent / Guardian Release:

I, _____ give my permission per the Child Labor Act – Minors Serving on
(Print Legal Parent or Guardian name)

Volunteer Emergency Service Organizations Act of Nov. 3, 2022, P.L. 2152, No. 155 for minor named above to participate in the Pennsylvania State Fire Academy accredited Interior Firefighter-ELIF training. By signing this Form, I certify that I am the parent or guardian of the minor named above, the minor is 17 years of age as of the first day of the ELIF course, and I acknowledge my awareness of the training involved in the ELIF course, which includes entering a burning structure, and that the minor named above has my permission to participate in the ELIF course. I understand that the student named above is not permitted to engage in "Interior Structural Firefighting" for any fire department upon successfully completing this class until the individual is 18 years old. I hereby release, discharge and agree not to sue Westmoreland County Community College (WCCC) or its board of trustees, officers, agents, employees, volunteers or any person or entity connected with WCCC for any claim, damages, costs or cause of action which I have or may in the future have as a result of injuries or damages sustained or incurred by the above named minor's participation in the ELIF course including but not limited to such injuries or damages caused by the negligence, or wrongful conduct of the parties hereby released.

(Print Legal Parent or Guardian) Daytime Phone Email

(Signature of Legal Parent or Guardian) Date

Department Fire Chief:

I, _____ acknowledge the minor listed above is affiliated with the department listed above as an active member and give my permission per the Child Labor Act – Minors Serving on Volunteer Emergency
(Print Chief Officer Name)

Service Organizations Act of Nov. 3, 2022, P.L. 2152, No. 155 for the minor named above to participate in the Pennsylvania State Fire Academy accredited Interior Firefighter-ELIF training. It is understood that the minor named on this form has done so with the full knowledge, consent, and approval of the named organization; and is protected by an insurance carrier or the organization. Furthermore, I attest that the minor named above meets the ELIF course requirements. By signing this Form, I certify that I am the Chief Officer of the minor named above, the minor is 17 years of age as of the first day of the ELIF course, and I acknowledge my awareness of the training involved in the ELIF course, which includes entering a burning structure, and that the minor named above has my permission to participate in the ELIF course. I understand that the minor named above is not permitted to engage in "Interior Structural Firefighting" for any fire department upon successfully completing this class until the individual is 18 years old. I hereby release, discharge and agree not to sue Westmoreland County Community College (WCCC) or its board of trustees, officers, agents, employees, volunteers or any person or entity connected with WCCC for any claim, damages, costs or cause of action which I have or may in the future have as a result of injuries or damages sustained or incurred by the above named minor's participation in the ELIF course including but not limited to such injuries or damages caused by the negligence, or wrongful conduct of the parties hereby released.

(Print Chief Officer Name) Daytime Phone Email

(Signature of Chief Officer) Title Date

INTERNAL USE ONLY

Date received: _____ ETA: _____ Lead Instructor/ELIF Course: _____

Office of the State Fire Commissioner



Pennsylvania State Fire Academy

Live Fire Suppression Policy No. 2006-02

Revised February 1, 2023

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I. PURPOSE

This policy is designed to create a safe instructional environment, and minimize exposure to health and safety-related hazards for all personnel engaged with Pennsylvania State Fire Academy (PSFA) sanctioned/authorized Live Fire Suppression Training. This policy meets or exceeds the National Fire Protection Association (NFPA 1403), *Standard on Live Fire Training Evolutions*, latest edition. Live fire training is the use of any open flame or device that produces heat and smoke in a building, structure, or other acquired prop(s). The PSFA has the expectation that fire training facilities will meet the National Fire Protection Association (NFPA 1402), *Standard on Facilities for Fire Training and Associated Props*, latest edition, and all documentation will be available for audits.

II. SCOPE

This document details the procedures in setting up, preparing, and running any live fire training evolution(s) in which a student receives a certificate for a PSFA class. This includes any state-accredited course that provides the students with a safe review on both interior and exterior operations and the opportunity to apply techniques used by firefighters in an actual (live) fire training environment.

- A. This policy applies to all PSFA courses/seminars/drills utilizing live fire suppression training conducted at full or part-time fire training facilities, field courses for any fire local-level fire training conducted across the Commonwealth in which a course/seminar/drill certificate is issued or recognized by the PSFA.
1. **Acquired Structure:** A building or structure acquired by the Authority Having Jurisdiction from a property owner for conducting state-accredited live fire training (exterior or interior). The Department of Environmental Protection (DEP) must approve all live fire training in an acquired structure, and only PSFA suppression instructors can conduct that training.
 2. **Fixed Facility Training Structure:** A structure built of conventional building materials; or structures built of containers specifically designated for conducting live fire training evolutions (Class A or Class B) on a repetitive basis.
 3. **Props:** Equipment not normally designed for burning but are used for live fire, exterior training evolutions (i.e., automobile, dumpsters, flammable liquids/gases), and those fixtures portable or fixed that are designed for live fire training (gas props, etc.).
 4. **Live fire conditions** include the use of smoke drills utilizing live fire to produce heat/smoke within acquired or fixed facility structures. This does not include artificially-generated smoke machines.

III. PERSONNEL QUALIFICATIONS AND RESPONSIBILITIES

The qualifications and responsibilities for personnel conducting the training evolution(s) are listed below. These qualifications were designed to ensure that individuals with the appropriate training and experience are in charge of the training/drill ground.

If the live fire training is part of the Interior Firefighter (ELIF) course, ALL Instructors of record must be Suppression Instructors. Reference the *Entry Level Fire Training Curriculum Policy 2005–01*, revised November 1, 2018. Only Suppression Instructors approved by the PSFA/Educational Training Agencies (ETA's) will direct and supervise the students involved in the live fire activities. Assignment rotations, rest, and rehabilitation of instructors shall be provided.

A. **Lead Instructor** (Instructor-in-Charge) shall:

1. Be an accredited Pennsylvania State Fire Academy (PSFA) Suppression Instructor approved as Lead Instructor by the PSFA Field Supervisor/ETA to conduct live fire training such as a Structural Burn Session (SBS), etc.
2. Be responsible for ensuring a productive, safe learning environment under both realistic and controlled circumstances during live fire evolutions and for full compliance with these guidelines. He/she shall also be responsible for selecting Assistant Instructors following Section III, items B, C, D or E, and F of this document. He/she shall utilize a nationally recognized Incident Command System (ICS).
3. Be responsible for making the decision to ignite the training fire in coordination with the Safety Officer.
4. Ensure all instructors take a personal accountability report (PAR) when entering and exiting during an actual attack evolution, and assigned students are monitored and supervised during live fire training evolutions.
5. Provide for rest and rehabilitation of all participants of the training session, which includes any medical evaluation, treatment, fluid replenishment, and relief from climatic conditions.

B. **Assistant Instructors** shall:

1. Be an accredited Pennsylvania State Fire Academy (PSFA) Suppression Instructor. All live fire training in acquired structures/fixed facilities under this policy (i.e., Structural Burn Sessions) requires two (2) assistant instructors.
2. Be chosen by the Lead Instructor, subject to the approval of the PSFA Field Supervisor/ETA.

3. Be responsible for rotating through duty assignments and performing all functions assigned to him/her by the Lead Instructor that include:
 - a. Include one instructor to each functional crew, i.e., attack, backup, search, each of which shall not exceed five students.
 - b. Ensure all required protective clothing and equipment is being worn appropriately, by all participants
 - c. Monitor and supervise all assigned students during live fire training evolutions and perform a personal accountability report (PAR) when entering and exiting a structure.
 - d. Make sure that at no time any individual is unsupervised in the burn room area.

C. **Safety Officer(s)** shall be:

1. An accredited Pennsylvania State Fire Academy (PSFA) Suppression Instructor chosen by Lead Instructor and approved by the PSFA Field Supervisor/ETA.
2. Responsible for ensuring that the Lead Instructor has complied with all requirements of this policy.
3. Accountable to the PSFA Field Supervisor for exercising his/her authority **to intervene** in any aspect of an evolution to stop a potential accident or dangerous situation whenever an unsafe situation arises.
4. Observe and record all unsafe acts, or conditions on the drill ground, including if the conditions are:
 - a. Minor in nature, he/she shall inform the Lead Instructor to correct them.
 - b. Serious in nature, he/she may use their discretionary power to stop a drill from continuing, with proper notification to the Lead Instructor.
5. Responsible for an inspection of the structure to ensure that no unauthorized persons, animals or objects are in the building immediately prior to ignition
6. Vigilant that at no time any individual is unsupervised in the burn room area.
7. Responsible for providing for the safety of all persons on the scene (including instructors, students, and bystanders) from incidents likely to cause personal injury and/or equipment damage.

8. Verifies instructor personal accountability report (PAR) when entering and exiting during an actual live fire attack evolution.
9. Monitor the weather for a potential menace. If it does, he/she will have the authority to cancel the drill after consultation/agreement with the LEAD instructor.

D. Fire Control (Ignition) Instructor (Acquired Structure & Class A Fixed Facility) shall be:

1. An accredited Pennsylvania State Fire Academy (PSFA) Suppression Instructor chosen by the Lead Instructor and approved by the PSFA Field Supervisor/ETA.
2. Present on a minimum two-person Fire Control Team to ignite all initial fires on any level of the structure.
 - a. One member of the Fire Control Team (not a student or safety officer) shall assist to ignite, maintain and control the type and amount of materials being burned and adding all materials to the fire sets.
 - b. The other member shall be in the area to observe the other team member and recognize, report, and respond to any adverse conditions.
3. One member of the two-person Fire Control Team must include an instructor of record (i.e., Fire Control, Lead, Assistant, or Safety Officer).
4. In full protective clothing, including self-contained breathing apparatus (SCBA) when performing this control function.
5. Have access to a charged hose line when the Fire Control Team is igniting or attending to any fire.
6. Maintain communication with the Safety Officer and under the coordination of the Lead Instructor to ignite initial fires.
7. Employed/authorized by the management of the fixed facility and follow their written policies. If an acquired structure, the other member of the Fire Control Team must be a certified Firefighter II.
8. Assignment rotations, rest, and rehabilitation of Fire Control Teams shall be provided to prevent overheating, thermal saturation, dehydration, and fatigue.

E. Fire Control (Ignition) Technician (Fixed Facility, Gas-Fueled Props) shall be:

1. Authorized/employed by the management of the fixed facility to operate the facility per their written policies (suggested Suppression Instructor level).
 - a. The training system shall be operated before exposing students to live flames to ensure its proper operation.
2. Under direct supervision of the Safety Officer and under the coordination of the Lead Instructor to ensure fires are not ignited without an instructor visually confirming that the flame area is clear of personnel.
3. Responsible for controlling the fuel and igniting all fires per fixed facility written policies.
4. Provide an assignment rotation, rest, and rehabilitation.

F. Rapid Intervention Team (RIT) Officer shall be;

1. An accredited Pennsylvania State Fire Academy (PSFA) Suppression Instructor chosen by the Lead Instructor and approved by the PSFA Field Supervisor/ETA.
2. In charge of the RIT Team, that consists of at least four (4) other individuals. Students MAY be utilized for RIT Team functions. Duties, staffing, and minimum equipment for RIT are found in Appendix G.

G. Support Personnel shall:

1. Include but not be limited to; apparatus operators, rehab, traffic control, and EMS standby. They shall not be a student nor counted as an Instructor.
2. Be trained and competent in their duties as assigned.
3. Wear PPE appropriate for their duties.

IV. PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

- A. Personal Protective Clothing (PPC) - Prior to participating in any activity, Instructors will inspect and document all (student, instructors, safety officers, fire control team,) PPC/gear used for suppression (live fire) training/classes to determine if the PPC is in a serviceable and safe condition.

- B. The instructor(s) shall sign the “PSFA Personal Protective Equipment Inspection Checklist” (Appendix D) that attests each firefighting ensemble was inspected before any live fire training/class. Any gear that is contaminated, defective, or damaged shall not be permitted for structural or live fire training.
- C. Each participant shall be equipped with full Personal Protective Clothing (PPC) with an affixed manufacturer’s labels indicating it has met the requirements of NFPA 1971, *Standard on Protective Ensemble for Structural Fire Fighting*, along with the listed edition number. PPC shall include:
1. Turnout coat and protective trousers
 2. Firefighting boots
 3. Firefighting gloves
 4. Protective hood
 5. Helmet
 6. Eye protection
- D. Personal Protective Equipment (PPE) includes all PPC and Self-Contained Breathing Apparatus (SCBA) that meet the requirements of NFPA 1981, *Standard on Open-Circuit Self-Contained Breathing Apparatus for Emergency Services* and personal alert safety systems that meet the requirement of NFPA 1982, *Standard on Personal Alert Safety Systems (PASS)* (based on Date of Manufactured).
- E. All participants shall be inspected by the Safety Officer and Instructors prior to entry into any live fire training evolution to ensure that the protective clothing, SCBA, and a personal alert safety system (PASS) device are being properly worn and are in serviceable condition.
- F. In addition to the inspection of protective clothing, ALL personnel shall wear a long sleeve shirt and long pants or long sleeve coveralls under their protective clothing while participating in live structural burn activities.
- G. All students, instructors, safety personnel, and other personnel shall properly wear the protective clothing and equipment necessary whenever they are involved in the evolution.
- H. All students, instructors, safety personnel, and other personnel participating in live fire training evolution shall breathe from an SCBA air supply whenever one or more of the following conditions exist:
1. Operating in an atmosphere that is either suspected, may become or is oxygen-deficient, or may become, suspected or is contaminated by-products of combustion, or both.
 2. Operating below ground level.

- I. All personnel using SCBA will follow the current PSFA Facial Hair/SCBA Use Policy.
- J. A method of communication shall be established to enable two-way communications between all the instructional staff, the interior, and exterior activities and external requests for assistance.

V. EMERGENCY MEDICAL SERVICES (EMS)

- A. The personnel staffing the Basic Life Support (BLS) EMS function will NOT be permitted to participate in the training. BLS functions shall be located near the operations area, and all personnel involved in the training must be aware of its location.
- B. **Acquired Structure Live Fire Training**: Basic Life Support (BLS) EMS with **transport capabilities** shall be available on-site to handle injuries.
- C. **Fixed Facility Interior Live Fire Training**: Basic Life Support (BLS) emergency medical services shall be available on-site to handle injuries.
- D. Medical Monitoring/Rehab will be established with all live fire evolutions and the BLS/ALS personnel who will:
 - 1. Be familiar with the PA Department of Health – BLS Protocol – Rehabilitation of Firefighters at Incident Scenes and the criteria for allowing personnel to be released from rehab.
 - 2. Determine baseline vitals for all personnel/instructors participating in live fire evolutions.
 - 3. Monitor the mental capacity, vital signs, and general well-being of all students and instructors as they report to rehab.
 - 4. Provide hydration, nourishment, and supplemental interventions for recovery. Water is the fluid of choice for rehydration.
 - 5. Based on the criteria in the BLS protocol, determine when a student or instructor is released from rehab to participate in training.
 - 6. Notify the Safety Officer when a patient needs transported.
 - 7. Ensure medical equipment is readily available to treat injured personnel.

