Chester County Department of Emergency Services
Chester County Public Safety Training Campus
General Rules, Regulations, and Standard Operating Procedures
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SECTION 1

Safety at the Public Safety Training Campus Tactical Village

Introduction

Everyone concedes that the First Responder Disciplines, Police, Fire and EMS can be and are professions that involve the risk of injury; and since the training evolutions attempt to replicate actual emergency situations the risk of injury is present for all who participate. In an attempt to provide realistic and valuable Responder training in the safest environment possible, this safety manual will serve to govern the operation of Responder activities at the Chester County Public Safety Training Campus (PSTC).

In an effort to make the use of the training facilities a worthwhile, yet safe, training experience, the County of Chester has developed this Manual to detail the operational procedures which are to be followed while training at the Campus. These operational procedures are to be followed by all agencies who train at the Campus.

Objective

It is the objective of the County that all training evolutions undertaken at the PSTC are to be carried out with participant and spectator safety as the primary operational consideration. Participant and spectator safety shall never be compromised by any instructor, participant, operating Law Enforcement Fire or EMS Agency, or Control Officer. It is the position of the County that personal safety should be the primary consideration in the design and implementation of all Responder training techniques. It is the goal to teach the safest operational techniques in the safest means possible, without diminishing the integrity of the training.

With increasing complexity associated with responder training and the ever changing trends, the County understands the need to provide the most realistic training so that participants are prepared for the real life encounters associated with their jobs.

Adherence to the procedures that follow will not only ensure safe utilization of the Campus but will demonstrate to the community your commitment to providing the safest, most professional services available.

All scheduling will be done through the PSTC Offices as described herein. All training requests are subject to availability of the facility(s) being requested.

After a review of these guidelines, Attachment II will be signed by the Chief, Commander or Agency Head and returned to the Campus Administrative Offices. Law Enforcement Training requests will be sent to the Law Enforcement Training Coordinator Gerald Lindenlauf, glindenlauf@chesco.org; and Fire and EMS requests sent to PSTC@chesco.org and the appropriate staff will respond.

SECTION 2

Campus Wide Safety Procedures

The safety procedures and considerations listed below shall apply in all areas of the Public Safety Training Campus.
1) Agencies wishing to utilize any portion of the Public Safety Training Campus shall schedule their activities with the PSTC Administration no less than fourteen (14) and no more than ninety (90) days in advance of the desired training/event. All training requests will be made through the PSTC Administration (610) 344-4100. A call shall be made to the PSTC confirm the availability of the date and space requested, at which time it will be tentatively scheduled. Details of the training will be provided by the requesting agency utilizing the “Campus Use Request Form” (Attachment 1).

2) All training/events taking place at the Campus shall have a “Staff Instructor or Control Officer” assigned to the event with the appropriate hourly pay rate being reimbursed to the County by the requesting Agency.

3) No less than fifteen (15) minutes prior to the start of the scheduled event, the participating department or agency Officer in Charge (OIC) of the training/event will meet with the Control Officer and/or Safety Officer to determine that all safety procedures will be implemented and complied with. At this time the PSTC General Rules, Regulations and SOP’s will be reviewed, and the Agency OIC will be provided with the appropriate Pre and Post PSTC Use Forms.

4) The Control Officer and/or Safety Officer shall have the authority to deny use of any area of the Campus that have not implemented all applicable safety procedures, or to stop any activities that they deem to be unsafe, or in violation or conflict of any County or Campus regulations.

5) The use of “live lethal” weapons ammunition shall be forbidden in any portion of the Campus, except for the Indoor Firing Range and then only under the guidelines for use of the Indoor Firing Range.

6) The Control Officer and/or Safety Officer shall have the authority, regardless of departmental rank or seniority, to intervene, alter, suspend, or terminate any training evolution when, in their judgment, a potential or real danger or an unsafe condition exists.

7) The Safety Procedures outlined in this manual shall be always adhered to.

8) Department/Agency appointed Safety Officers will be required to use and adhere to these guidelines.

9) It is the responsibility of everyone to conduct themselves in a professional manner while within the confines of the Public Safety Training Campus. Examples of unacceptable behavior include, but are not limited to:
   a. Horseplay
   b. Arriving at the Campus while under the influence of intoxicating substances
c. Unauthorized or unsafe activities such as having a “live lethal” weapon in an unauthorized location with the campus
d. Using equipment in an unsafe manner

10) Anyone actively engaged in a training activity or event at the Campus will be dressed in the proper attire or protective equipment required for the specific training or event. The wearing of protective clothing shall be for the duration of the training event. During periods of hot/humid or inclement weather, the OIC of the training event may direct personnel to establish a safe zone in which trainees may remove their protective clothing. Those members may not re-enter the training area until they have properly donned their full protective clothing.

11) Spectators, which shall be defined as those who are not participating in the training event excluding the Control Officer, and/or Safety Officer, shall not observe a training evolution except in a prescribed safe zone or designated spectator area. Upon completion of the training event and/or evolution, the Officer in Charge of the Agency’s training activity may, after consultation with the Control Officer or Safety Officer, allow for the purposes of instruction, inspection, and consultation, a spectator within the training area. Admitted spectators shall be escorted by members of the participating agency and shall not be allowed to enter any area where active training activities are underway. The participating agency shall assume all responsibility for the safety of any spectator entering the training area.

12) Each application to use the PSTC shall specify the instructional objective of the training event and the teaching method or methods which will be employed.

13) Prior to the start of any training evolution, the Officer in Charge of the participating agency shall make certain that all participants are thoroughly briefed and aware of the objectives of the evolution. They should be versed in their respective roles within the training event or scenario.

