

# Town Of Watertown Fire Department Standard Operating Guidelines

**Section: Annex A**  
**Subject: Live Fire Training Nfpa 1403 Checklist**  
**Revised: 7/2013**

## **A. Live Fire Evolution Checklist:**

### **A.1 Permits, Documentations, Notifications, Insurance.**

1. Written documentation received from owner must include. Permission to burn the structure, proof of clear title, certificate of insurance cancellation, acknowledgment of post burn property conditions.
2. Local burn permit received.
3. Permission obtained to utilize fire hydrants.
4. Notification may to dispatch of the date, time and location of the controlled burn.
5. Notification made to all police agencies. Receive authorization to block roads. Received assistance and traffic control.
6. Notification made to orders and users of the adjacent property of the date, time, and location of the controlled burn.
7. Liability insurance obtained covering damage to other properties.
8. Written evidence of pre-requisite training obtained from participating student from outside agencies.

### **A.2 Pre-burn planning:**

1. Pre-burn plans made, showing the following.
  - \* Site plan drawing, including all exposures.
  - \* Building plan, including overall dimensions.
  - \* Floor plan detailing all rooms, always, and exterior openings.
  - \* Location of command post.
  - \* Position of all apparatus.
  - \* Position of all voters, including backup lines.
  - \* Location of the emergency escape routes.
  - \* Location of in gress and egress routes for emergency vehicles.
2. Available water supply determined.
3. Required fire flow determined for the burn building and exposure buildings.
4. Required reserve flow determined by 50% of the fire flow.
5. Apparatus pumps obtained that meet or exceed the required fireball for the building and exposures. Separate water sources established for attack, and backup hose lines.
6. Periodic weather reports obtained.
7. Parking areas designated and Marked.
8. Apparatus staging. Ambulances, police vehicles, press vehicles, private vehicles.
9. Operations area established and perimeter marked.
10. Communication frequencies established, equipment obtained.

### **A.3 Building Preparation:**

1. Building inspected to determine structural integrity.

2. All utilities disconnected(acquired buildings only).
3. Highly combustible interior walls and ceiling coverings removed.
4. Materials of exceptional way to remove from above the training area(or area sealed from activity).
5. All holes in walls and ceilings patched.
6. Ventilation openings of adequate size precut for each separate roof area.
7. Windows checked and operated, opened and closed, as needed.
8. Building components checked and operated:
  - \* Roof scuttles.
  - \* Automatic ventilators.
  - \* Lighting equipment.
  - \* Manual or automatic sprinklers.
  - \* Standpipes.
10. Stairways made safe with railings place.
11. Chimney checked for stability.
12. Fuel tanks and closed vessels removed, or adequately vented.
13. Unnecessary inside and outside debris removed.
14. Porches and outside steps made safe.
15. Cisterns, Wells, cesspools, and other ground openings fenced or filled in.
16. Hazardous from toxic weeds, hives, and vermin eliminated.
17. Hazardous trees, brush, and surrounding vegetation removed.
18. Exposures such as buildings, trees, and utilities removed or protected.
19. All extraordinary exterior and interior hazards remedied.
20. Fire "sets" prepared:
  - \* Class A material only.
  - \* No flammable or combustible liquids.
  - \* No contaminated material.

#### **A.4 Pre-burn Procedures:**

1. All participants briefed:
  - \* building layout.
  - \* Crew and instructor assignments.
  - \* Safety rules.
  - \* Building evacuation procedures.
  - \* Evacuation signal(demonstrate a single).
2. All hose lines checked:
  - \* Sufficient size for all area of fire involvement
  - \* charged and test flowed. Supervised by a qualified instructor.
  - \* Adequate number of personnel
3. Necessary tools and equipment positioned.
4. Participants checked:
  - \* approved full protective clothing.
  - \* Self contained breathing apparatus(SCBA).
  - \* Adequate SCBA air volume.
  - \* All equipment properly donned.

#### **A.5 Post-burn Procedures:**

1. All personnel uncoated for.
2. Remaining fires overhauled, as needed.
3. Building inspected for stability and hazards where more training is to follow(see section A.3 building preparation).
4. Training critique conducted.
5. Records and reports prepared as acquired:

- \* account of activities conducted.
  - \* List of instructors and assignments.
  - \* List of other participants
  - \* documentation of on usual conditions or events.
  - \* Documentation of injuries incurred in treatment rendered.
  - \* Documentation of changes or deterioration of training center burn building.
  - \* Acquired building release.
  - \* Student training records.
  - \* Certificates of completion.
6. Building and property release to owner, release document signed.

**B. Responsibilities Of Personnel:**

**B.1 Instructor in Charge:**

1. Plan and coordinate all training activities.
2. Monitor activities to ensure safe practices.
3. Inspect the buildings integrity prior to each fire.
4. Assign instructors. Attack hose lines. Backup hose lines. Functional assignments. Teaching assignments.
5. Brief instructors are responsibilities. Account for assigned students. Assessing student performance. Clothing and equipment inspection. Monitoring safety. Achieving technical and training objectives.
6. Assigned coordinating personnel as needed emergency medical services, medications, water supply, apparatus staging, equipment staging, breathing apparatus, personnel welfare, public relations.
7. Ensure adherence to this guideline by all persons within a training area.

**B.2 Safety Officer:**

1. Prevent unsafe acts.
2. Eliminate unsafe conditions.
3. Intervene and terminate unsafe acts.
4. Supervised additional safety personnel as needed.
5. Coordinate lighting of fires with the instructor in charge.
6. Ensure compliance of participants personal equipment with applicable standards.
7. Ensure that all participants are accounted for, both before and after evolutions.

**B.3 Instructor:**

1. Monitor and supervise assigned students(no more than five students per instructor).
2. Inspect students protective clothing and equipment.
3. Account for assigned students, both before and after evolutions.

**B.4 Student:**

1. Acquire pre-requisite training.
2. Become familiar with the building.
3. Where approved full protective clothing.
4. Where approved SCBA.
5. Obey all instructions and safety rules.