VI. HOSE LINE AND WATER SUPPLY REQUIREMENTS

- A. **Attack Lines** are those hose lines used to actively suppress the fire.

B. **Backup Lines** shall be provided to ensure protection for personnel on training attack lines.

1. The number and size of the attack and backup lines used are at the discretion of the Lead Instructor and Safety Officer.
2. All attack or backup line(s) shall deliver a minimum of 95 GPM each.
3. There shall be a minimum of one instructor with each hose line being actively used inside a structure during the training, regardless of the number of students.
(maintaining a 1:5 instructor/student ratio)

C. There shall be ample room provided around all props so that all attack line(s), as well as backup line(s), can operate freely.

D. **RIT (Safety) Line** is always charged and available for the RIT Team.

E. Water Supply:

1. The water supply for a live fire training evolution shall be assessed based on the extent of the evolutions, size and type of structure and contents to be involved, method of attack to be employed, protection of exposures, and reserves for potential unexpected problems.
2. The minimum water supply and delivery rates for the live fire training evolutions shall meet the criteria established in NFPA 1142, *Standard on Water Supplies for Suburban and Rural Fire Fighting*, published by the National Fire Protection Association (NFPA).
3. A minimum reserve water supply of at least 50 percent of the total fire load demand shall be available to handle exposure protection or unforeseen situations for Acquired Structure live fire training.
 - a. Fixed Facility (Gas-Fueled or Class A Structures) are exempt from the minimum reserve water supply requirement above.
4. Separate water sources shall be utilized for the attack lines and backup (Safety)/ RIT lines to preclude the loss of both water sources at the same time. This may be a second pumper, either using its water tank as a source, a draft from a natural water source, or a hydrant from a different supply source.
 - a. Exception: A single source shall be sufficient at a training center facility where the water system has been engineered to provide adequate volume for the

evolutions conducted and a backup power source or backup pumps, or both, are in place to ensure an uninterrupted supply in the event of a power failure or malfunction.

VII. FUEL MATERIALS

A. Acquired Structure or Class A fixed facility structural live fire training evolution:

1. No flammable/combustible liquids shall be used during any live fire training evolutions in these structures.
2. Only Class "A" materials will be used during a structural live fire training evolution. Pressure-treated wood, rubber, plastic, polyurethane foam, upholstered furniture, and chemically treated or pesticide-treated straw or hay shall not be used.
3. Class A materials should not be used in structures designed with props designed and engineered to use propane or natural gas for live fire training.
4. The fuels utilized in live fire training evolutions shall have known burning characteristics of such a nature to be controllable as possible. Acceptable fuels include:
 - a. Pine excelsior
 - b. Wooden pallets
 - c. Straw or hay
 - d. And other wood-based products
5. Unidentified materials, such as debris/furniture found in or around the structure, which may burn in unanticipated ways, react violently, or create environmental/health hazards, shall not be used.
6. Fuel materials shall be used only in the amounts necessary to create the desired fire size. Fires will not be of a size that is uncontrollable as to limit conditions that could cause uncontrolled flashover or backdraft.
 - a. No more than four (4) pallets of average size or a comparable amount of Class A materials shall be used per fire.
7. The Lead Instructor and the Safety Officer shall assess an acquired structure and identify factors that affect the growth, development, and spread of fire.
8. The management of a fixed facility should develop a burn sequence matrix chart specific to each burn area that includes maximum fuel loading per evolution and the maximum number of sequential live fire evolutions that can be conducted per day in each burn room before the room can cool.

- a. The quantities of materials to be used will be reviewed with the instructional staff prior to the start of the drill.
- B. Fuel-fired buildings and props (propane, natural gas) are only used in live fire training structures specifically designed for their use.

VIII. PRE-BURN PLAN BRIEFING (See Attached Appendix I)

- A. A pre-burn plan shall be prepared, indicating all features of the training areas and reviewed during briefing sessions.
- B. Instructors and Student's Briefing will be held prior to the live fire evolutions, and all assignments and Rotation Matrices (See Appendix I) for all participants will be provided, reviewed, and discussed.
- C. All instructors and students will complete a walkthrough of the structure to confirm they understand the expected procedures to be performed during the evolutions and to be familiar with the layout, location of the exits, and safety lines.
- D. An operations area (hazard) perimeter will be established in the immediate area around the structure. No civilians or any other persons, not members of the class, wearing appropriate protective clothing will be allowed to enter the operations area.
- E. For acquired structures, the operations area will be determined based on 1.5 times the building height. It will be measured outward from the base of the structure and instituted/enforced by the Safety Officer.
- F. Establish a recognized emergency "evacuation" signal that is understood by all participants and a pre-determined location for a PAR check/roll call in the event an evacuation of the structure.
- G. Before conducting any live fire training, all participants shall have knowledge of and the familiarity with the prop or props being used for the evolution.

IX. SMOKE PRODUCED BY LIVE FIRE

- A. Property adjacent to the training site that could be affected by smoke from the live fire training evolutions shall be identified, and the persons in charge of these properties notified of the date and time of the evolutions.
- B. Streets or highways near the training site shall be surveyed for potential effects from the live fire training evolutions. Safeguards shall be taken to eliminate possible hazards to motorists.

- C. If deemed necessary, the Department of Transportation (DOT), *Special Event Form* will be completed and submitted to the appropriate DOT office (Appendix H).

X. CONDUCTING LIVE FIRE TRAINING IN AN ACQUIRED STRUCTURE

- A. The Lead Instructor and Safety Officer will inspect the structure to determine if live fire evolutions can be safely conducted, and it is suitable for the training.
- B. Prior to training, the Lead Instructor shall obtain in writing:
1. A letter from the property owner, confirming ownership of the property, that a clear title (deed) exists,
 2. Insurance has been canceled,
 3. Utilities have been disconnected, and services adjacent shall be removed or protected.
 4. Approval has been granted for fire training evolutions,
 5. Release of liability for all personnel and all agencies involved from any claim for loss resulting from the training activities,
 6. The condition of the acquired structure at the end of the training (i.e., demolished by fire training),
 7. The method of returning the property to the owner and acknowledged by the owner of the structure.
- C. Any permit(s) required by the municipality in which the drill(s) is being conducted shall be applied for and received.
- D. The Lead Instructor is responsible for submitting the following documents to the PSFA Field Supervisor responsible for the county where the live training is being conducted:
1. *Application for Open Burning Exception for Fire Fighting Instruction* (Appendix A) and a copy of the *Asbestos Abatement and Demolition/Renovation Notification Form* (DEP Form 2700-PM-BAQ0002 REV. 9/2019).
 2. *Request for Live Fire/Smoke Drill Training* (Appendix B)
 - a. The above referenced forms must be submitted forty-five (45) days before the anticipated live fire exercise.
 - b. A copy of these approved forms must be present on the drill ground during live fire training evolutions.
- E. The PSFA Field Supervisor shall answer the Lead Instructor's request in writing at least ten (10) days prior to the training. This letter will contain the approval/disapproval of the requested training and the approval/disapproval of the requested instructors.

- F. After inspecting the structure, the Lead Instructor shall fill out the *Live Fire Checklist* (Appendix C) as each step occurs, and it must be present at the training site.
- G. Only one fire at a time shall be permitted within an acquired structure.
- H. Participants shall be made aware of exits from the acquired structure before each live fire training exercise. No fires shall be in any designated exit paths.

XI. CONDUCTING LIVE FIRE TRAINING IN A FIXED FACILITY

- A. The Lead Instructor is responsible for submitting the following documents to the PSFA Field Supervisor responsible for the county where the live training is being conducted:
 - 1. *Request for Live Fire/Smoke Drill Training* (Appendix B)
 - a. The above referenced be submitted forty-five (45) days before the anticipated drill.
 - b. A copy of this approved form must be present on the drill ground during live fire training evolutions.
- B. The PSFA Field Supervisor shall answer the Lead Instructor's request in writing at least ten (10) days prior to the training. This letter will contain the approval/disapproval of the requested training and the approval/disapproval of the requested instructors.
- C. The Lead Instructor is responsible for notifying all personnel (i.e., Assistant Instructors, Safety Officer, Ignition Officer, RIT Officer, Students) of the date, the time and location of where to report.
- D. The Lead Instructor is responsible for ensuring the facility has all the necessary equipment needed for the burn (i.e., hand tools, SCBA, fire apparatus, etc.).
- E. There will be one instructor for every five students actively participating in the training. Students on break do not need to have an instructor assigned to them.
- F. More than one fire is permitted within a fixed facility, as identified on the burn sequence matrix chart developed for the training session.

XII. DURING ALL LIVE FIRE EVOLUTIONS

- A. No person(s) shall play the role of a victim inside the structure during a live fire training evolution. Manikins can be used to simulate victim(s), and the location of the manikin shall not be required to be disclosed, provided that the possibility of victims is discussed in the pre-burn briefing.

- B. Safe practices generally considered to be accepted as standard tactics and strategies.
- C. This policy is a minimum standard and can be exceeded by the PA State Fire Academy and Fixed Site Policies for all live fire training evolutions.
- D. A personnel accountability system shall be established for all participants (instructors and students), which will allow the lead instructor or other staff to, at any given point during the evolution, determine the name and approximate location (i.e., interior, exterior, rehab, etc.) of each participant.

XIII. ACQUIRED AND SPECIALTY PROPS

The Acquired and Specialty Props include equipment designed for live fire training to include, but not limited to, vehicles, dumpsters, fire extinguisher, or flammable liquids/gas props.

- A. Instructors and the Safety Officer who are responsible for conducting live fire evolutions with a gas-fueled training system or with other specialty props shall be trained in the complete operation of the system and the props.
- B. All props that use pressure to move fuel to the fire shall be equipped with remote fuel shutoffs outside of the hazard area but within sight of the prop and the entire field of attack for the prop.
- C. During the time the prop is in use, the remote shutoff shall be attended continuously by safety personnel who are trained in this operation and who have direct communications with the Safety Officer and instructors.
- D. Where flammable or combustible liquids are used, measures shall be taken to prevent runoff from contaminating the surrounding area.
- E. Vehicles used as props for live fire training shall have all fluid reservoirs, tanks, shock absorbers, driveshafts, and other gas-filled closed containers removed, vented or drained prior to any ignition.
- F. Any course utilizing “Live Fire” in a vehicle shall adhere to other Commonwealth Agency regulations, i.e., Crimes Code Title 18, regarding the destruction of vehicles as well as DEP regulations for open burning. See Appendix E for more information.
- G. Any course utilizing live fire for fire extinguisher training shall adhere to DEP regulations for open burning and contact their DEP Air Quality Program Office at least ten (10) business days before the training, no written notice required. See Appendix E for more information.

- H. Fire Extinguisher props that don't use flammable gases (i.e., propane) can only use a combustible liquid with a flash point above 100 degrees F. The prop must be specifically engineered to accommodate a defined quantity of the fuel.

XIV. EXTERIOR LIVE FIRE AND/OR TRANSITIONAL ATTACK

The Exterior Live Fire or Transitional Attack training includes ALL exterior Live Fire/Live Smoke evolutions, excluding fire extinguishers training.

- A. Any course utilizing exterior "Live Fire" evolutions or "Live Smoke" shall require a minimum of three (3) Suppression Instructors (Instructor, Safety, Fire Ignition) approved by the PSFA Field Supervisor/ETA.
- B. The Lead Instructor shall utilize the same request forms used for "Live Fire" training courses.
 - 1. *Application for Open Burning Exception for Fire Fighting Instruction* (Appendix A).
 - 2. *Request for Live Fire/Smoke Drill Training* (Appendix B)
- C. Exterior "Live Fire" evolutions include any unconfined open flame or device that can propagate fire to a building, structure, or other combustible materials.
- D. Fire Control Instructor must be present on a minimum two-person Fire Control Team to ignite the initial fire within the structure.
- E. For Exterior "Live Fire" evolutions, once the initial fire is set, no interior fire suppression training or entry into the structure is authorized; only exterior suppression operations will be approved.
 - 1. All participants in the operations area must be wearing an SCBA.
 - 2. A charged backup hose line will be available whenever live fire is used.
 - 3. "Live Smoke" shall be defined as; smoke generated from within the structure by use of the combustion of any materials to cause smoke to be created.
 - 4. During "Live Smoke" evolutions, a staffed charged hose line shall be available whenever live smoke is in the drill building.
 - a. Artificially generated smoke shall not require the use of charged hose lines.

XV. LIVE FIRE EVIDENCE-BASED RESEARCH (ACQUIRED STRUCTURE)

- A. The PSFA Administrator can approve the use of an Acquired Structure to conduct evidence-based live fire research utilizing testing full-scale live fire experiments to document fire dynamics, fire suppression, ventilation, or other fire service related topics deemed applicable and approved by the PA State Fire Academy.
- B. Any testing must be with a nationally recognized entity such as Underwriter Laboratory (UL) Firefighter Safety Research Center, National Institute of Standards and Technology (NIST), Bureau of Alcohol, Tobacco, and Firearms (ATF) or other academic institution.
- C. This policy also allows for the use of live fire for the purposes recreating live fire/arson investigations in conjunction with a recognized Commonwealth law enforcement agency (i.e., PSP Fire Marshal's or local fire investigators).
- D. All live fire evolutions under this section shall require a minimum of three (3) Suppression Instructors (Instructor, Safety, Fire Ignition) approved by the PSFA Field Supervisor.
- E. The Instructors shall utilize the same request forms used for "Live Fire" training courses.
 - 1. *Application for Open Burning Exception for Fire Fighting Instruction* (Appendix A).
 - 2. *Request for Live Fire/Smoke Drill Training* (Appendix B)
- F. Fire Control Instructor must be present on a minimum two-person Fire Control Team to ignite the fire within the structure.
- G. The purpose of the Research/Investigation "Live Fire" evolutions is to collect scientific research/evidence. Once the initial fire is set, no interior fire suppression training is authorized. The fires are extinguished under the control of the suppression instructors working with local fire companies/departments.
 - 1. All participants in the operations area must be wearing an SCBA.
 - 2. A charged backup hose line will be available whenever live fire is used.
- H. **WEATHER**
 - A. The lead instructor will gather the weather forecast for inclusion in the morning briefings with all personnel.