14) Any injuries which occur at the Campus will be verbally reported to the Control Officer or Safety Officer prior to leaving the Campus. A written report will be submitted to Campus Administration Office within forty-eight (48) hours or the next business day. The report will highlight the type of injury, severity, circumstances (how it occurred), cause, date, time, and what was being done at the time of the injury.

15) Training that causes damage to the training facilities is forbidden. (Example: forcible entry by kicking or prying doors except the installed forcible entry door simulator).

16) Any damage or unsafe conditions shall be reported to the Control Officer or Safety Officer. If damage causes a condition which poses a threat of injury, immediate notification shall be made to the Control Officer or Safety Officer, for immediate action, which could include temporary use stoppage of the facility.

17) Prior to leaving the PSTC as Post Training Inspection will be completed by the OIC and Control Officer and/or Safety Officer. At his time, the OIC will complete and sign the appropriate Post-Use Check List and return it to the Control of Safety Officer for their signature.
18) Any damage which occurs at the Training Campus, which is not from normal use, will be billed to the Agency causing the damage. All grounds and buildings shall be cleaned of trash and debris upon completion of the days training activities. Any cleaning which must occur due to a building or property being left in unclean conditions will also be billed to the agency last using the building or property.

**Section 2.1**

**Outdoor Training in Extreme Weather**

**Procedures:**

1) Outdoor training activities **must** be cancelled or re-scheduled when:
   a. Ice and snow begin to accumulate on the ground
   b. The National Weather Service declares that Chester County is under a tornado or severe thunderstorm warning
   c. When the wind chill factor reaches 20 degrees or below, or the humiture (Heat Index and Humidity) is above 95 degrees

2) On days when the heat index values are forecasted to reach 95 degrees or above, all strenuous outdoor training or training that requires Personal Protective Equipment (PPE) will be suspended.

3) During periods of extreme weather, the Training Coordinator or Designee must monitor weather conditions on an hourly basis using National Weather Service data.

4) When the wind chill factor reaches 20 degrees or below or the humiture is between 96 degrees and 105 degrees either the Deputy Director for Fire Services or the Deputy Director for Law Enforcement Services will notify the Control and Safety Officer, who will be responsible for notifying the Instructors, and students that all outdoor activities are cancelled.

5) Either the Deputy Director for Fire Services or the Deputy Director for Law Enforcement Services will notify the Control and Safety Officer to resume activities when the wind chill rises above 20 degrees and the humiture falls below 96 degrees. The Control or Safety Officer will then make notification to the Instructor(s) and students.

6) Nothing in this policy shall preclude or prevent the response of personnel to emergency incidents.
SECTION 3

Use of the Flashover Simulator

I. PURPOSE

The purpose of this policy is to establish the policies and procedures to be used by the Chester County Department of Emergency Services Public Safety Training Campus (PSTC) staff in the use and delivery of training programs specific to Flashover Simulators. The Flashover Simulator has been designed specifically for the purpose of repeated live fire training evolutions and includes safeguards that only become hazardous through misuse and neglect. Injuries and / or damage to equipment are an unacceptable outcome during this training.

II. SCOPE

The following guidelines are to be utilized anytime the PSTC is involved in any use, instruction, or delivery of training programs involving the Flashover Simulator, located at the Tactical Village training pad, in South Coatesville, PA.

III. PROCEDURE

A. Prior to use of the Flashover Simulator, any Agency or Department wishing to utilize the Flashover Simulators must complete the Flashover Simulator Checklist. PSTC participation with a Flashover Simulator is pre-approved when conducting:

1. Stand-alone Flashover Recognition and Survival training program utilizing:
   a. County-operated Flashover Simulator at PSTC Tactical Village
   b. Approved training evolution within a PSTC training program

B. Instructors shall be limited to full- or part-time DES employees, as authorized and approved to instruct inside the Flashover Simulator under the following conditions:

   a. The Lead Instructor must be active, suppression-level and in good standing with the Pennsylvania State Fire Academy.

   b. Instructors must have completed a Train-the-Trainer program on use and operation of the Flashover Simulator and be approved by the PSTC Fire Training Coordinator.

   c. Lead Instructor designation will be given to those instructors who have successfully demonstrated their knowledge of the operation of the Flashover Simulator, as approved by the Fire Training Coordinator.

   d. Backup Instructor designation will be given to those instructors who have completed the Train the Trainer but have not demonstrated their ability to lead an evolution and are being mentored by lead instructors, to become lead instructors themselves.

C. Staffing per each live burn evolution will include a minimum of four (4) instructors and a maximum of eight (8) students (1:2 ratio):

   a. Maximum of eight (8) students in Flashover Simulator, per burn
   b. Lead Instructor – inside of container (Ignition Officer)
   c. Backup Instructor – inside of container
   d. Supplied Incident Commander – outside of container
   e. Supplied Safety Officer – outside of container
   f. Inside and outside instructors rotate after each burn evolution
   g. Instructors/Safety Officer shall have the full authority to intervene and control or stop any aspect of the operation, or suspend any member from training based upon his/her judgements or observation

D. Flashover Simulator

   a. PSTC Flashover Simulator uses a fuel-load never-to-exceed the following configuration:

      i. one (1) sheet of 3/4” x 48” x 96” commercial particleboard per side-wall, per evolution
      ii. three (3) sheets of ½” x 48” x 96” commercial particleboard per ceiling, per evolution
      iii. one (1) sheet of ¼” x 48” x 96” hardwood underlayment per side-wall, per evolution
      iv. two (2) sheets of ¼” x 48” x 96” hardwood underlayment per ceiling, per evolution
      v. two (2) standard-sized 4’ x 4’ class-A pallets, cut into thirds, per evolution
      vi. 1/3-bale of Excelsior (maximum) to fill burn-can around pallet fuel, per evolution

      Totals = 5 sheets commercial particleboard
               4 sheets hardwood underlayment
               2 standard-sized, wooden pallets
               1/3-bale of Excelsior

   b. These procedures ensure compliance with the National Fire Protection Association (NFPA) 1403 Standard on Live Fire training where use of materials with known burning characteristics shall be used.
   c. NFPA 1403 also prohibits the use of plywood or any other materials and the re-use of any used/damaged fuel from previous evolutions.