- B. The lead instructor will monitor weather conditions for any extreme weather changes that may result in additional stressors (i.e., changes in humidity levels, temperatures, etc.) or other conditions (high wind, lighting, etc.) that may cause bodily harm.
- C. The training session shall be curtailed, postponed, or canceled, as necessary to reduce the risk of injury or illness caused by extreme weather conditions.

XVII. MEDICAL MONITORING/REHABILITATION

- A. EMS Personnel shall brief all instructors and students on the signs and symptoms of heat or cold-related disorders and monitor students and instructors for related disorders.
- B. If a student exhibits signs of heat or cold-related disorders, the instructor will direct the student to EMS. If an instructor shows symptoms of a heat cold-related disorder, the Lead Instructor and/or designee, in consultation with the Safety Officer, shall direct the instructor to EMS for evaluation.
- C. A refusal of any participant to report to EMS will result in immediate removal from the program. Encourage all participants to report any signs and symptoms that affect not only them but also anyone who is involved in the live fire training exercise.
- D. Rehabilitation requirements located in Appendix F.

XVIII. POST TRAINING ACTIVITIES

- A. The lead instructor will ensure that incident reports are completed for all individuals that exhibited signs or symptoms of heat or cold-related disorders.
- B. Conduct a post-incident review with instructors/students. This review should include:
 - 1. The need to continue hydrating and the use of alcohol should be avoided.
 - 2. Evaluate the group's performance.
 - 3. Reinforce the training that was covered.
 - 4. Complete all required paperwork as required by sponsoring agency, ETA, etc.

XIX. ENFORCEMENT

- A. Failure to adhere to this policy may result in discipline up to and including suspension or revocation of Instructor credentials.

XX. DELEGATION OF PROGRAM MANAGEMENT

- A. The Pennsylvania State Fire Commissioner delegates ongoing management and implementation of this policy to authorized staff of the program involved unless or until

withdrawn. Specific responsibilities are placed upon the PA State Fire Academy Administrator, the Fire Academy Assistant Administrator, the Fire Service Education Specialists, and the staff of the PA State Fire Academy.

XXI. AUTHORITY

- A. Title 35 Health and Safety as amended and Act 61 of 1995, the State Fire Commissioner Act.

XXII. SUPERSEDES

This Office of the State Fire Commissioner Live Fire Suppression Policy #2006-02 revision dated October 1, 2020, supersedes and rescinds any and all other policies related to Live Fire Training of the Office of the State Fire Commissioner. References to all NFPA and other standards in this Policy shall be defined as the published standard in effect on the published date of this Policy, unless otherwise superseded by Administrative Directive published by the PA State Fire Academy.

XXIII. DURATION OF INSTRUCTOR POLICY

This Live Fire Training Policy shall remain in effect until superseded or suspended.

XXIV. EFFECTIVE DATE

Original June 1, 2006
Revised May 14, 2008
Revised May 30, 2013
Revised July 1, 2015
Revised October 1, 2020



Thomas Cook,
Administrator, Pennsylvania State Fire Academy
Office of the State Fire Commissioner

APPENDIX A

Application for Opening Burning Exception for Fire Fighting Instruction with Instructions



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF AIR QUALITY

APPLICATION FOR OPEN BURNING EXCEPTION FOR FIRE FIGHTING INSTRUCTION

Please see the attached instructions for completing, submitting, and processing the **Application for Open Burning Exception for Fire Fighting Instruction** for assistance in filling out this form. You may either mail or fax the Application to the appropriate office. Always confirm receipt of faxes.

1. Name of Applicant (Print): _____ Phone No: _____

Applicant's Signature: _____ Title: _____

Representing: _____ (Name of Training School, VFD, etc.)

Mailing Address: _____ Zip Code: _____

2. Name of other participating parties: _____

3. Name of person in charge: _____ Phone No. _____

Mailing address: _____ Zip code: _____

4. a. Street address and town of site: _____

b. Directions to site (from nearest major crossroads): _____

c. Date(s) and time(s) of accredited training: _____

d. Type of structure to be burned: Commercial Industrial Institutional/Residential Public
 Vehicle Other

If other, please describe: _____

e. The distance from proposed burning site to nearest neighboring structure is _____ feet.

Nearest structure is: Residential Commercial Industrial Institutional Public

f. The name of and distance to nearest stream or body of water: _____

g. Name of owner of structure/burn site: _____ Phone No: _____

Mailing address of owner: _____ Zip code: _____

Owner's signature: _____ Date: _____

5. A completed, original, signed Asbestos Abatement and Demolition/Renovation Notification Form (DEP Form 2700-FM-BAQ0021) must be submitted to DEP, with a copy to the U.S. EPA, for each and every acquired structure (including residential structures) to be used in the fire fighting training *a minimum of ten working days prior to the scheduled date of the fire fighting training*. However, to insure timely processing of the Application for Open Burning Exception for Fire Fighting Instruction and to avoid a possible delay in the scheduled training, the Department recommends that the Asbestos Abatement and Demolition/Renovation Notification Form be submitted to DEP at the same time as the Application for Open Burning Exception for Fire Fighting Instruction is submitted to the PSFA Field Supervisor. **Please print or type the words "Fire Fighting Training" in box 1 of the Asbestos Abatement and Demolition/Renovation Notification Form to assist in proper processing of the form. A certified building inspector trained in asbestos inspection must inspect the structure.**

5. a. Has a completed, original, signed Asbestos Abatement and Demolition/Renovation Notification Form been submitted to DEP, with a copy to the U.S. EPA? Yes No If yes, Date Submitted: _____
- b. If an Asbestos Abatement and Demolition/Renovation Notification Form for the acquired structure has **not** been submitted, submit the completed, original, signed Asbestos Abatement Form to DEP and the copy to U.S. EPA at these addresses:

U.S. EPA

Asbestos NESHAP Coordinator (3WC32)
U.S. EPA Region III
1650 Arch Street
Philadelphia, PA 19103-2029

If the facility address is in Bucks, Chester, Delaware, or Montgomery Counties, send your notification information to:

PA DEP Southeast Region
Asbestos Notification
2 East Main Street
Norristown, PA 19401-4915
Telephone: 484-250-5920

If the facility address is in Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne, or Wyoming Counties, send your notification information to:

PA DEP Northeast Region
Asbestos Notification
2 Public Square
Wilkes-Barre, PA 18701-1915
Telephone: 570-826-2511

If the facility address is in Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry, or York Counties, send your notification information to:

PA DEP Southcentral Region
Asbestos Notification
909 Elmerton Avenue
Harrisburg, PA 17110-8200
Telephone: 717-705-4702

If the facility address is in Bradford, Cameron, Centre, Clearfield, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga, or Union Counties, send your notification information to:

PA DEP Northcentral Region
Asbestos Notification
208 West Third Street, Suite 101
Williamsport, PA 17701-6448
Telephone: 570-327-3638

If the facility address is in Beaver, Cambria, Fayette, Greene, Somerset, Washington, or Westmoreland Counties, send your notification information to:

PA DEP Southwest Region
Asbestos Notification
400 Waterfront Drive
Pittsburgh, PA 15222-4745
Telephone: 412-442-5214 for Beaver, Greene, and Washington Counties
Telephone: 724-925-5428 for Cambria, Fayette, Somerset, and Westmoreland Counties

If the facility address is in Armstrong, Butler, Clarion, Crawford, Elk, Erie, Forest, Indiana, Jefferson, Lawrence, McKean, Mercer, Venango, or Warren Counties, send your notification information to:

PA DEP Northwest Region
Asbestos Notification
230 Chestnut Street
Meadville, PA 16335-3481
Telephone: 814-332-6940

- c. **A written statement signed by the owner or operator of the structure that identifies the asbestos-containing material (or lack thereof) and guarantees its removal and proper disposal must be attached to this form. All asbestos containing material must be removed and properly disposed of prior to fire training.**

- 6. This fire fighting training activity must be either part of the PSFA local level training program, or if not a PSFA course, accepted by the PSFA.
 - a. Responsible Fire Chief's signature: _____ Date: _____
 - b. Name of Lead Instructor or Trainer (Print): _____ Telephone No.: _____
Lead instructor's organization or affiliation: _____
 - c. Local/state police notified? Yes No Neighbors notified? Yes No
911 Center notified? Yes No Utilities notified? Yes No
 - d. Note all combustible materials and quantities to be used during the training. List the number of fires to be set using each type of combustible for each fire fighting training exercise:

 - e. Specific type of training to be conducted (or PSFA Course Title) and justification for training:

When the fire fighting instruction is concluded, all fires must be completely extinguished. It shall be the building owner's responsibility to properly demolish and dispose of the remains.
This open burning exception is valid only for the dates specified on the application.

| | |
|---|--------------------------------------|
| FOR OSFC USE ONLY | |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved |
| PA State Fire Academy Representative Signature: _____ | Date: _____ |

The open burning exception is not valid without approval by the DEP. See 25 Pa. Code §129.14(c)(2).

| | |
|-----------------------------------|--------------------------------------|
| FOR DEP USE ONLY | |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved |
| Reviewed by: _____ | Date: _____ |

Failure to submit an Application for Open Burning Exception for Fire Fighting Instruction may result in enforcement action including the assessment of civil penalties.

APPENDIX B

Request for Live Fire/Smoke Drill



**PA State Fire Academy
Request for Live Fire Training
or Smoke Training**

PLEASE TYPE

(Revised 2023)



To: _____, Field Supervisor

From: _____, Local Level Instructor

Date: _____

I request permission to conduct a Live Fire Training/Live Smoke Drill (NOT SBS) at:

Location: _____ County: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Start Time: _____ End Time: _____ Date: _____

I request to have the following PSFA Suppression Level Instructors assigned as:

Lead Instructor: _____ Safety Officer: _____

RIT Officer: _____ Ignition Officer: _____

Assistant Instructor: _____ Assistant Instructor: _____

Assistant Instructor: _____ Assistant Instructor: _____

Assistant Instructor: _____ Assistant Instructor: _____

There will be approximately _____ students participating in the training/drill. We are planning on using _____ hose line(s).

Educational Training Agency: _____

Lead Instructor Signature: _____

APPENDIX C

Live Fire Checklist

Live Fire Checklist

I. Site Inspection

Date/Initial

- A. Building is structurally stable
- B. Utilities Disconnected
- C. Exposures will be in no danger
- D. Water supply will be adequate
- E. Effects of smoke on surrounding area
- F. Floor plan is sketched for briefings

II. Prior to Burn

- A. Site inspection completed
- B. Owner/Occupant release signed and notarized
- C. Municipal Burning Permit/DEP approval
- D. Authorization from PSFA Field Supervisor

III. Selection of Instructors

- A. Assistant Instructors/Safety Officer appointed

IV. Notifications

- A. Dispatcher
- B. Police (if necessary)
- C. Students
- D. Instructors
- E. Safety Officer

V. Briefings

- A. Instructors
- B. Students

VI. Drill Preparation

- A. Hose lines (Attach, Backup, Safety)
- B. Danger Zone marked
- C. Ambulance and Apparatus placed
- D. PPE Inspection list completed (Appendix D)
- E. Personnel accountability system in place

Lead Instructor _____
Print and Sign

Date: _____

Safety Officer _____
Print and Sign

Date: _____

APPENDIX D

Personal Protective Equipment and SCBA Inspection Checklist



Pennsylvania State Fire Academy Personal Protective Equipment Inspection Checklist



| | |
|-----------|-----------------|
| USER Name | Inspection Date |
| | |

Instructions:

1. This checklist shall be used for a structural firefighting ensemble only
2. Soiled or contaminated gear shall be cleaned prior to inspection

Definitions:

“Soiled” – Soil easily transfers from one surface to another

“Contamination”- Presence of a visual or odorous foreign substance

3. Universal precautions shall be used if the gear is soiled or contaminated
4. The following inspection elements should not be considered all inclusive. In the event that you find something that requires further inspection, do not hesitate to have it inspected further
5. The inspection should in no way be interpreted as complying with the Advanced Inspection requirements established by NFPA 1851 **Selection, Care, and Maintenance of Structural Fire Fighting Protective Ensemble, latest edition.**
6. Mark the appropriate box (pass/fail)

| Helmet Make: | Model: | S/N: |
|---|---|--|
| | P F | |
| Contamination | <input type="radio"/> <input type="radio"/> | Suspension system |
| Soiling | <input type="radio"/> <input type="radio"/> | Damaged or missing reflective trim |
| Shell Damage: Cracks, crazing, dents, abrasions or thermal damage | <input type="radio"/> <input type="radio"/> | Liner Damage: Rips, tears, or thermal damage |
| Damaged or missing components | <input type="radio"/> <input type="radio"/> | Loss of Seam Integrity |

| Eye Protection | P | F |
|--|-----------------------|-----------------------|
| Damaged or missing components to faceshield or goggle system | <input type="radio"/> | <input type="radio"/> |

| Hood | P | F | P | F |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
| Contamination | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Soiling | <input type="radio"/> | <input type="radio"/> | | |
| Loss of Face Opening adjustments / shrinkage | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

| Footwear Make: | Model: | P | F |
|---|---|-----------------------|-----------------------|
| | | P | F |
| Contamination | <input type="radio"/> <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Soiling | <input type="radio"/> <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Closure system damage | <input type="radio"/> <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Damaged or deformed safety toe, mid-sole, and shank | <input type="radio"/> <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

| Drag Rescue Device (DRD) | P | F | P | F |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
| Contamination | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Soiling | <input type="radio"/> | <input type="radio"/> | | |
| Cuts, tears, punctures, splitting, or thermal damage | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

| Coat – Make: | | Model: | | S/N: | |
|--|--------------------------|--------------------------|--|--------------------------|--------------------------|
| | P | F | | P | F |
| Contamination | <input type="checkbox"/> | <input type="checkbox"/> | Rips, cuts, tears, or thermal damage | <input type="checkbox"/> | <input type="checkbox"/> |
| Soiling | <input type="checkbox"/> | <input type="checkbox"/> | Correctly assembled | <input type="checkbox"/> | <input type="checkbox"/> |
| 2" Coat to Pants overlap | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Damaged or missing hardware and closure system | <input type="checkbox"/> | <input type="checkbox"/> | Loss of Seam Integrity; Broken or missing stitches | <input type="checkbox"/> | <input type="checkbox"/> |