E. During operation of the Flashover Simulator, all doors will remain unlocked and shall be prevented from being locked while the Flashover Simulator is in use. When not in use, the Flashover Simulator will be secured to prevent unauthorized access and use.
F. Prior to any use involving the Flashover Simulator, the Lead Instructor will initiate a Flashover Simulator Check List.

IV. SAFETY

A. Safety is the top priority within the Flashover Simulator for one reason only; to ensure the safety and well-being of all participants.

B. Students must have successfully completed a structural fire training course that involves the use of live fire and must demonstrate their ability to competently don/use/doff a Self-Contained-Breathing-Apparatus (SCBA) to the satisfaction of the Lead Instructor, prior to making entry into the Flashover Simulator. This will include SCBA inspection, bypass, purge operation, manual PASS activation/deactivation, and low-pressure (end-of-service) alarm recognition.

C. Students unable to demonstrate competency with SCBA or who disrupt the instruction due to SCBA Personal Alert Safety System (PASS) issues, etc., inside the container can be denied entry or removed from the container at the discretion of instructor staff.

D. Good hydration is imperative due to heat and body-fluid loss while inside the Flashover Simulator. Instructors will require all students to drink water at the beginning of the day and throughout the day of training to remain hydrated.

E. Any personnel entering the Flashover Simulator for training/overhaul purposes will be required to wear their complete ensemble of Personal Protective Equipment (PPE), consisting of structural firefighting coat and pants, helmet, gloves, protective hoods, boots, and Self-Contained Breathing Apparatus (SCBA). All PPE must display legible NFPA certification information for inspection purposes.

F. Prior to any live-fire portions of an initial evolution commencing, a safety briefing and full gear inspection of all participating personnel will be required and documented on the appropriate gear-inspection checklist (Attachment B). Subsequent inspections will be performed for any remaining evolutions for that training day, in the form of peer-based “buddy-checks” as well as a review by the PSTC Safety Officer before personnel enter the Flashback Simulator entry door.

   a. No entry will be allowed until all gear is properly donned (including face-piece), all bare skin is covered, all gear is secured and in operational condition.

   b. Safety Officer will check to ensure that the cylinder valve is completely open, cylinder is full and PASS alarm is functional.

   c. Any student or instructor not in compliance with above will not be allowed to participate during live-fire training activities.

G. IMPORTANT: PASS devices are not to be tampered with, deactivated, and the batteries should never be removed from SCBA units while in the Flashover Simulator.
H. Prior to ignition of the fuel package, the Lead Instructor will direct all personnel to connect mask-mounted regulators to face-pieces and begin breathing air from the SCBA.

I. While inside the Flashover Simulator, talking will be limited to the instructors unless an emergency occurs, or the instructor asks a question. Otherwise, talking should be kept to a minimum so students can hear the instructor and receive directions. Absolutely no horseplay or distracting behavior will be tolerated inside the simulator. Electronic recording devices, of any nature (cell phones, cameras, etc.) are prohibited inside the Flashover Simulator so that students may focus on the life-threatening conditions which will surround them.

J. Should a student need to leave the container during the burn exercise, do so by crawling low (do not stand) to the point at which you entered the Flashover Simulator, where the Backup Instructor will assist you to the nearest exit door, located at the rear of the Flashover Simulator.

K. No standing upright will be permitted during live-fire burning evolutions, to prevent injuries or damage to equipment.

L. After completing a burn evolution in the Flashover Simulator, perform the following:

   a. All personnel will be required to dry-decontaminate for no less than 90 seconds following exit from the Flashover Simulator, prior to doffing any PPE or SCBA components. Mask-mounted regulators will remain attached to the SCBA face-piece for the duration of this 90 second dry-decontamination process, as toxic vapors and byproducts of combustion are ventilated away from the user.

   b. Dry Decon will be accomplished by standing, turning, twisting, and moving arms and legs while positioned in-front-of an operating smoke ejector or positive-pressure ventilation (PPV) fan.

   c. Dry Decon is intended to remove from all participants any grossly harmful smoke, vapors, and chemical byproducts of combustion which will have permeated the PPE during a live-fire burn evolution. Thus, the relative exposure to toxic materials which permeates the PPE ensemble will be reduced, prior to doffing.

M. During overhaul/clean-up (after burn) all doors and the roof vent will be opened and remain open to allow for ventilation and removal of carbon monoxide. A ventilation fan will be used to provide positive pressure ventilation and a fresh-air supply while emptying and/or reloading the Flashover Simulator.

N. The PSTC Backup Instructor inside the container directs the overhaul/cleanup efforts with students in the container, with the Safety Officer observing from outside the container.

O. SCBA will be required during overhaul and cleanup while inside the Flashover Simulator. During overhaul and cleanup, minimum staffing will be the Backup Instructor and three (3) students.
P. A debris field will be established at the rear of the Flashover Container, downwind of the rehabilitation area, where coals, ashes, and residual (used) fuel may be discarded. A charged inch and three-quarter, protective hose line will be placed to protect the debris field and rear of the Flashover Simulator, as depicted on Diagram 1 (Attachment E).

V. ATTIRE

A. Student(s) will remain in the Flashover Simulator for approximately 20-30 minutes during an average live-burn evolution. During that time, several flashovers will occur above the students and intense heat will be produced.

   a. All personal protective equipment must be in good condition and pass the mandatory PPE inspection, before use in the Flashover Simulator.

   b. Long-sleeved shirts and long-legged pants will be required under turn-out-gear (TOG). T-shirts, sleeveless shirts, and shorts or pants which don’t completely cover the legs will not be permitted.

B. Students will not don multiple, protective hoods; the objective is for the student to feel the interior conditions prior to a flashover.

C. The Flashover Simulator produces dense smoke and turnout gear will be covered with toxic carcinogens and byproducts of combustion, as well as a strong odor.

   a. Decontaminate your gear with water before leaving the facility. Follow-up with thorough washing, drying, and follow-up inspection of your gear, in accordance with manufacturer’s directions, upon return to your organization.

   b. Perform personal hygiene (decontaminate by washing skin with soap and water) before eating.

   c. Clean your clothes worn under the personal protective ensemble as soon as may be reasonable, after completing the Flashover Simulator evolutions.

VI. REHABILITATION

A. The rehabilitation/firefighter rest-area pavilion, located east of the Flashover Simulator, shall be designated as the approved “safe” location for uninvolved personnel to stage. PPE, as determined by the Lead Instructor, shall be required if stepping away from that pavilion, toward the Flashover Simulator.

B. All participants entering the Flashover Simulator for activities involving live-fire shall attend the Rehab station for assessment of vital signs and overall physical condition, both before the initial and after all live-burn evolutions are completed.

C. An EMS unit is recommended to be on-scene, but not required, at the discretion and expense of the sponsoring organization. However, a trained, currently certified, PA Dept. of Health or Nationally Registered Emergency Medical Technician – Basic must be on-
location and dedicated for treatment / evaluation and assistance with provision of rehabilitation services.

D. PSTC Tactical Village has domestic drinking water and beverage dispensing machines available for use, though a sponsoring organization or participating individual may wish to bring a variety of refreshments, as appropriate for the training activities being conducted. Hydration is important for a successful day of training.

VII. EMERGENCY/BACK-UP LINE

A. The Backup Instructor is responsible for removing any student that is having any issue related to safety. This can include:
   a. Issues with personal protective equipment
   b. Malfunction of SCBA
   c. Fire suppression equipment failure (hose, nozzle, etc.)
   d. Medical emergency
   e. Where student feels uncomfortable for any reason

B. During training evolutions, the nozzle and hose line should always be kept clear. Ensure that no one is standing on the hose line or blocking free movement of the nozzle / hose line. All hose lines must be charged and purged of air before starting each live fire burn evolution.

C. A backup hose line, on a separate water supply source shall be immediately available for outside instructors, if, the primary water supply and/or primary hose line loses water/pressure for any reason.

D. The outside Instructors (IC and Safety) are responsible for this backup hose line and deployment in the event of primary line failure or any other emergency.

E. Any accidents, injuries, or near misses must be reported to the PSTC Training Coordinator and the Pennsylvania State Fire Academy.

VIII. DELEGATION OF PROGRAM MANAGEMENT

The Director of Emergency Services delegates ongoing management and implementation of this policy to authorized Chester County Department of Emergency Services PSTC Suppression-level, Lead Instructors and Backup Instructors, as defined in Section 3- III-C. Specific responsibilities are described throughout these SOP’s, though ultimate authority for modification and approval are retained by the DES Director.
IX. REFERENCES

- Chester County Public Safety Training Academy Policy 3.08 – Live Fire, Suppression & Non-Suppression Operations
- Pennsylvania State Fire Academy Structural Burn / Live Fire (SBS) Policy 2006-02, revised February 12, 2013

X. SUPERSEDES

Not applicable.

XI. DURATION OF REGULATION/PROCEDURE

The Flashover Simulator Regulations shall remain in effect until superseded or suspended.
VI. SCHEDULING

Guidelines for completing the Campus Use Request, Post Campus Use and Agency Sign-Off Forms

The Campus Administrative Office is contacted at (610) 344-4100 prior to any request form being submitted. This is done to confirm the availability of the desired space for the requested date to reduce the flow of paperwork. Upon confirmation of an available date, official notification will follow using Attachment I.

1) The contact person(s) home, work and cell numbers should be provided in the event of a scheduling conflict or the need to cancel the training.
2) A brief description of the training to be conducted shall be completed and included on the Request Form. Any Law Enforcement training involving the use of Lethal or Non-Lethal weaponry or Tactical Training will require that a Scenario and or Lesson Plan be submitted and approved.
3) Prior to use of any of the Campus facilities, the head of the requesting agency must complete and submit the Agency Sign-Off Form. (Attachment 3)
4) At the completion of the training, a Post Campus Use Form (Attachment 2) shall be completed and submitted. All information shall be complete and forwarded to the Campus Administrative Office.
VII. COST / REIMBURSEMENT

A. PSTC open-enrollment programs will be charged, per individual, to the sponsoring organization listed on the student’s online registration account.

B. Special-request programs will be billed, per-evolution, to the sponsoring organization. Evolutions are limited to 8 students, maximum.
# Flashover Simulator Checklist

## Course Information

| Date: | 
| Course Title: Flashover Simulator Training | 
| Course Type: | Open Enrollment Course (check one) Organization Request | 
| Anticipated # of Students: | 
| Anticipated # of Evolutions: (max. 8 students per) | 

## Pre-Use Activities

- Cut each of two skids (4’x4”) into thirds, per intended evolution
- One 1 ¼” handline placed at burn chamber end for overhaul (backup / debris pile)
- One 1 ¼” handline with 30 gpm (max) nozzle placed in observation chamber
- All door locks removed and secured
- Gather ignition flares, shovels, irons, 6’ pike-pole, other tools as required
- Load burn-chamber as described in Attachment D – Loading Instructions

## Pre-Use Inspection

- Verify all padlocks removed / doors open
- Inspect container for damage or unsafe conditions
  - all doors functional
  - vent hatch mechanisms functional
  - slip / trip / fall hazards eliminated