| Pants – Make: | | Model: | | S/N: | |
|--|--------------------------|--------------------------|--|--------------------------|--------------------------|
| | P | F | | P | F |
| Contamination | <input type="checkbox"/> | <input type="checkbox"/> | Rips, cuts, tears, or thermal damage | <input type="checkbox"/> | <input type="checkbox"/> |
| Soiling | <input type="checkbox"/> | <input type="checkbox"/> | Correctly assembled | <input type="checkbox"/> | <input type="checkbox"/> |
| Damaged or missing hardware and closure system | <input type="checkbox"/> | <input type="checkbox"/> | Loss of Seam Integrity; Broken or missing stitches | <input type="checkbox"/> | <input type="checkbox"/> |

| Gloves | | | | | |
|---------------|--------------------------|--------------------------|--|--------------------------|--------------------------|
| | P | F | | P | F |
| Contamination | <input type="checkbox"/> | <input type="checkbox"/> | Rips, cuts, tears, or thermal damage | <input type="checkbox"/> | <input type="checkbox"/> |
| Soiling | <input type="checkbox"/> | <input type="checkbox"/> | Inverted liner | <input type="checkbox"/> | <input type="checkbox"/> |
| Shrinkage | <input type="checkbox"/> | <input type="checkbox"/> | Loss of elasticity and flexibility | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | Loss of Seam Integrity; Broken or missing stitches | <input type="checkbox"/> | <input type="checkbox"/> |

| Interface Components(items such as wristlets and collars) | | | | | |
|---|--------------------------|--------------------------|--|--------------------------|--------------------------|
| | P | F | | P | F |
| Contamination | <input type="checkbox"/> | <input type="checkbox"/> | Loss of effectiveness | <input type="checkbox"/> | <input type="checkbox"/> |
| Soiling | <input type="checkbox"/> | <input type="checkbox"/> | Physical damage | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | Loss of Seam Integrity; Broken or missing stitches | <input type="checkbox"/> | <input type="checkbox"/> |

| |
|-----------|
| COMMENTS: |
| |
| |

ANY DAMAGE NOT INCLUDED IN THIS CHECKLIST SHALL REQUIRE AN ADVANCED INSPECTION

| | |
|---------------|------------|
| Inspected by: | Signature: |
| | |



Pennsylvania State Fire Academy

Self-Contained Breathing Apparatus Inspection Checklist



| | | |
|-----------------------|------------------------|-----------------|
| SCBA Make and Model | | Inspection Date |
| | | |
| Cylinder DOT-E Number | Cylinder Serial Number | |
| DOT-E | | |

Instructions:

1. This checklist shall be used for a Open Circuit Self-Contained Breathing Apparatus (SCBA) only
2. This inspection complies with the intent of NFPA 1852, **Selection, Care, and Maintenance of Open Circuit Self Contained Breathing Apparatus, Latest Edition, Chapter 7, Maintenance**
3. Units that are soiled or contaminated shall be cleaned prior to inspection

Definitions:

“Soiled” - Soil is easily transferred from one surface to another

“Contaminated” - Presence of a visual or odorous foreign substance

4. Mark the appropriate box (pass/fail)

| Facepiece | | | | | |
|--|-----------------------|-----------------------|---|-----------------------|-----------------------|
| | P | F | | P | F |
| Overall assembly: free from deterioration, dirt and damage | <input type="radio"/> | <input type="radio"/> | Lens: free from cracks, crazing, thermal, or other damage | <input type="radio"/> | <input type="radio"/> |
| Headnet and harness anchors: present, functional and undamaged | <input type="radio"/> | <input type="radio"/> | Exhalation valve: functional and undamaged | <input type="radio"/> | <input type="radio"/> |
| Regulator connection: functional and undamaged | <input type="radio"/> | <input type="radio"/> | Speaking diaphragm: functional and undamaged | <input type="radio"/> | <input type="radio"/> |
| Rubber Components: free from deformation, wear, damage, and cracks | <input type="radio"/> | <input type="radio"/> | Lens Frame Retainer: present and correctly installed | <input type="radio"/> | <input type="radio"/> |

| Backplate and Harness Assembly | | | | | |
|--|-----------------------|-----------------------|---|-----------------------|-----------------------|
| | P | F | | P | F |
| Harness and Backframe assemblies: free from cuts, tears and damage | <input type="radio"/> | <input type="radio"/> | Cylinder Retention System: functional and undamaged | <input type="radio"/> | <input type="radio"/> |
| Fastening assemblies: operate properly | <input type="radio"/> | <input type="radio"/> | Straps: extend fully | <input type="radio"/> | <input type="radio"/> |

| Cylinder | | | | | |
|---|-----------------------|-----------------------|-----------------------------|-----------------------|-----------------------|
| | P | F | | P | F |
| Hydrostatic test: current | <input type="radio"/> | <input type="radio"/> | Threads: serviceable | <input type="radio"/> | <input type="radio"/> |
| Gauge: functional and undamaged | <input type="radio"/> | <input type="radio"/> | Valve hand wheel: undamaged | <input type="radio"/> | <input type="radio"/> |
| Cylinder: cracks, dents, or damage | <input type="radio"/> | <input type="radio"/> | Burst disc outlet: clear | <input type="radio"/> | <input type="radio"/> |
| Composite cylinder: cuts, gouges, or damage | <input type="radio"/> | <input type="radio"/> | Cylinder pressure: full | <input type="radio"/> | <input type="radio"/> |

| Construction (Circle) | Last Hydro Date | Hydro Retest Req. | Hydro Due Date | Service Life(yrs.) | End of Life Date |
|-----------------------|-----------------|-------------------|----------------|--------------------|------------------|
| Steel or Aluminium | | 5 years | | Indefinite | |
| Hoop wrapped Alum. | | 3 years | | 15 Years | |
| Fiberglass wrapped | | 3 years | | 15 Years | |
| Kevlar wrapped | | 3 years | | 15 Years | |
| Carbon Fiber wrapped | | 5 years | | 15 Years | |

| Hoses | | | | | |
|---|-----------------------|-----------------------|---|-----------------------|-----------------------|
| | P | F | | P | F |
| Free of cuts, abrasion, or damage | <input type="radio"/> | <input type="radio"/> | Connections tight | <input type="radio"/> | <input type="radio"/> |
| External fittings: functional and undamaged | <input type="radio"/> | <input type="radio"/> | Coupling nipple seal; present and undamaged | <input type="radio"/> | <input type="radio"/> |

| Pressure Retention Test | | | | | | |
|--|--|--|--|-----------------------|-----------------------|---|
| Procedure: Close all valves, open cylinder valve fully then close. | | | | | P | F |
| No audible pressure loss, or visual loss of greater than 100 psi in 10 seconds | | | | <input type="radio"/> | <input type="radio"/> | |

| End of Service Time Indicator(ESTI) | | | | | |
|-------------------------------------|-----------------------|-----------------------|-----------------------------------|-----------------------|-----------------------|
| | P | F | | P | F |
| Mount secure and debris free | <input type="radio"/> | <input type="radio"/> | Fitting: functional and undamaged | <input type="radio"/> | <input type="radio"/> |
| Proper activation pressure | <input type="radio"/> | <input type="radio"/> | | | |

| Regulator Assembly | | | | | |
|-----------------------------------|-----------------------|-----------------------|------------------------------------|-----------------------|-----------------------|
| | P | F | | P | F |
| Control: functional and undamaged | <input type="radio"/> | <input type="radio"/> | Pressure relief device: undamaged | <input type="radio"/> | <input type="radio"/> |
| Housing: undamaged | <input type="radio"/> | <input type="radio"/> | | | |
| No unusual noises while operating | <input type="radio"/> | <input type="radio"/> | Normal and bypass modes functional | <input type="radio"/> | <input type="radio"/> |

| Remote Pressure Gauge / Remote Console | | | | | |
|--|-----------------------|-----------------------|--|-----------------------|-----------------------|
| | P | F | | P | F |
| Undamaged | <input type="radio"/> | <input type="radio"/> | Remote gauge and cylinder pressure within 5% | <input type="radio"/> | <input type="radio"/> |

| Personal Alert Safety System(PASS) | | | | | |
|------------------------------------|-----------------------|-----------------------|---------------------------------|-----------------------|-----------------------|
| | P | F | | P | F |
| Excessive wear or damage | <input type="radio"/> | <input type="radio"/> | Battery covers secure | <input type="radio"/> | <input type="radio"/> |
| Functions properly | <input type="radio"/> | <input type="radio"/> | Low battery warning not present | | |

| Other Components | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | P | F | | P | F |
| Heads Up Display(HUD): functional and undamaged | <input type="radio"/> | <input type="radio"/> | Voice amp serviceable | <input type="radio"/> | <input type="radio"/> |
| Rapid Intervention Connection/Universal Air Connection(RIC/UAC)storable and serviceable | | | | <input type="radio"/> | <input type="radio"/> |

| |
|-----------|
| COMMENTS: |
| |
| |

| | |
|---------------|------------|
| Inspected by: | Signature: |
| | |

APPENDIX E

Vehicle Fire – Title 18 Crimes Code,
Section 3301(i)

Fire Extinguisher Training

Vehicle Fires

Title 18, Crimes Code, Section 3301(i)

- A. Provides that a person may burn or explode their own vehicle if, at least 48 hours in advance, they file a sworn statement of such planned destruction with the nearest Pennsylvania State Police installation.
- B. The written, sworn statement shall certify the following:
 - 1. That the person making the statement is the lawful titleholder of the vehicle.
 - 2. That the vehicle is free of any encumbrances.
 - 3. That there is no insurance covering loss by fire or explosion, or both, on the vehicle.
- C. When any person delivers a written, sworn statement as described above, the receiving member shall:
 - 1. Verify the identity of the presenter and/or maker of the statement.
 - 2. Review the contents of the statement for accuracy and completeness.
 - 3. File the statement, in date order, in the Station's general file, in a separate folder designated for these statements.
- D. The proper filing of this written, sworn statement is a "defense to prosecution" for other specified subsections of the same chapter.

DEP Regulations:

Submission and Approval Process for other forms of Fire Fighting Training involving open fire: Emergency service organizations conducting other forms of training using open fire for developing competency and proficiency in fire suppression requires only a phone call to the appropriate DEP Air Quality Program Office at least ten (10) business days before the training, no written notice required.

Fire Extinguisher Training

DEP Regulations:

Fire Extinguisher Training: Fire extinguisher training requires only a phone call to the appropriate DEP Air Quality Program Office at least ten (10) business days before the training, no written notice required.

APPENDIX F

Rehabilitation and Instructor and Student Matrix

REHABILITATION PROCEDURE

PURPOSE: To ensure that the physical and mental condition of everyone operating at the training exercise does not deteriorate to a point that affects the safety of each member or that jeopardizes the safety and integrity of the operation. This procedure shall apply to all training exercises where strenuous physical activity or exposure to heat or cold exists.

RESPONSIBILITY

LEAD INSTRUCTOR: shall consider the circumstances of each evolution and make adequate provisions for the rest and rehabilitation for all members operating at the training. These provisions shall include; medical evaluation, treatment and monitoring, fluid replenishment, mental rest, and relief from extreme climatic conditions and the other environmental parameters of the incident. The rehabilitation shall include the provision of EMS at the BLS level or higher. **Students/Instructors shall visit REHAB after every IDLH exposure.**

ASSISTANT INSTRUCTORS: shall maintain an awareness of the condition of each member operating within their span of control and ensure that adequate steps are taken to provide for each member's safety and health. The command structure shall be utilized to request relief and reassignment of fatigued crews.

PARTICIPANTS: During periods of hot weather, everyone shall be encouraged to drink approved beverages. During any training evolution, all members shall advise their instructor when they believe that their level of fatigue or exposure to heat or cold is approaching a level that could affect themselves, their crew, or the operation in which they are involved. Members shall also remain aware of the health and safety of other members of their team.

ESTABLISHMENT OF REHABILITATION

The LEAD INSTRUCTOR will establish a rehab location for personnel operating at the training evolution. EMS will be placed in charge of the rehab. It should be in a location that will provide physical rest by allowing the body to recuperate from the demands and hazards of the emergency operation or training evolution.

It should be far enough away from the scene that members may safely remove their turnout gear and SCBA and be afforded mental rest from the stress and pressure of the emergency operations or training evolution.

It should provide suitable protection from the prevailing environmental conditions. During hot weather, it should be in a cool, shaded area. During cold weather, it should be in a warm, dry area.

It should enable members to be free of exhaust fumes from apparatus, vehicles, or equipment.

It should be large enough to accommodate multiple crews, based on the size of the training.

It should be easily accessible by EMS units

It should allow prompt reentry back into the training operation upon complete recuperation.

GUIDELINES

HYDRATION: A critical factor in the prevention of heat injury is the maintenance of water and electrolytes. Water must be replaced during emergency incidents. During heat stress, the member should consume at least 1 quart of water per hour. The rehydration solution should be a 50/50 mixture of water and a commercially prepared activity beverage and administered at about 40 degrees.

Rehydration is important even during cold weather operations where, despite the outside temperature, heat stress may occur during firefighting or other strenuous activity when protective equipment is worn. Alcohol and caffeine beverages should be avoided before and during heat stress because both interfere with the body's water conservation mechanisms. Carbonated beverages should also be avoided.

REST: Members shall rehydrate (at least 8 ounces) while SCBA cylinders are being changed. Members and instructors shall be immediately placed in the rehabilitation area for rest and evaluation following the end of an evolution. EMS shall determine the amount of rest needed for everyone.

RECOVERY: Members in the Rehabilitation area should maintain a high level of hydration. Members should not be moved from a hot environment directly into an air-conditioned area because the body's cooling system could shut down in response to the external cooling. An air-conditioned environment is acceptable after a cool-down period at ambient temperature with sufficient air movement.

MEDICAL EVALUATION: EMS should be provided and staffed by the most highly trained and qualified EMS personnel on the scene (at the minimum of BLS level). They shall evaluate vital signs, examine members, and make proper disposition (return to duty, continued rehabilitation, or medical treatment and transport to a medical facility). Continued rehabilitation should consist of additional monitoring of vital signs, providing rest, and providing fluids for rehydration. Medical treatment for members, whose signs and/or symptoms indicate potential problems, should be provided in accordance with local medical control procedures. EMS personnel shall be assertive in an effort to find potential medical problems early. All medical

evaluations shall be recorded on standard forms along with the member's name and complaints and must be signed, dated, and timed by EMS.

ACCOUNTABILITY: Members going to rehab shall take their accountability tags with them. EMS will collect tags as you enter rehab and will document member's arrival and departure time. Members will not leave the rehab area until authorized by EMS. When leaving the rehab area, members will take their tag and report to the personnel staging area.