**Inspected by Lead Instructor below:**

Printed name and date:

Signature

## Evolution Flow

1. Students don PPE and SCBA without face piece
2. Enter Container
3. Using laminated safety briefing, conduct pre-burn brief for students and instructors.
4. Exit the container
5. **Conduct pre-entry safety briefing / inspection**
6. Begin ignition when everyone is in position
7. All personnel are accounted for as they exit the simulator and perform dry decontamination for a period of not less than 90 seconds, prior to removing SCBA or PPE

## Pre-Entry Safety Briefing

1. Turn SCBA cylinder valves to fully open
2. Students responsible for themselves AND others during evolution
3. All SCBA straps tight and secured
4. Everyone goes on-air before crossing threshold into container
5. Describe dry decontamination procedure mandated for use upon exit

## Post-Use Activities

1. Insure accountability for all participants
2. Overhaul and empty burn chamber
3. Inspect simulator for any damage from evolution
4. Verify simulator is empty, close top vent, secure and lock all doors to prevent entry into simulator
5. Return unused fuel and equipment to storage area
6. Complete any necessary incident reports for injuries and / or damaged equipment
<table>
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<tr>
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<th>Team Designation</th>
<th>Time In</th>
<th>Time Out</th>
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The Instructor Staff have inspected my Personal Protective Equipment (PPE). I understand that I must notify the Instructor Staff before the beginning of any session if I have changed, altered, replaced, or repaired any of my PPE. I understand that this equipment that has been changed must be thoroughly inspected by the Instructor Staff prior to its use. I further certify that all my PPE meets the minimum standards as prescribed by the National Fire Protection Agency’s (NFPA) requirements for interior/structural firefighting. In addition to my PPE complying with NFPA requirements, I agree to comply with the established policies:

- The policy established by the Pennsylvania State Fire Academy that prohibits facial hair, except for a well-groomed mustache.

- The policy that establishes that long sleeve shirts, long pants and socks must be worn under my PPE during all phases of the session.

My failure to obey these polices, may result in my immediate dismissal from the training session and the notification of my Fire Chief.

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<tr>
<th>Student Name (print)</th>
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<tr>
<td>Student Signature</td>
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<td>Instructor</td>
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<td>Date</td>
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# PERSONAL PROTECTIVE EQUIPMENT INSPECTION CHECKLIST

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<td>Liner: Thermal damage, delaminating, tearing/fraying</td>
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<td>Trim: Thermal damage, torn, visibility</td>
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<td>Shell: Contamination, holes, tears, frayed, weak material, burns/charring</td>
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<td>Liner: Thermal damage, delaminating, tearing/fraying</td>
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<td><strong>PROTECTIVE HOOD</strong></td>
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<td>Contamination, holes, tears, fraying, damage, weak material, burns/charring</td>
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<tr>
<td><strong>SCBA</strong></td>
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<td>In good working order, no damage, and functional PASS device</td>
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<td><strong>MISCELLANEOUS</strong></td>
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<td>Student complies with PASFA Facial Hair Policy</td>
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<tr>
<td>Student has long sleeve shirt, pants, and socks</td>
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<td>Student has accountability tag(s)</td>
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<tr>
<td>All T.O.G. is NFPA approved for structural firefighting</td>
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Comments:

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Student Signature __________________________________________ Date _______________________

Instructor Signature _________________________________________ Date _______________________


FLASHOVER SIMULATOR FUEL-LOADING INSTRUCTIONS

1. Establish that all doors are fully opened, and that positive-pressure ventilation is operational to provide fresh-air supply inside the chamber during loading/overhaul.

2. All crews must be wearing full personal-protective-equipment and SCBA for operations inside the container, other than initial (cold) loading, prior to the first evolution of the training program.

3. The Lead Instructor, monitored the by Safety Officer, is responsible for direct oversight of fuel-loading in-accordance with section III.E of this policy. See following diagram:

![Diagram 1]
4. Empty burn-can will be loaded ONLY with 4x4’ wooden pallets which have been cut into thirds, arranged inside the 55-gallon drum and packed with 1/3-bale of separated Excelsior material. USED/BURNT MATERIAL WILL NOT BE REUSED FOR SUBSEQUENT EVOLUTIONS, but rather extinguished and disposed of in the debris pile.

Diagram 2

No more than the equivalent of 2 (two) wooden pallets, 4’ x 4’, cut into thirds or halves to fit in the barrel.

No more than 1/3-bale of Excelsior, packed between wooden material to facilitate ignition of fuel-load.
Flashover Simulator Training Pad Layout

The following information will establish proper layout of the Flashover Simulator, apparatus, hose lines, and related equipment so that all training activities may be completed in accordance with policy requirements.

Diagram 1

- **Primary hose line, 1 ¾” with 30 gpm (max) nozzle** to accompany crews inside for fire control.
- **Positive Pressure Fan / Smoke Ejector** to ventilate Flashover Simulator and provide dry-decontamination (not visible, by main entrance/exit).
- **Back-up 1 ¾” hose line** from separate water source, available to outside instructors as required.
- **Debris field** – safe area for discard of burned waste, collected during overhaul. Burn Chamber safety line used to protect this area, as needed.
- **Staging / Rehab pavilion** is the “safe area” for participants. Full PPE required if outside the “safe area”.
- **No loitering near Flashover Simulator** (essential personnel only.).
SECTION 4

Class A Burn Building Standard Operation Guidelines

Table of Contents:

Chapter 1  Scope
Chapter 2  Purpose
Chapter 3  Definitions
Chapter 4  Burn Building Fuel
Chapter 5  Staff
Chapter 6  Safety
Chapter 7  Safety Officer
Chapter 1

Scope:

1.1: The purpose of these Standard Operating Procedures (SOGs) is to minimize the risk to all participants, promote good housekeeping, and ensure the maximum life of Burn Buildings.

Chapter 2

Purpose:

2.1: The SOGs apply to all Fire Training Staff, EMA staff, Fire Departments, Police Departments, users, instructors, visitors, and any others who may have any association or contact with our Burn Buildings.

Chapter 3

Definitions:

3.1: Participant – Any person on the grounds of the facility whether they will be actively participating or not.

3.2: Clean-up - The removal and proper disposal of all items brought to or used in the training evolution, including debris left from the use of Simunitions/Air Soft or other non-lethal weaponry.

3.3: Instructor(s) – Individual(s) deemed responsible by their home agency and Authority Having Jurisdiction for use of the facility.

3.4: Ignition Officer - Person responsible for ignition of fires within the burn rooms.

3.5: Safety Officer - An individual appointed by the requesting agency to ensure training ground safety (Safety Officer must have completed Incident Safety Officer Course).

3.6: Control Officer – An individual assigned and responsible for monitoring the use of the facility.

3.7: Student - Any person who is present at the training facility for the purpose of receiving training.

3.8: Training Grounds. All areas located within the fenced confines of the “Tactical Village”.

3.9: AHJ – Authority Having Jurisdiction

3.10: Staff – Instructor(s), Safety Officers, Control Officers, Ignition Officers

3.11: SFI – State Fire Instructor (Suppression)
Chapter 4

Class A Burn Building Fuel:

4.1: Class A fuels are the only fuels permitted to be used in the burn rooms within the Burn Building.

4.1.1: Examples include wooden pallets, excelsior, paper, cardboard, straw, hay, and other ordinary combustibles.

4.1.2: Pressure treated wood, rubber, and plastic materials and straw or hay treated with pesticides or harmful chemicals] are prohibited in the burn building or Drill Tower burn rooms.

4.1.3: Fuels that may be contaminated by toxic or unknown materials shall not be used.

4.2: Class B fuels, flammable, or combustible liquids, shall be prohibited in the burn building.

4.3: The quantity of fuel used shall be limited to the amount necessary to meet the objective. The assigned instructor(s) dictate the fuel load.

4.3.1: No more than 3 pallets and excelsior which is Class A fuel may be used in either first floor and second floor burn rooms and no more than 5 pallets and excelsior, which is Class A fuel may, be used in the garage burn room for initial fire conditions. The purpose is to keep the rooms below 1000 degrees Fahrenheit for the purpose of live fire operations

4.4: The training exercise shall cease if the Assigned Instructor(s), Safety Officer or Control Officer determines that the combustible nature of the environment represents a potential hazard. The exercise shall continue only when the appropriate actions have been taken to eliminate the hazard. Should the temps spike above 1000 degrees it will be made known to the Instructor and stoker operating in that area to take corrective actions to alleviate the situation.

4.5: Live fire within the Burn Buildings shall be confined to the designated burn rooms. These rooms shall have the doors controlled to prevent any exposure damage to the rest of the structure.

4.6: Instructors(s), Safety Officer, Control Officer and Ignition Officer must have completed Incident Safety Officer Training and be an active instructor with the Chester County Department of Emergency Services.

4.7: With permission of the Fire Coordinator, the Origin and Cause Investigation Team may ignite fires of varying types for training purposes as long as the fire is controlled, and the maximum temperature controls are maintained within the burn rooms.
Chapter 5

Staff:

5.1: No agency will be permitted to use the facilities without an identified Assigned Instructor on site.

5.2: Safety shall be the primary responsibility of assigned staff at all times.

5.3: The assigned staff shall identify a recognized departmental accountability system.

5.4: Everyone entering the training grounds during live fire training shall be in full personal protective clothing.

5.5: The assigned staff shall have the authority and responsibility of keeping the training ground risk-free. The Assigned Instructor(s) shall verify that a Safety Officer or Officers have been selected prior to briefing the students.

5.5.1: Agencies must schedule the use of the facilities at least two weeks (14 days) in advance for guaranteed results. Chester County Training Classes have priority over any individual department training.

5.5.2: Use of the facilities is scheduled and managed through the Campus Administrative Office. Users will obtain keys from Campus Administrative Office or designee.

5.6: Problems with the facility or users of the facility will result in termination of all activities. Unless the situation can be corrected immediately, activities are not to resume for that period of time. Problems identified by the Assigned Instructor(s) are to be reported in writing to the Campus Administrative Office within twenty-four (24) hours of occurrence.

5.7: Upon completion of training, the Assigned Instructor(s) will ensure that all facilities are secured, and all equipment cleaned and stowed away. All trash, garbage and spent material will be picked up and properly disposed of.

5.8: The Campus Administration requires that each user be briefed concerning this SOG before using the Tactical Village.

Chapter 6

Live Fire Training Safety:

6.1: The facility shall be visually inspected for damage by the Safety Officer and Assigned Instructor(s) prior to any use. Damage will be reported in writing by the Assigned Instructor(s) to the Control Officer or Campus Administration.

6.1.1: Facility features, and safety devices shall be inspected for damage by the Safety Officer and Assigned Instructor(s) prior to any live burns to ensure they operate correctly.

6.1.2: Where the burn building damage is severe enough to affect the safety of the participants, training shall not be permitted.
6.1.3: A search of the building shall be conducted to ensure that no unauthorized persons, animals, or objects are in the building prior to ignition.

6.2: The facility shall be kept in a safe condition between evolutions and in a safe and clean condition before the user leaves the property. Debris hindering the access or egress of firefighters shall be removed before continuing.

6.3: A Control Officer will be assigned to monitor burn room temperature and have responsibility and authority to terminate evolution if internal temperature reaches 1,000 degrees Fahrenheit.