Sample Instructor Rotation Matrix

| Assignment | Evolution | | | | | | | |
|-----------------|-----------|----------|----------|----------|----------|----------|----------|----------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| IC | G | F | E | D | C | B | A | G |
| Attack | F | E | D | C | B | A | G | F |
| Break | E | D | C | B | A | G | F | E |
| Backup | D | C | B | A | G | F | E | D |
| Safety | C | B | A | G | F | E | D | C |
| Ignition | B | A | G | F | E | D | C | B |
| RIT | A | G | F | E | D | C | B | A |

| Evolution | Position | Name |
|-----------|--------------|------|
| 1 | Instructor A | |
| 2 | Instructor B | |
| 3 | Instructor C | |
| 4 | Instructor D | |
| 5 | Instructor E | |
| 6 | Instructor F | |
| 7 | Instructor G | |

Sample Student Rotation Matrix

| Assignment | Evolution | | | | | | | |
|---------------|-----------|----------|----------|----------|----------|----------|----------|----------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Attack | A | F | E | D | C | B | A | F |
| Safety | B | A | F | E | D | C | B | A |
| Backup | C | B | A | F | E | D | C | B |
| RIT | D | C | B | A | F | E | D | C |
| Break | E | D | C | B | A | F | E | D |
| Rehab | F | E | D | C | B | A | F | E |

| Teams | | |
|-------|------------|------------|
| A | Student 1 | Student 2 |
| | Student 3 | Student 4 |
| B | Student 5 | Student 6 |
| | Student 7 | Student 8 |
| C | Student 9 | Student 10 |
| | Student 11 | Student 12 |
| D | Student 13 | Student 14 |
| | Student 15 | Student 16 |
| E | Student 17 | Student 18 |
| | Student 19 | Student 20 |
| F | Student 21 | Student 22 |
| | Student 23 | Student 24 |

Teams are 4-member teams. Please follow the rotation schedule, as provided above.

APPENDIX G

Rapid Intervention Team

Rapid Intervention Team

RIT Duties/Staffing

- A. RIT Officer (Instructor) will answer directly to the Incident Commander (IC) and shall remain with the RIT at all times during the evolution.
- B. RIT Instructor will verify all tools are in place, and all team members are ready (including PPE, SCBA, and accountability) for service.
- C. Two (2) members of the RIT will don SCBA facemasks prior to every evolution.
- D. RIT shall be in place, ready for service, prior to any instructor/ignition officer entering the Burn Building Structure to start a fire and remain in place until every instructor and student has cleared the Burn Structure and PAR is verified after every evolution.

Equipment

- A. Tools and equipment (at a minimum-listed) will be kept in the RIT Staging Area with the RIT and will not be used by any other team for any purpose except firefighter rescue and/or safety. NO EXCEPTIONS!
 - 1. 1 - charged 1 $\frac{3}{4}$ " hose line
 - 2. 1 - sets of irons
 - 3. 1 - bagged rope
 - 4. 1- stokes basket
 - 5. 1 - 20' length of webbing

APPENDIX H

Special Event Form



SPECIAL EVENT PERMIT

Processions, Assemblages and Special Activities, and Film Shoots

APPLICANT CONTACT INFORMATION

Contact Name: _____ Title: _____

Organization: _____ Municipal Sponsor Private

Sponsor Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____ Hours: _____

SPECIAL EVENT INFORMATION

1. Special Event Name: _____
2. Special Event Type (Check all that apply): Procession Assemblage Special Activity Film Shoot
3. Special Event Purpose/Description (Attach additional sheet if necessary):

4. Date of Special Event: From _____ To _____
 - a. Alternate Date of Special Event: From _____ To _____
5. Time of Special Event: From _____ To _____
 - a. Alternate Time of Special Event: From _____ To _____

6. County(ies):

7. Municipality(ies):

8. State Road(s) (List all state roads involved in the special event - Attach additional sheet if necessary):

| State Route Number: | State Road Name: | Number of Lanes: | Type of Highway: |
|---------------------|------------------|------------------|------------------|
| _____ | _____ | _____ | Select One |
| _____ | _____ | _____ | Select One |
| _____ | _____ | _____ | Select One |
| _____ | _____ | _____ | Select One |
| _____ | _____ | _____ | Select One |
| _____ | _____ | _____ | Select One |

SPECIAL EVENT INFORMATION (CONTINUED)

9. Approximate number of vehicles in the special event: _____ vehicles
10. Approximate number of pedestrians involved in the special event: _____ pedestrians
11. Highway will be (check all that apply): Fully Closed Partially Closed Minor Encroachment Other
- a. Describe the highway closure and the affect on adjacent properties. (Attach additional sheet if necessary):

12. Travel distance of road closure/encroachment: _____
13. Travel distance of the alternate route: _____ N/A

NOTE: Alternate route shall not be more than 5 miles longer or 5 times greater in length then the normal travel distance. An alternate route is not required if one of the following conditions exists:

- a. The highway to be closed is not a state route and is primarily used by local drivers who are familiar with an alternate route.
- b. The highway is only partially or periodically closed and the vehicle escort service can safely maintain traffic on the remainder of the highway.
- c. The highway closing for less than 20 minutes and excessive traffic backup will not occur during closing.
14. Does the special event occur on a freeway: Yes No
- The following five (5) questions pertain to the use of a freeway: N/A

- a. Please state the reason(s) why this event should use a freeway, including safety aspects to both motorists and event participants. (Explain on a separate attached sheet)
- b. Are there a minimum of two lanes of traffic in each direction of flow: Yes No
- c. Will the special event move orderly and uniformly along the freeway: Yes No
- d. Will the special event use a maximum of one lane of the highway and can the MPT Contractor safely maintain traffic on the remainder of the highway: Yes No
- e. Will the delay for traffic entering or leaving the highway at ramps be no more than 5 minutes and can MPT control all delayed traffic: Yes No

15. Notification of Pennsylvania State Police (PSP) (Please Contact Station Commander at Local PSP Barracks):
- a. PSP Contact Name: _____ Title: _____ Date: _____

16. Maintenance and Protection of Traffic (MPT): N/A
- a. MPT Performed By: _____
- b. MPT Contact Name: _____ Phone: _____
- c. Date MPT requested: From _____ To _____
- i. Alternate Date MPT requested: From _____ To _____
- d. Time MPT requested: From _____ To _____
- i. Alternate Time MPT requested: From _____ To _____

17. Vehicle Escort Service: N/A
- a. Vehicle Escort Performed By: _____
- b. Vehicle Escort Contact Name: _____ Phone: _____
- c. Date Vehicle Escort Service requested: From _____ To _____
- i. Alternate Date Vehicle Escort Service requested: From _____ To _____
- d. Time Vehicle Escort Service requested: From _____ To _____
- i. Alternate Time Vehicle Escort Service requested: From _____ To _____

APPLICANT CERTIFICATION, PERMIT CONDITIONS, & SIGNATURES

The applicant shall indemnify, save harmless, and defend (if requested) the Commonwealth of Pennsylvania, the Department of Transportation, and their officers, agents, and employees from any and all claims, suits, or actions for injuries, death and/or property damage arising out of the procession, assemblage, or special activity identified in this permit where the claim, suit, or action was caused by the applicant, its officers, agents, and employees, the event participants, support staffs, event officials, volunteers, medical support, technical support, media vehicles, event communications staffs, the traveling public, general public, or spectators.

A certificate of insurance must be provided showing: (a) public liability insurance for bodily injury and property damage in the minimum amount of two hundred fifty thousand (\$250,000.00) per person and one million dollars (\$1,000,000.00) per occurrence to cover any loss that might occur as a result of the permitted use of the state highways or that might otherwise arise out of or be connected with the event; (b) occurrence-based coverage; and (c) the Commonwealth of Pennsylvania named as an additional insured. The applicant warrants the information in the insurance certificate is accurate.

The event route shall be appropriately secured with proper security and safety measures taken to protect the event participants, support staffs, event officials, volunteers, medical support, technical support, media vehicles, vehicle escort services, maintenance and protection services, the traveling public, event communications staffs, the general public, and spectators. Proper emergency medical services shall be provided. Local fire departments, the general public, and the traveling public shall be notified in advance of the event. Written notification shall be submitted to each municipality notifying the municipality that the event uses state roads and written approval shall be obtained from each municipality granting the applicant permission to hold the event. The applicant shall coordinate and pay for temporary traffic control during the event.

The Department reserves the right to re-open any closed road(s) at any time due to any emergency that may occur which require the use of such roads to safely provide for the movement of traffic through the area.

- I have attached a Certificate of Insurance as described above.
- I have read, understand, and agree to the above terms and conditions.
- I attest that all information in the special event permit application is accurate to the best of my knowledge.
- For a film shoot, I have read and agree to comply with the requirements of Exhibit A - Film Shoot Requirements.

Applicant

Contact Name (Print): _____ Title of Contact: _____

Contact Name (Signature): _____ Date: _____

Attesting Witness (Print): _____ Title of Witness: _____

Attesting Witness (Signature): _____ Date: _____

Pennsylvania Department of Transportation

District Traffic Engineer (Print): _____

District Traffic Engineer (Signature): _____ Date: _____

District Executive (Print): _____

District Executive (Signature): _____ Date: _____

Remarks:

Actions

1. Complete the Route/Bridge Restriction (M-937R) form and submit it at least ten (10) business days prior to the special event.
2. Notify the Traffic Management Center (TMC) of the special event date.

APPLICANT CHECKLIST

- Complete TE-300: Special Event Permit Application (Submit Pages 1, 2, and 3).

NOTE: Application becomes permit once reviewed and signed.

- Review Title 67, Chapter 212.701 Subchapter H, Special Events. Special Event Insurance Certificate.

- Documentation detailing the traffic control plan. Documentation includes:

- Map of special event route and the alternate traffic route. Map includes state route numbers, road names, intersections, etc.
- Coordination of a vehicle escort service (if applicable).
- Coordination of maintenance and protection of traffic (MPT) (if applicable). MPT can include Private Contractor, Local Police/Fire, etc.

- Notify Pennsylvania State Police (PSP) of special event (Please contact Station Commander at Local PSP Barracks).

- Notification and/or approval letter(s) for special event. Criteria for type of applicant is as follows:

Municipal Sponsor

NOTE: If your municipality's special event crossed into a different municipality, your municipality will need to satisfy municipal sponsor criteria for own special event **AND** private sponsor criteria for the other municipalities that your special event enters.

If Special Event occurs on:

1. State Road(s)

- The Municipal Sponsor is required to submit a notification letter for special event involvement on state road(s) and the permit application (Pages 1, 2, and 3) to the Pennsylvania Department of Transportation.

2. Local Road(s)

- The Pennsylvania Department of Transportation has no involvement with the special event on the Municipality's local road(s). The Municipality coordinates its own criteria for special event involvement on its own local road(s).

Private Sponsor

If Special Event occurs on:

1. State Road(s)

- The Private Sponsor is required to send notification letter(s) to each municipality for special event involvement on state road(s).
- The Private Sponsor is required to obtain approval letter from each municipality for special event involvement on state road(s).
- The Private Sponsor is required to submit a copy of each municipality notification and approval letter, and the permit application (Pages 1, 2, and 3) to the Pennsylvania Department of Transportation.

2. Local Road(s)

- The Pennsylvania Department of Transportation has no involvement with the special event on the Municipality's local road(s). The Private Sponsor is required to submit appropriate documents to municipality according to the municipality's requirements.

NOTE: If the involvement of the special event on a state road also requires requires involvement on a local road the private sponsor should notify the municipality of the local road involvement at least **eight (8) weeks prior to the date of the special event.**

- Submit completed and signed permit application and the required documents to the appropriate Pennsylvania Department of Transportation District Engineering Office (See Page 6) eight **(8) weeks prior to the date of the special event.**

GLOSSARY TERMS

The terms used in this package are defined as follows:

1. **Applicant** - An individual, group, municipal authority, or governing body that is applying for the special event permit.
2. **Assemblage** - An organized gathering of people without vehicles, or with vehicles that are stationary, which encroaches onto a street or highway and interferes with the movement of pedestrian or vehicular traffic. The term includes, but is not limited to, street fairs, block parties, organized demonstrations and other recreational events.
3. **Conventional Highway** - A highway other than a low-volume road, expressway, or freeway.
4. **Expressway** - A divided arterial highway for through traffic with partial control of access and generally with grade separations at major intersections.
5. **Film Shoot** - All aspects of production of a video production at a set or location.
6. **Freeway** - A limited access highway to which the only means of ingress and egress is by interchange ramps.
7. **Fully Closed Road** - The roadway is closed to all road users except contractor's equipment or authorized vehicles.
8. **Low-Volume Road** - As defined in the Manual on Uniform Traffic Control Devices (MUTCD).
9. **Maintenance and Protection of Traffic (MPT) Contractor** - A service used to provide such safety measures deemed necessary to maintain alternate routes while safely guiding the traveling public through detours. These safety measures include, but are not limited to, appropriate signs, warning devices, pavement markings, and other temporary traffic control devices. MPT contractor can include a private contractor, local police/fire, etc.
10. **Minor Encroachment** - All activity remains on the shoulder, while the traffic control devices are placed on the roadway.
11. **Partially Closed Road** - One or more lanes are closed (but not all lanes) to all road users and an approved traffic control plan is established to allow road users to safely and effectively navigate around the temporary conditions.
12. **Procession** - An organized group of individuals, or individuals with vehicles, animals or objects, moving along a highway on the roadway, berm, or shoulder in a manner that interferes with the normal movement of traffic. The term includes, but is not limited to, walks, foot races, parades, and marches.
13. **Special Activity** - An organized vehicle race, speed competition or contest, drag race or acceleration contest, test of physical endurance, exhibition of speed or acceleration, or other planned event held within the right-of-way of a public roadway. The term includes those races defined in 75 Pa. C.S. § 3367 (relating to racing on highways).
14. **Special Event** - A procession, assemblage, or special activity held within the right-of-way of a public roadway.
15. **State Designated Highway/State Road/State Route (SR)** - A highway or bridge on the system of highways and bridges over which the Department has assumed or has been legislatively given jurisdiction.
14. **Vehicle Escort Service** - An automobile used to guide vehicle(s), bicycle(s), and/or pedestrian(s).