6.3.1: Primary and secondary hose lines shall be a minimum of 1 3/4-inch diameter. No booster or high-pressure lines are permitted. A minimum of one secondary hose line shall be provided to ensure adequate protection for the students in the burn building. The water supply for secondary hose lines must have an independent water source. Tank water and hydrant water are considered separate sources.

6.4: Prior to live burns, a pre-burn briefing session shall be conducted for all participants by the Instructor[s]. All facets of each evolution to be conducted shall be discussed in the pre-burn briefing, and assignments shall be made for all crews participating in the training session. (The location of simulated victims shall not be required to be disclosed, provided that the possibility of victims is discussed during the pre-burn briefing. No Live victims shall be used for training).

6.4.1: Prior to live burns, students shall understand the building layout and features to maximize safety.

6.5: Prior to conducting live burns in the burn building, all students (participants) shall be required to have an orientation walk-through of the burn building.

6.6: Spectators will be restricted to an area outside of the operations area.

6.6.1: The operations area is defined as areas with a hot or warm zone contingent of the type of training taking place.

6.6.2: Spectators observing operations will be required to remain in a designated area.

6.7: The Safety Officer, Assigned Instructor(s) or control officer shall have the authority to intervene and control any aspect of the operation when, in his or her judgment, a potential or real danger, accident or unsafe condition exists.

6.7.1: The Safety Officer and Assigned Instructor(s) shall provide for the safety of all persons on the training grounds.

6.7.2: The Safety Officer shall not be assigned other duties.

6.7.3: The Assigned Instructor(s) will not substitute for the Safety Officer. The requesting Agency must supply a minimum of one (1) Safety Officer.

6.8: The Instructor(s) shall ensure a student ratio of 1 to 5 for both interior and exterior operations. The instructor(s) shall ensure an all-inclusive critique of each evolution is completed.
6.9: Additional Safety Officers, as deemed necessary by the Safety Officer or the Assigned Instructor(s), shall be strategically placed within the drill tower or burn building to react to any unplanned events or emergencies that may arise from the training.

6.10: Facility radio communications shall be restricted to non-dispatch channels. A method of fire ground communications shall be established to enable coordination among the Incident Commander, the interior and exterior sectors, Instructor(s), Ignition Officer, Control Officer, and the Safety Officer(s).

6.11: The drill tower and burn building evacuation plan shall be verbally communicated and demonstrated to all involved participants

   6.11.1: The evacuation plan is a continuous sounding of an air horn. This sounding represents an emergency or perceived emergency and requires that all people exit the drill tower and burn building.

6.12: The Agency requesting use of the facility must plan for a minimum EMT or BLS Ambulance on site with adequate equipment. The individual shall have no other assignments which would hamper his/her availability to assist in a medical emergency.

   6.12.1: The Assigned Instructor(s) are responsible for proper radio communication to readily call the Fire Dispatcher to request an ambulance or other help, if needed.

   6.12.2: All injuries and illnesses must be reported by the student/participant to the assigned instructor(s) before leaving the Training Center property. The assigned instructor(s) must complete all necessary injury forms and notify the Campus Administration on the day of occurrence. The Chief of the Department from which the student/participant is associated shall also be notified within 24 hours. If the student is a participant in a state sponsored class, CCFTA must also be notified by the lead SFI.

6.13: No person(s) will be allowed to play the role of a victim during live fire training.

6.14: No one shall enter the burn building without fully operational personal protective equipment including SCBA until the fire is completely extinguished and air is clear.

6.15: When air quality has been determined to be safe, the building shall be completely cleaned of debris and handled in accordance with training center policies.

6.16: Each burn building entrant shall be equipped with personal protective equipment (PPE) that includes SCBA. All students shall be inspected by the Safety Officer prior to entry into the burn building to ensure that the PPE is properly worn and operational.

6.17: A Rescue Team of at least two firefighters shall be stationed outside the facility during any live burn exercise.

6.18: The Ignition Control Officer shall wear full protective clothing including SCBA when performing this function. A charged hose line shall accompany the ignition officer when igniting any fire.
6.18.1: The decision to ignite the training fire shall be made by the Command Officer from the Fire Department or the lead Fire Academy Instructor.

6.18.2: The fire shall be ignited by the Ignition Officer under the direction of the Safety Officer.

6.19: Instructors and Safety Officer shall consider the circumstances of each training session and make provisions for the rest and rehabilitation of participants.

6.20: An Accountability Officer shall be assigned for each evolution. The accountability process shall use tags or other approved methods to ensure all personnel are accounted for.

6.21.1: **NFPA Standard 1403 shall be utilized in addition to this SOG for any live fire training exercise.**

6.22: All students shall have completed training in Firefighter Safety, Fire Behavior, Portable Extinguishers, Personal Protective Equipment, Ladders, Fire Hose, Appliances and Streams, Overhaul, Water Supply and Ventilation before participating in live fire training evolutions.

**Chapter 7**

**Safety Officer:**

7.1: A minimum of two (2) Safety Officers is required.

7.2: The Safety Officer shall have the authority, regardless of rank, to intervene and control any aspect of the operations when, in his/her judgment, a potential or actual danger, accident, or unsafe condition exists.

7.3: The responsibilities of the Safety Officer shall include, but are not limited to, the prevention of unsafe acts, the elimination of unsafe conditions, monitoring room temperatures and supervision of additional Safety Officers as needed.

7.3.1: The Safety Officer shall provide for the safety of all persons on the training site including students, instructors, visitors, and spectators.

7.4: Safety Officer[s], Control Officers, EMS and Accountability Officers shall be visibly identified by means of vests furnished by the Campus Administration.
SECTION 5  
Guidelines for completing the Campus Use Request, Post Campus Use and Agency Sign-Off Forms

The Campus Administrative Office is contacted at (610) 344-4100 prior to any request form being submitted. This is done to confirm the availability of the desired space for the requested date so as to reduce the flow of paperwork. Upon confirmation of an available date, official notification will follow using Attachment I.