PENNSYLVANIA DEPARTMENT OF TRANSPORTATION DISTRICT ENGINEERING OFFICES

Click on District to visit website (e.g. "District 1-0")

District 1-0

Address: 255 Elm Street, P.O. Box 398
Oil City, PA 16301-0398
Phone: 814.678.7154
Counties: Crawford, Erie, Forest, Mercer, Venango,
Warren

District 2-0

Address: 70 PennDOT Drive Clearfield, PA 16830
Phone: 814.765.0400
Counties: Cameron, Centre, Clearfield, Clinton, Elk,
Juniata, McKean, Mifflin, Potter

District 3-0

Address: 715 Jordan Avenue, P.O. Box 218
Montoursville, PA 17754-0218
Phone: 570-368-8686
Counties: Bradford, Columbia, Lycoming, Montour,
Northumberland, Snyder, Sullivan, Tioga, Union

District 4-0

Address: 55 Keystone Industrial Park
Dunmore, PA 18512
Phone: 570.963.4061
Counties: Lackawanna, Luzerne, Pike, Susquehanna,
Wayne, Wyoming

District 5-0

Address: 1002 Hamilton Street Allentown, PA 18101
Phone: 610.871.4100
Counties: Berks, Carbon, Lehigh, Monroe, Northampton,
Schuylkill

District 6-0

Address: 7000 Geerdes Boulevard
King of Prussia, PA 19406-1525
Phone: 610.205.6700
Counties: Bucks, Chester, Delaware, Montgomery,
Philadelphia

District 8-0

Address: 2140 Herr Street Harrisburg, PA 17103-1699
Phone: 717.787.6653
Counties: Adams, Cumberland, Dauphin, Franklin,
Lancaster, Lebanon, Perry, York

District 9-0

Address: 1620 North Juniata Street
Hollidaysburg, PA 16648
Phone: 814.696.7250
Counties: Bedford, Blair, Cambia, Fulton, Huntingdon,
Somerset

District 10-0

Address: 2550 Oakland Avenue, P.O. Box 429
Indiana, PA 15701-0429
Phone: 724.357.2800
Counties: Armstrong, Butler, Clarion, Indiana, Jefferson

District 11-0

Address: 45 Thoms Run Road Bridgeville, PA 15017
Phone: 412.429.5000
Counties: Allegheny, Beaver, Lawrence

District 12-0

Address: 825 North Gallatin Avenue Ext.
P.O. Box 459
Uniontown, PA 15401-2105
Phone: 724.439.7315
Counties: Fayette, Greene, Washington, Westmoreland

Central Office

Address: Keystone Building 400 North Street
Harrisburg, PA 17120
Phone: 717.787.2838

EXHIBIT A - FILM SHOOT REQUIREMENTS

1. Prior to the installation of any temporary structures to any bridges, the Applicant shall submit a detailed plan prepared by a professional engineer for each installation and shall obtain acceptance of the Commonwealth's District Engineer or designee. The Applicant shall be fully responsible for the design and proper installation of its temporary structures. The acceptance of a detailed plan by the District Engineer or their designee will not relieve the Applicant of the responsibility for its work. This written acceptance shall constitute authorization to the Applicant to proceed with the installation of the temporary structure in accordance with the accepted plans. The Applicant shall remove the temporary structure after it no longer needs the temporary structure and shall restore the bridge in a manner deemed acceptable to the Commonwealth. The installation of the temporary structure shall in all respects be subject to and in compliance with the terms, conditions, and provisions of this permit.
2. The film shoot shall take place in Pennsylvania for the time period indicated on the permit. If a continuation is necessary, the Applicant shall submit a written request to the Commonwealth. The Commonwealth will issue a letter signed by a duly authorized Commonwealth representative specifying a new termination date, which letter shall become part of this permit and operate as a supplement to it.
3. Actual road or lane closures are permitted only for the time required to set up staging, remove all staging or props and conduct actual filming at each separate filming location on the dates needed to complete filming.
4. This permit is granted upon the conditions that the film shoot location be properly secured with proper security and safety measures being taken to protect the film shoot participants, support staffs, officials, state police, sheriffs and local police, the traveling public and the general public; that proper fire and emergency medical services be contacted for emergency situations that may occur; that proper police protection be provided and the film shoot be coordinated with the Pennsylvania State Police and affected local police agencies; that the general public and the traveling public be notified in advance of the film shoot; that the local fire departments and emergency ambulance services be notified of the film shoot; and that the insurance coverage specified on the permit be provided.

APPENDIX I

Pre-Burn Plan Template

PRE-BURN PLAN CHECKLIST

NAME:

Course Information

- Course Title
- Location
- Dates
- Lead Instructor

Emergency Actions

- "In the event of an emergency, render any life-saving aid necessary"
- List Steps to be taken
- Dispatch Administrative Telephone Number

Training Objectives

- (S)pecific, (M)easurable, (A)ction-Oriented, (R)ealistic, (T)ime-Sensitive
or
- (A)udience, (B)ehavior, (C)ondition, (D)egree

Approved Live Fire Request

Plot Plan(Scaled to show the following)

- Building
- Hazard Areas(If Applicable)
- Apparatus Placement(Including EMS units)
- Attack and Supply lines(Size, length and anticipated flow)
- Side Designations
- Command Post
- Rehab Area
- Roadways and Parking
- Staging Area(If Applicable)
- Spectator Area
- Control Zone locations(PPE Required)
- RIT Team Location
- Prohibited/Off Limits Areas(If applicable)
- Evacuation Rally Point
- Exposures
- Directional Arrow(North Indicator)

Live Fire Checklist

Procedures

- Steps to successfully complete evolution(Includes both staff and students)

Cleanup/Dismissal

- Steps to successfully complete prior to the release of staff and students

Facility Inspection(Fixed Facility)

- Pre-use inspection
- Post-Use Inspection(Provided it can be done Safely)

Burn Plan(Acquired Structure Only)

- Floor Plan indicating sequence of fire sets

Elevation Drawings

- A Side
- C Side – Required if exterior floor count different from front or if crews will use for access
- Other significant building features

Communications Plan

- Radio Channel or Frequency
- Call Sign
- Primary User(s)

Participant List

- See Approval Letter for Instructor List
- Instructor Matrix(If generic – Instructor Cross Reference)
- Student Matrix (If generic – Student Cross Reference)
- Other with Official Relationship(EMS, RIT, D/Os)

Safety Plan

- PPE Requirements
- Hazards and necessary control measures
- Evacuation Signal
- General Safety Message
- Brief Description of Accountability Process
- Weather

Water Supply and Flow Calculations

- Minimum Water Supply(MWS) Calculations
- MWS with Reserve Calculations
- Fire Flow(Fixed Facility) Calculations
- 100% Fire Flow(Acquired Structure) Calculations
- Tanker/Tender Shuttle Calculations(If Applicable)

Floor Plan

- All Floors Identified
- Walls
- Doors
- Windows
- Stairs
- Side Designations
- Rooms
- Fire Locations(Fixed Facilities)
- Prohibited/Off Limits Areas(If applicable)
- FDC and Standpipe Location

Water Supply and Fire Flow Calculations

Construction Type CC

| | |
|--------------------------------|-----|
| Type 1 – Fire Resistive | .5 |
| Type 2- Non-Combustible | .75 |
| Type 3 – Ordinary Construction | 1 |
| Type 4 – Heavy Timber | .75 |
| Type 5 – Wood Frame | 1.5 |

Does this facility have an engineered water supply system? (If yes, skip to fire flow section)

Building Length =

Building Width =

Building Height =

Building Volume = Length X Width X Height

Building Volume(BV) =

Occupancy Hazard Classification (OHC) =
(Use default of 7, unless otherwise instructed)

Construction Classification(CC) =

Minimum Water Supply(MWS) = BV/OHC * CC (Minimums are 2000 without an exposure or 3000 when within 50')

MWS (gallons)=

Reserve = MWS * .5

Reserve (Gallons)=

FIRE Flows – Length x Width / 3

Fixed Facility

Attack line(s). Initial Fire Attack will suppress fire in a 10 x 20 room and once controlled will initiate an attack in a 10 x 15 room.

$$10 \times 20 = 66 \text{ GPM}$$

$$+ 10 \times 15 = 50 \text{ GPM}$$

= 116 GPM or 95 GPM(whichever is greater) must be immediately available.

SAFETY and RIT Lines Minimum of 95 GPM

Acquired Structure

Attack line. Minimum of 95 GPM

SAFETY and RIT Lines Minimum of 95 GPM

100% Fire Flow(Represents the total GPM if the building is 100% involved)

$$= (\text{Length} \times \text{Width} / 3) * \text{Number of Floors}$$

100% Fire Flow =

Sum of hoselines = 100% Fire Flow

Used in the event, we need to flow a large quantity of water immediately.

Water Shuttle Calculations

| | Travel Time(TT) | Handling Time(HT) | Tender Flow Rate(GPM) |
|-------------|--------------------------|-------------------|-------------------------|
| Unit Number | .65/(1.7)(Dist in Miles) | Dump + Fill Time | Tank Size – 10%/TT + HT |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Sum of TFR(s) | |

Pennsylvania State Fire Academy



Entry Level Fire Training Curriculum Policy 2023

Westmoreland County Community College
Public Safety Training Center (PSTC)
EL22 PSTC Addendum for PSFA Entry Level Fire Training
Curriculum Policy 2023

Final 4.06.23

WCCC-PSTC EL22 PSTC Additional Requirements for PSFA Entry Level Fire Training Curriculum Policy 2023:

Purpose of Addendum

- The purpose of this addendum is to provide clarification of WCCC-PSTC internal policy and procedures.
- This addendum strictly covers certain specific areas as indicated below, in the PSFA Entry Level Fire Training Curriculum Policy 2023, if no addendum is indicated, the current Entry Level Fire Training Curriculum will apply.
- Attachment B, Act 155 Permission Form on Page 25 of the PSFA Policy has been replaced with WCCC Act 155 Permission Form; Provided in WCCC Appendix A.

Definitions for Westmoreland PSTC Usage

1. PSFA Instructor and/or Suppression Instructor
 - Credentialed PSFA Suppression Instructors who are employed by WCCC.
 - MUST BE an approved EL22 Suppression Instructor, unless otherwise indicated.

II. Policies (Page 7 of PSFA Policy)

Requirements for WCCC-PSTC

- C. Special Provision for Junior Firefighters taking ELIF courses:
 - Attachment B, Act 155 Permission Form on Page 25 of the PSFA Policy has been replaced with WCCC-PSTC Act 155 Permission Form; Provided in WCCC Appendix A.

V. Instructors (Page 11 of PSFA Policy)

Additional Requirements for WCCC:

Westmoreland PSTC Policy for all EL22 programs is that the lead instructor or a designated PSFA Instructor who is a suppression instructor and is EL22 approved will be in attendance at all times.

- *An APPROVED Non-Suppression instructor is an instructor who has been designated by the PSFA as EL22 NS approved.*
- *Because WCCC-PSTC requires an EL22 approved Suppression Instructor for all lectures, a WCCC-PSTC **APPROVED** EL22 Non-suppression Instructor will only be used for skills during:*
 - *Introduction to the Fire Service – ELIS*
 - *Fire Ground Support – ELFG*
 - *Exterior Firefighter – ELEF*
- *Requirements for Assistant/Support staff will remain the same based on class contract.*
- *WCCC-PSTC EL22 Suppression instructors are permitted to use helpers during the program, such as an approved WCCC Staff member or PSFA Non-Suppression, Non-EL22 approved instructor, but at the designated “helper” pay rate.*

- *In addition, when using “Helpers” these individuals are strictly to be used for safety support and assisting in demonstrating skills with an approved EL22 Suppression Instructor.*

WCCC-PSTC Act 155 Additional Instructor Requirements:

1. Lead Instructor **MUST** confirm the first day of class if any students meet the Act 155 category.
 - Students that are 17 years of age enrolled in the ELIF class on the first day of class **MUST** receive the WCCC Act 155 Permission Form the first day of class.
 - The student will have two (2) classes to submit the completed WCCC Act 155 Permission form to the Lead Instructor.
 - The student **MUST** submit a copy of all the prerequisites with the WCCC Act 155 Permission Form.
 - Students that fall under Act 155 requirements that **DO NOT** return and/or provide an incomplete form/supporting documents will be **IMMEDIATELY** removed from class, and will not be permitted to return to the current class.
2. Completed form and associated supporting documents will be emailed to WCCC-PSTC Director within 24-hours of receiving the forms.
3. Original forms will be maintained and submitted with the final class paperwork.
4. The minor **MUST** remain under the supervision of a credentialed PSFA EL22 Suppression Instructor for all skills lessons.

WCCC-PSTC Administrative Requirements:

1. Received release form will be verified by contact the listed parents or guardians and associated chief officer/department.
2. Students that fall into the Act 155 of 2022 category will be placed in a separate mirrored class for the associated course.
3. Students that successfully complete the program will receive a specific certificate of completion indicating that this certificate of completion is not eligible for “Live Fire” operations until the individual is 18-years of age and officially approved by the department.

WCCC

Appendix A

Westmoreland County Community College Public Safety Training Center Act 155 Permission Form

Student Information:

Last Name First Name M.I. Suffix

Affiliation (Fire Dept./Organization) City/State County

Parent / Guardian Release:

I, _____ give my permission per the Child Labor Act – Minors Serving on
(Print Legal Parent or Guardian name)

Volunteer Emergency Service Organizations Act of Nov. 3, 2022, P.L. 2152, No. 155 for minor named above to participate in the Pennsylvania State Fire Academy accredited Interior Firefighter-ELIF training. By signing this Form, I certify that I am the parent or guardian of the minor named above, the minor is 17 years of age as of the first day of the ELIF course, and I acknowledge my awareness of the training involved in the ELIF course, which includes entering a burning structure, and that the minor named above has my permission to participate in the ELIF course. I understand that the student named above is not permitted to engage in "Interior Structural Firefighting" for any fire department upon successfully completing this class until the individual is 18 years old. I hereby release, discharge and agree not to sue Westmoreland County Community College (WCCC) or its board of trustees, officers, agents, employees, volunteers or any person or entity connected with WCCC for any claim, damages, costs or cause of action which I have or may in the future have as a result of injuries or damages sustained or incurred by the above named minor's participation in the ELIF course including but not limited to such injuries or damages caused by the negligence, or wrongful conduct of the parties hereby released.

(Print Legal Parent or Guardian) Daytime Phone Email

(Signature of Legal Parent or Guardian) Date

Department Fire Chief:

I, _____ acknowledge the minor listed above is affiliated with the department listed above as an active member and give my permission per the Child Labor Act – Minors Serving on Volunteer Emergency
(Print Chief Officer Name)

Service Organizations Act of Nov. 3, 2022, P.L. 2152, No. 155 for the minor named above to participate in the Pennsylvania State Fire Academy accredited Interior Firefighter-ELIF training. It is understood that the minor named on this form has done so with the full knowledge, consent, and approval of the named organization; and is protected by an insurance carrier or the organization. Furthermore, I attest that the minor named above meets the ELIF course requirements. By signing this Form, I certify that I am the Chief Officer of the minor named above, the minor is 17 years of age as of the first day of the ELIF course, and I acknowledge my awareness of the training involved in the ELIF course, which includes entering a burning structure, and that the minor named above has my permission to participate in the ELIF course. I understand that the minor named above is not permitted to engage in "Interior Structural Firefighting" for any fire department upon successfully completing this class until the individual is 18 years old. I hereby release, discharge and agree not to sue Westmoreland County Community College (WCCC) or its board of trustees, officers, agents, employees, volunteers or any person or entity connected with WCCC for any claim, damages, costs or cause of action which I have or may in the future have as a result of injuries or damages sustained or incurred by the above named minor's participation in the ELIF course including but not limited to such injuries or damages caused by the negligence, or wrongful conduct of the parties hereby released.

(Print Chief Officer Name) Daytime Phone Email

(Signature of Chief Officer) Title Date

INTERNAL USE ONLY

Date received: _____ ETA: _____ Lead Instructor/ELIF Course: _____

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I. Purpose:

This Entry Level Fire Training Curriculum Policy (Policy) shall establish the policies and procedures to be used by the Pennsylvania State Fire Academy (PSFA) and Educational Training Agencies (ETA) in the delivery of the Entry Level Fire Training Curriculum to emergency responders in Pennsylvania. This also serves as a reference for the fire service to determine appropriate levels of training and education for all fire service personnel.

A. There is no requirement (law) in the Commonwealth mandating Entry Level Fire Training for fire service personnel.

B. Each Fire Department/Company must decide which level of training their personnel should complete to be properly trained for their assigned duties. The final decision on the level of training always remains with the fire department/company and its officers.

C. The Entry Level Fire Training Curriculum consists of four (4) separate levels (courses) of instruction, each a prerequisite for the next level (course). The General Plan of Instruction for each level is included in this Policy (see Attachment A). The levels are:

1st Level: Introduction to the Fire Service – ELIS

2nd Level: Fire Ground Support – ELFG

3rd Level: Exterior Firefighter – ELEF

4th Level: Interior Firefighter – ELIF

D. When the four (4) levels have been completed and the student meets all the required pre-requisites (including First Aid/CPR), they should be prepared to participate in the Office of the State Fire Commissioner’s (OSFC) **Voluntary** Fire Service Certification program for national certification as a Firefighter I. The Office of the State Fire Commissioner (OSFC) is the certifying agency within the Commonwealth of Pennsylvania and PSFA is the administering agency for that certification. The OSFC recommends that all new firefighters and firefighters with no previous training complete the ELIS, ELFG and ELEF levels (courses). Driver/Operators of fire apparatus should complete the ELIS and ELFG levels (courses) before taking other apparatus related training. Firefighters with interior fire suppression duties should complete the ELIF (level) course before performing interior suppression operations.

E. DELMAR or its modules will **NOT** be accepted as prerequisites into modules, only previous EL-14 modules will be accepted.

II. Policies

- A. The minimum age for each course is as follows.

Introduction to the Fire Service – ELIS – 14 years old at start of course

Fire Ground Support – ELFG – 14 years old at start of course

Exterior Firefighter – ELEF – 14 years old at start of course

Interior Firefighter – ELIF – **With or Without Live Fire** – must be 17 prior to the start of the course.

- B. Instructors will verify the age of each student before a course starts. Students not meeting the above age requirements in II.A. above shall not be permitted to participate in that level of training. The Child Labor Act prohibits Junior Firefighters (those individuals under the age of 18) participating in specific types of training, to include:

a. Entering Immediately Dangerous to Life and Health situations or hazardous (under the Child Labor Act) atmospheres: any use of live fire or smoke in conjunction with Self Contained Breathing Apparatus is considered a hazardous atmosphere under the Child Labor Act and is excluded from permitted activities, except for 17-year-old students otherwise complying with Act 155 of 2022 (see II.C., below).

b. Operation of most fire service power tools for Junior Firefighters is prohibited, except for 17-year-old students otherwise complying with Act 155 of 2022 (see II.C., below).

c. Performing rooftop ventilation or any other work on any roof is prohibited, except for 17-year-old students otherwise complying with Act 155 of 2022 (see II.C., below).

- C. **Special Provision for Junior Firefighters taking ELIF courses:** Act 155 of 2022 allows Junior Firefighters to enter burning structures in certain limited situations.

“A minor may not enter a burning structure under any circumstance except when engaged in a training session for an interior firefighting module with live burns and all of the following apply:

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Entry Level Fire Training Curriculum Policy – 2023

- (i) The minor is 17 years of age or older.
- (ii) The minor has permission to engage in the training from a fire chief and a parent or guardian of the minor.
- (iii) The minor is under the supervision of a credentialed Pennsylvania State Fire Academy instructor.”

See the Child Labor Act, 43 P.S. § 40.7(a)(5).

Any Junior Firefighter participating in an ELIF course shall: 1) be 17 years of age on or before the first day of the ELIF course; 2) have written permission of both their legal parent or guardian, and the Fire Chief of their sponsoring Fire Company, by completing the Pennsylvania State Fire Academy Act 155 Permission Form (see Attachment B); and 3) be supervised by a credentialed PSFA instructor. Further, all interior live fire components for Junior Firefighters taking ELIF courses shall: 1) take place in a controlled environment that is prop designed and constructed to meet the requirements of NFPA 1402 and 1403; 2) not include acquired structures, for any reason; and 3) be constructed for the express purposes of performing live fire training.

- D. There is no “Full Course” certificate for the Entry Level Fire Training curriculum because it consists of different levels, and each level is offered as a separate course. Therefore, each of the levels (courses) in the curriculum will have its own certificate. Course titles and course codes for certificates of completion are as outlined in the Policy (see I.C., above).
- E. Certificates for the ELIF course shall denote whether a Live Fire is conducted as part of the course.
ELIF “with live fire” certificate states: “Interior Firefighter”
ELIF “without live fire” certificate states: “Interior Firefighter–No Live Fire”
- F. Retesting of final written exams for any Entry Level Fire Training curriculum course may be done by the instructor of record. Two retests of the final exam are permitted. Retests will be conducted at the convenience of the instructor and the ETA; and, in accordance with ETA testing procedures.
- G. For Entry Level Fire Training courses only, a written test may be read to a student if the student produces valid documented evidence from a school district, or reading education specialist, attesting to their inability to read. The test may only be read to the student by an official ETA representative.

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- H. Facial hair is permitted for the following courses:
Introduction to the Fire Service – ELIS
Fire Ground Support – ELFG
- I. Facial hair is not permitted for the following courses and the students/ participants must be clean shaven the first day of class:
Exterior Firefighter – ELEF
Interior Firefighter – ELIF
- J. Students will be required to have one copy of the current edition of the **Student Text** and **Skill Book** per student (must remain in possession of the student throughout the entire course).
- K. Skill Books will be published by the PSFA and distributed by the sponsoring ETA. Policies on lost or damaged skill books will be handled by the ETA in conjunction with the PSFA.
- L. Attendance at class sessions at a minimum of 70% of the course hours are required to complete each course in the Entry Level curriculum. The 70% is per course **not** 70 % of the total curriculum hours.
- M. A signed-off Student Skills Book is record of successful course completion. Course Instructors of Record will only sign-off a Student's Skills Book if the student shows competence in all the course skills, meets attendance requirements, and successfully passes the final written exam. Any skills missed during class absence(s) requires the student to arrange with the instructor(s) to make-up those skills for documentation in his/her skill book.

No Student Skills Book at the first day of a class – If the student is progressing from one level (course) to another and does not have his/her skill book or a course certificate to prove course pre-requisites, they will not be permitted to continue in the course. The course instructor shall refuse the student entry into the class and send the student home. If the student does have a completed course certificate from the pre-requisite course, the course instructor may accept this in lieu of the signed skills book. Each ETA may, if they wish, permit the student to enroll in the succeeding class session if the student presents their skills book. However, the first session will be considered absent hours and counts against total attendance hours.

Lost skills book – It will be the student's responsibility to obtain a new skills book. They must also contact the instructor of record for each course that

they had previously completed and get original instructor signatures. An ETA transcript indicating that previous course(s) has been completed must be attached to the sign-off page and may be used in lieu of the original instructor signatures. In all cases, it will be the student's responsibility to obtain a new skills book with original instructor signatures or obtain an ETA transcript for proof of completion.

III. Procedures

- A. The Interior Firefighter ELIF course certificate may be used to satisfy the Structural Burn prerequisite for Firefighter I Certification Testing. Certificates with the course title of "Interior Firefighter – No Live Fire" will not be accepted for meeting the prerequisite.
- B. All Hazardous Materials instruction previously imbedded in the Delmar "Entry Level" curriculum has been removed from the updated "Entry Level Fire Training" program and is now conducted as stand-alone classes with separate Hazardous Materials Awareness (HMA) and Hazardous Materials Operations (HMO) certificates issued for each class.
 - a. HMA should be taken between 1st level (ELIS) and the 2nd level (ELFG) and is a prerequisite for ELFG.
 - b. HMO should be taken between the 3rd level (ELEF) and the 4th level (ELIF) and is a prerequisite for ELIF.
- C. The hazardous materials content in the Fire Ground Support level course, prior to January 2013, only satisfied the hazardous materials awareness prerequisite for Firefighter I certification testing. The course title on the certificate must read "Fire Ground Support – ELFG" for the certificate to be used for Firefighter I certification testing.
- D. No course in the Entry Level Fire Training curriculum shall be used to meet the vehicle rescue prerequisites for certification testing for Firefighter II.
- E. Two (2) National Incident Management System (NIMS) courses required by Presidential Directive No. 5 are now included in the training program and are completed by the student on-line at <http://training.fema.gov/is/nims.asp>. The courses are:
 - a. IS-100.C – Introduction to Incident Command System (ICS-100).
 - b. IS-700.B – NIMS: An Introduction (IS-700)
 - c. ICS-100 and IS-700 must be completed prior to beginning Exterior

- Firefighter and are a prerequisite for ELEF
- d. Previous 100 and 700 level course certificates will also be accepted.
- F. Highway Incident Safety Course (Responder Safety Institute Recommendation Forthcoming)
 - G. VFIS Personally Owned Vehicle Response Course (Forthcoming)
 - H. Additional training courses may be offered in conjunction with the entry level training program but cannot be made mandatory or count towards the overall attendance requirements. Examples of supplemental course offerings include but are not limited to: Cancer Awareness, Behavioral Health Awareness, Flashover simulator, Fire Dynamics: Fundamentals, Fire Dynamics: Strategy and Tactics, or PFAS training. Course completion of these training should be reflected with a separate training certificate.
 - I. The ETA of record is responsible for ensuring all requirements of the minimum standard for accreditation are met for enrollment and graduation. Courses should be sequenced so that students will meet prerequisites, if applicable.

IV. Delegation of Program Management

- A. The State Fire Commissioner delegates ongoing management and implementation of this Policy to authorized staff of the program involved unless or until withdrawn. Specific responsibilities are placed upon the PSFA Administrator, Assistant Administrator, the Field Supervisors, and PSFA staff.

V. Instructors

- A. Suppression instructor(s) shall serve as "Lead Instructor" for a minimum of 51% of the instructional hours of the following Entry Level Fire Training courses:

Introduction to the Fire Service – ELIS

Fire Ground Support – ELFG

Exterior Firefighter – ELEF

- B. Only Suppression Instructors shall serve as Lead Instructor and instruct within the Interior Firefighter (ELIF) course.
- C. Non-suppression instructor(s) may serve as assistant instructors/guest lecturers during the following levels (courses):

Introduction to the Fire Service – ELIS
Fire Ground Support – ELFG
Exterior Firefighter – ELEF

- D. To instruct as an assistant instructor/guest lecturer, non-suppression instructors in the Entry Level curriculum must complete the attached Non-Suppression Instructor Application (Attachment C) with supporting documentation that meets the following criteria:
- a. Submit a detailed resume listing their experience, education and training, and other information they believe qualifies them to instruct (must have a minimum of 100 hours of documented structural fire suppression training) within specific modules identified in the Entry Level Fire Training curricula.
 - b. Be certified as a Fire Fighter II; National Board on Fire Service Professional Qualifications (NBFSPQ) or International Fire Service Accreditation Congress (IFSAC).
 - c. Attend specific ETA sponsored (train-the-trainer) or course updates prior to instructing specific modules.
 - d. As a Non-suppression Instructor, teach initial class under the direction of a qualified suppression instructor appointed and reviewed by the PSFA Field Supervisor and receive favorable evaluations from all parties.
 - e. Meet all federal, state, and educational training agency requirements appropriate for the position and the course of instruction to be presented.
 - f. Receive written approval from the Instructor Review Committee.
- E. If an individual serves as a non-suppression instructor as part of a High School/Career/Technical Center program for credit approved by the Department of Education, that individual may serve as the lead instructor for the following levels, provided they meet the same qualifications as listed above:

Introduction to the Fire Service – ELIS
Fire Ground Support – ELFG
Exterior Firefighter – ELEF

VI. Authority

Title 35 Health and Safety, as amended.

VII. Supersedes

This OSFC Entry Level Fire Training Curriculum Policy - 2023 supersedes and rescinds all other policies and memorandums related to the Entry Level (previously DELMAR) Curriculum of the OSFC.

VIII. Duration of Instructor Policy

This Curriculum Policy shall remain in effect until superseded or suspended.

Vacant,
Administrator, State Fire Academy
Office of the State Fire
Commissioner



Thomas Cook
Acting State Fire Commissioner
Office of the State Fire
Commissioner

Attachment A

General Plan of Instruction (EL22)

All levels (courses) of the Entry Level Fire Training Program prepare the student for the skill competencies required for the Firefighter I certification process. These courses can also be used, in whole or part, as refresher training. The levels (courses) are based on the textbook Essentials of Fire Fighting and Fire Department Operations, Seventh Edition by the International Fire Service Training Association (IFSTA).