1) The contact person(s) home, work and cell numbers should be provided in the event of a scheduling conflict or the need to cancel the training.

2) A brief description of the training to be conducted shall be completed and included on the Request Form. Any Law Enforcement training involving the use of Lethal or Non-Lethal weaponry or Tactical Training will require that a Scenario and or Lesson Plan be submitted and approved.

3) Prior to use of any of the Campus facilities, the head of the requesting agency must complete and submit the Agency Sign-Off Form. (Attachment 3)

4) At the completion of the training, a Post Campus Use Form (Attachment 2) shall be completed and submitted. All information shall be complete and forwarded to the Campus Administrative Office.
Fire Evolution Checklist – Attachment II

Training Location: ____________________________

Training Date: _____________________________

Pre-burn Planning:

☐ Pre-burn plans made, showing the following:

☐ Site plan drawing, including all exposures

☐ Building plan, including overall dimensions

☐ Floor plan detailing all rooms, hallways, and exterior openings

☐ Location of command post

☐ Position of all apparatus

☐ Position of all hoses, including backup lines

☐ Location of emergency escape routes

☐ Location of emergency evacuation assembly areas

☐ Location of ingress and egress routes for emergency vehicles

☐ Available water supply determined

☐ Required fire flow determined for the burn building and exposure buildings

☐ Required reserve flow determined (50 percent of fire flow)

☐ Separate water sources established for attack and backup hose lines

☐ Periodic weather reports obtained

☐ Parking areas designed and marked:

☐ Apparatus staging

☐ Communications frequencies established, equipment obtained
Building Preparation:

- Building inspected to determine structural integrity
- Windows checked and operated, openings closed
- Doors checked and operated, opened or closed, as needed
- Building components checked and operated:
  - Roof scuttles
  - Automatic ventilators
  - Mechanical equipment
  - Lighting equipment
  - Manual or automatic sprinklers
  - Standpipes
  - Stairways made safe with railings in place
- Fire “sets” prepared:
  - Class A materials only
  - No flammable or combustible liquids
  - No contaminated materials

Pre-burn Procedures:

- All participants briefed:
  - Building layout
  - Crew and instructor assignments
  - Safety rules
  - Building evacuation procedure
  - Evacuation signal (demonstrate)
- All hose lines checked
- Sufficient size for the area of fire involvement
☐ Charged and test flowed
☐ Supervised by qualified instructors
☐ Adequate number of personnel
☐ Necessary tools and equipment positioned
☐ Participants checked:
  ☐ Approved full protective clothing
  ☐ Self-contained breathing apparatus
  ☐ Adequate SCBA air volume
  ☐ All equipment properly donned

**Post-burn Procedures:**

☐ All personnel accounted for
☐ Remaining fire overhauled, as needed
☐ Building inspected for stability and hazards where more training is to follow
☐ Training critique conducted
☐ Records and reports prepared, as required:
  ☐ Account of activities conducted
  ☐ List of instructors and assignments
  ☐ List of other participants
  ☐ Documentation of unusual conditions or events
  ☐ Documentation of injuries incurred and treatment rendered
  ☐ Documentation of changes or deterioration of training center burn building
☐ Acquired building release
☐ Student training records
☐ Certificates of completion
☐ Building and property released to owner
☐ Release document signed
Pre-burn Comments:  

Post-burn Comments:  

Prepared By:  

Title:  

Date:  

Verification, Notification, and Acknowledgement  

Instructor-In-Charge:  

Date:  

Safety Officer:  

Date:  

Authority Having Jurisdiction:  

Title:  

Date:  
Law Enforcement Staff Checklist – Attachment III

Date

Inspected By (Sign and Print Last Name)

TACTICAL VILLAGE PRE-CHECK:

- Safety Walk Through
- Necessary Props Unlocked and Working
- Necessary Equipment Ready and Checked
- Explained to Training OIC
  - Student Parking Area
  - Live Weapon Storage & Rules
  - Gate Closure
  - Safety Check Procedure
  - Safety Officer Responsibilities
  - Emergency Plan Overview
  - Cleanup and Checkout

PRE-USE PLANNING:

- Student Sign-In Sheet Submitted
- Emergency Contingency Plan Submitted

NOTES:
TACTICAL VILLAGE POST-CHECK:

- Safety Walk Through
- Utilized Props Cleaned and Closed
- Utilized Equipment Checked and Accounted For
- Gate Closed

- Any Incidents to Report: 

  Yes/No
  Explain: 
  
- Any Injuries to Report: 

  Yes/No
  Explain: 
  

______________________________   __________
Signature of OIC     Date

______________________________   __________
Signature of County Employee    Date
# Tactical Village Student Roster

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Emergency Contingency Plan

DETAILS OF TRAINING:

Date: _______________    Time: _______________
Officer-In-Charge: ____________________  _______________________
                         Print      Signature
Safety Officer(s): ____________________  ____________________
                             ____________________  ____________________

IN CASE OF EMERGENCY:

Hospital to be Used in the Event of Emergency: ____________________________

Designated Transport Vehicle (if an Ambulance is not a ready option): _______________

Staging Area for First Aid Bag/Kit and AED: ________________________________

EMERGENCY CONTACT INFORMATION:

Ambulance/Fire/Police – Call 911 –

Modena Fire and Ambulance and South Coatesville Borough Police

Chester County DES: (610) 344-5000

Asst. Director for PSTC: John Gillespie: (484) 402-3201 (Cell)

Law Enforcement Training Coordinator: Gerry Lindenlauf (610) 636-1226

Fire Services Training Coordinator: Matt Fink (484) 883-2779