The MSA for these programs lists the prerequisites and describes the student Equipment/Supplies needed for all the sessions: Pen/pencil, Notebook, the Essentials textbook, and the student Entry Level Skills workbook (must remain in possession of the student throughout the entire course). Helmet, gloves, turnout coat and pants, boots, protective hood, and protective eyewear (safety glasses or goggles) required for all classes. SCBA is required for levels (courses) 2-5. All classes will be held with a recommended class maximum of thirty students unless approved by PSFA.

| Firefighter I Competencies | Course Title | IFSTA (EL14) Hours | IFSTA (EL22) Hours | Lecture Hours | Lab Hours |
|---|--------------------------------|--------------------|--------------------|---------------|-----------|
| ELIS - Level 1 | Introduction to Fire Service | 16 | 16 | 10.5 | 5.5 |
| ELFS - Level 2 | Fire Ground Support | 32 | 32 | 12 | 20 |
| ELEF - Level 3 | Exterior Firefighter | 52 | 40 | 14.5 | 25.5 |
| ELIF - Level 4 | Interior Firefighter | 40 | 48 | 17 | 31 |
| Total Hours Level 1 thru 4 | | 140 | 136 | 54 | 82 |
| NIMS | 100 & 700 (On-Line) | | | | |
| HMA | Hazardous Materials Awareness | 4 | 4 | 4 | 0 |
| HMO | Hazardous Materials Operations | 24 | 24 | 12 | 12 |
| Total Hours Hazardous Materials | | 28 | 28 | 16 | 12 |
| Total Hours Level 1 thru 4 with HazMat | | 168 | 164 | 70 | 94 |

Additionally, NIMS 100 and 700, are required by Presidential directive. This is accomplished via the EMI online site.

General Plan of Instruction (EL22)

"Introduction to the Fire Service" (ELIS), is designed to equip entry level firefighters with basic knowledge, skills, and abilities to begin their fire service career. Four (4) skill sheets are required. A twenty-five (25) question exam containing a balance of true/false and multiple-choice questions will be administered at the conclusion of the program. These exams will be distributed by the Educational Training Agency conducting the course with the student being required to have a minimum passing exam score of 70% and 100% skill completion for Certificate issuance.

| Time | Topic |
|--------------------|--------------------------------------|
| 1 | Orientation |
| 2 | History/Mission & Organization |
| 1.5 | Fire Fighter Safety / Lecture |
| 1 | Fire Fighter Safety / Lab |
| 1.5 | PPE / Lecture |
| 1.5 | PPE / Lab |
| 1 | Tool Identification / Lecture |
| 1 | Tool Identification / Lab |
| 1 | Communications / Lecture |
| 1 | Communications / Lab |
| 1.5 | Work Areas / Lecture |
| 1 | Work Areas / Lab |
| .5 | Backing Apparatus / Lecture |
| 1 | Summary/Test (Review and Evaluation) |
| 16.00 Hours | Total Time |

General Plan of Instruction (EL22)

"Fireground Support" (ELFG), is designed to equip entry level firefighters with basic knowledge, skills, and abilities as they relate to fire ground emergency scene operations. Sixteen (16) skill sheets are required. A fifty (50) question exam containing a balance of true/false and multiple-choice questions will be administered at the conclusion of the program. These exams will be distributed by the Educational Training Agency conducting the course with the student being required to have a minimum passing exam score of 70% and 100% skill completion for Certificate issuance.

| Time | Topic |
|--------------------|---|
| 1 | Orientation |
| 1 | Fire Hose / Lecture |
| 5 | Fire Hose / Lab |
| 1.5 | Water Supply/Hose Operations / Lecture |
| 4.5 | Water Supply/Hose Operations / Lab |
| 1.5 | SCBA / Field Reduction of Contaminants/ Lecture |
| 4.5 | SCBA / Lab |
| 3 | Building Construction |
| 2 | Ropes / Knots / Lecture |
| 4 | Ropes / Knots / Lab |
| .5 | Scene Lighting / Lecture |
| 2 | Scene Lighting / Lab |
| 1.5 | Summary/Test (Review and Evaluation) |
| 32.00 Hours | Total Time |

General Plan of Instruction (EL22)

"Exterior Firefighter" (ELEF), is designed to equip the entry level firefighters with the basic knowledge, skills, and abilities as they relate to exterior fire ground operations. Eleven (11) skill sheets are required. A seventy-five (75) question exam containing a balance of true/false and multiple-choice questions will be administered at the conclusion of the program. These questions will be distributed by the Educational Training Agency conducting the course with the student being required to have a minimum passing exam score of 70% and 100% skill completion for the Certificate issuance.

| Time | Topic |
|--------------------|--------------------------------------|
| .5 | Orientation |
| 1 | SCBA Donning / Lecture |
| 4 | SCBA Donning / Lab |
| 3 | Fire Dynamics |
| 2 | Fire Extinguishers / Lecture |
| 2 | Fire Extinguishers / Lab |
| 2 | Forcible Entry / Lecture |
| 4 | Forcible Entry / Lab |
| 3 | Fire Streams / Lecture |
| 5 | Fire Streams / Lab |
| 1.5 | Ladders / Lecture |
| 11 | Ladders / Lab |
| 1.5 | Summary/Test (Review and Evaluation) |
| 40.00 Hours | Total Time |

General Plan of Instruction (EL22)

"Interior Firefighter" (ELIF), is designed to equip entry level firefighters with basic knowledge, skills, and abilities as they relate to interior fire ground operations. Sixteen (16) skill sheets are required. A one hundred question (100) exam containing a balance of true/false and multiple-choice questions will be administered at the conclusion of the program. These exams will be distributed by the Educational Training Agency (ETA) conducting the course with the instructor grading the exam and sending it to the ETA. The student is required to have a minimum passing exam score of 70% and 100% skill completion for certificate issuance.

| Time | Topic |
|--------------------|--|
| .5 | Orientation |
| 2 | Air Monitoring / Lecture |
| 2 | Air Monitoring / Lab |
| 2.5 | Search & Rescue/ Survival / Lecture |
| 4 | Search & Rescue/ Survival / Lab |
| 3 | Tactical Ventilation / Lecture |
| 6 | Tactical Ventilation / Lab |
| 1 | Hose Streams Interior / Lecture |
| 3 | Hose Streams Interior / Lab |
| 4 | Fire Suppression / Lecture |
| 12 | Fire Suppression / Field Reduction of Contaminants/Lab |
| 2 | Overhaul, Salvage & Property Conservation / Lecture |
| 4 | Overhaul, Salvage & Property Conservation / Lab |
| 2 | Summary/Test (Review and Evaluation) |
| 48.00 Hours | Total Time |

ENTRY LEVEL FIRE TRAINING 2022

Entry Level Fire Training - Introduction to Fire Service (ELIS)

| Proposed Time | Content | IFSTA Instructor Guide | Power Point Slides | IFSTA Student Pages | Skill Sheets |
|---------------|--------------------------------|--|--|----------------------|--------------|
| 1.0 | Orientation | Ch 1 1-16-1-24 | Ch 1 1-22 -1-35 | Ch 1 1 to 5 Ch 1 23 | |
| 2.0 | History/Mission & Organization | Ch 1 1-5 to 1-16 Ch 1 1-25 to 1-28 Ch 1 1-32 to 1-34 Ch 1 1-81 to 1-84 | Ch 1 1-1 to 1-21 Ch 1 1-36 to 1-43 Ch 1 1-50 to 1-54 | Ch 1 9 to 22 | |
| 2.5 | Fire Fighter Safety | CH 1 1-35 to 1-67 | Ch 1 1-55 to 1-111 Ch 1 1-140 to 1-143 | Ch 1 24 to 36 | |
| 3.0 | PPE | Ch 5 5-5 to 5-39 | Ch 5 5-1 to 5-60 | Ch 5 5- 183 to 5-201 | 1 |
| 2.0 | Tool Identification | Ch 9 9-9 to 9-26 | Ch 9 9-12 to 9-35 | Ch 9 9-373 to 9-383 | 1 |
| 2.0 | Communications | Ch 2 2-4 to 2-31 | Ch 2 2-1 to 2-53 | Ch 2 2-57 to 2-71 | 1 |
| 2.0 | Work Areas | Ch 1 1-68 to 1-75 Ch 1 1-84 to 1-89 | Ch 1 1-112 to 1-128 Ch 1 1-144 to 1-153 | Ch 1 1-37 to 1-46 | 1 |
| .5 | Backing Apparatus | TIMS | TIMS Video | Backing E-6 PG 72-73 | 1 |
| 1.0 | Summary, Review and Evaluation | N/A | N/A | | |
| 16.0 | | | | | 5 |

Entry Level Fire Training - Fire Ground Support (ELFG)

| Proposed Time | Content | IFSTA Instructor Guide | Power Point Slides | IFSTA Student Guide | Skill Sheets |
|---------------|--------------------------------|---------------------------------------|--------------------------------------|--|--------------|
| 0.5 | Orientation and Logistics | | | | |
| 6.0 | Fire Hose | Ch 12 12-4 to 12-49 | Ch 12-1 to 12-84 | CH 12 12-539 to 12-567 | 6 |
| 6.0 | Water Supply/Hose Operations | Ch 13 13-5 to 13-38 | Ch 13 13-1 to 13-58 | CH 13 13-585 to 13-597 | 2 |
| 6.0 | SCBA | Ch 5 5-50 to 5-5-60 CH 5 5-73 to 5-85 | Ch5 5-80 to 5-92 Ch 5 5-117 to 5-138 | CH 5 5-201 to 5-215 CH 5 5-220 to 5-225 | 3 |
| 3.0 | Building Construction | Ch 3 3-4 to 3-71 | Ch 3 3-1 to 3-136 | CH 3 3-75 to 3-114 | |
| 6.0 | Ropes / Knots | Ch 7 7-5 to 7-46 | Ch 7 7-4 to 7-74 | CH 7 7-275 to 7-297 | 3 |
| 2.5 | Scene Lighting | Ch 1 1-75 to 1-81 | Ch 1 1-129 to 1-139 | CH 1 1-41 to 1 42 | |
| 1.5 | Summary, Review and Evaluation | N/A | | | |
| 32.0 | | | | | 14 |

Entry Level Fire Training - Exterior Firefighter (ELEF)

| Proposed Time | Content | IFSTA Instructor Guide | Power Point Slides | IFSTA Student Guide | Skill Sheets |
|---------------|---------------------------------|---|--|--|--------------|
| 0.5 | Orientation and Class Logistics | | | | |
| 5.0 | SCBA Donning | Ch 5 5-40 to 5-85 | Ch 5 5-98 to 5-115 | Ch 5 216 to 219 CH 5 5-226 to 5-231 | 1 |
| 3.0 | Fire Dynamics | Ch 4 4-1 to 4-121 | Ch 4 4-1 to 4-189 | Ch 4 115 to 177 | |
| 4.0 | Fire Extinguishers | Ch 6 6-1 to 6-32 | Ch 6 6-1 to 6-50 | Ch 6 251 to 269 | |
| 6.0 | Forcible Entry | Ch 9 9-1 to 9-82 | Ch 9 9-1 to 9-135 | Ch 9 369 to 412 | 1 |
| 8.0 | Fire Streams | Ch 13-1 to 13-41 CH 13 13-50 to 13-87 Ch 14 14-61 to 14-109 | Ch 13 13-1 to 13-64 Ch 13 13-82 to 13-156 Ch 14 14-110 to 14-202 | Ch 13 13-597 to 13-608 Ch 13 13611 to 13-632 Ch 14 14-694 to 13719 | 2 |
| 12.0 | Ladders | Ch 8 8-1 to 8-56 | Ch 8 8-5 to 8-47, Ch 8 8-51 to 8-87, Ch 8 8-99 to 8-115 | Ch 8 8-313 to 8-344 | 6 |
| 1.5 | Summary, Review and Evaluation | | | | |
| 40.0 | | | | | 10 |

Entry Level Fire Training - Interior Firefighter (ELIF)

| Proposed Time | Content | IFSTA Instructor Guide | Power Point Slides | IFSTA Student Guide | Skill Sheets |
|---------------|---|--|---|--|--------------|
| 0.5 | Orientation | | | | |
| 1.0 | Air Monitoring | Ch 10 10-19 to 10-35 | CH 10 10-33 to 10-64 | Ch 10 10-440 to 10-448 | 1 |
| 5.5 | Search & Rescue/ Survival | Ch 10 10-5 to 10-18 Ch 10 10-36 to 10-87 | Ch 10 10-1 to 10 -32 Ch 10 10-65 to 10157 | Ch 10 10-431 to 10-440 Ch 10 10450 to 10-477 | 3 |
| 8.0 | Tactical Ventilation | Ch 11 11-1 to 11-65 | Ch 11 11-1 to 11-133 | Ch 11 11-491 to 11-528 | 2 |
| 8.0 | Hose Streams Interior | Ch 13 13-41 to 13-49 | Ch 13 13-65 to 13-81 | Ch 13 13-607 to 13-611 Ch 13 13629 | 2 |
| 5.0 | Fire Supp & Field Reduction decon | Ch 14 14-1 to 14-60 | Ch 14 14-1 to 14-109 | Ch 14 14-667 to 14-693 | 6 |
| 2.0 | Overhaul, Salvage & Property Conservation | Ch 15 15-5 to 15-63 | Ch 15 15-1 to 15-93 | Ch 15 15-737 to 15-764 | 2 |
| 2.0 | Summary, Review and Evaluation | | | | |
| 48.0 | | | | | 16 |

Attachment B



Pennsylvania State Fire Academy

Act 155 Permission Form



I, _____ give my permission per the
(Print Legal Parent or Guardian name)

**Child Labor Act – Minors Serving on Volunteer Emergency Service Organizations Act
of Nov. 3, 2022, P.L. 2152, No. 255 for**

(Print Name of Minor and Date of Birth)

to participate in the Pennsylvania State Fire Academy accredited Interior Firefighter-ELIF training. By signing this Form, I certify that as the parent or guardian of the minor named above, the minor is 17 years of age as of the first day of the ELIF course, and I acknowledge my awareness of the training involved in the ELIF course, which includes entering a burning structure, and that the minor named above has my permission to participate in the ELIF course.

(Signature Legal Parent or Guardian)

By signing this Form below, I, _____
(Print Fire Chief name and organization)

permit the minor named above to participate in the ELIF course.

(Fire Chief signature)

INTERNAL USE ONLY

Date received: _____ ETA: _____ Lead Instructor: _____ Course Date: _____

Attachment C



PA State Fire Academy
 Entry Level Fire Training (EL22)
 NON-SUPPRESSION
 INSTRUCTOR APPLICATION



Last Name First Name MI FEMA SID #

County of Residence: _____

Address: _____

(Number, Street, City, State, Zip)

Documentation to be attached

Resume of experience _____

Firefighter II certification _____

Suppression Structural Track (min 150 hrs.) _____

OFFICE USE ONLY

Current Non-Suppression: ___Yes___No General Requirements Met: ___Yes___No

TTT: ___/___/___ Location: _____

IRC Approval: ___Yes___No Date: ___/___/___ By _____

Applicant Signature _____ **Date:** _____