Facility Use Guidelines
For Company Level Training

Shumaker Public Safety Center
One HACC Drive
Harrisburg, PA 17110-2999
(717) 780-2607 or 1-800-222-4222 ext. 2607
Fax (717) 780-3295
www.hacc.edu
Harrisburg Area Community College
Shumaker Public Safety Center

The Shumaker Public Safety Center complex, which comprises 11 acres, is home to an administration building, structural burn building, smoke chamber, mid-rise drill tower, and driving pad, as well as a rubble pile, confined space simulator, hazardous materials pad, trench rescue simulator, Various Natural Gas Props, Vehicle Rescue Pad, and structural collapse training prop. Since its construction the Public Safety Center has played a significant part in training and educating emergency services providers in a myriad of disciplines. Today, we continue to offer some of the best training in the state and strive to make that training available to as many emergency services providers as possible.

We recognize that this training is delivered in a variety of ways throughout the Commonwealth, including both on-site/resident programs, conducted here at the PSC, and local-level training, conducted off-site through the PA State Fire Academy delivery system. However, one of the most common methods for delivering training remains at the individual company level. To this end, the staff of the Fire Training Unit understands the value of having a training facility available at which to facilitate this type of training.

The goal of this document is to provide guidelines for company level scheduling and use of the facility during times when resident/on-site programs are not being conducted and the facility is available. It is the intent to make the facility and grounds available on a first come, first served basis to emergency services organizations in South-Central Pennsylvania in order to facilitate company level drills and exercises.

This document is designed to serve as an outline or reference as to the facility itself and the types of training that may be conducted, as well as how to conduct that training in a safe manner. It, however, is not all inclusive, nor are the types of training evolutions outlined in this document designed to take the place of structured local-level or resident programs conducted through HACC, the Pennsylvania State Fire Academy or other Educational Training Agencies. We ask that companies wishing to utilize the facilities adhere to the policies and procedures outlined in this document.

If at any time you would have questions or concerns regarding any information outlined in this document, please feel free to contact the Fire Training Unit at (717) 780-2607.

The staff of the Fire Training Unit looks forward to working with your company in the future in order to meet all your emergency service training and educational needs.
Division of

Fire/Rescue, Emergency Medical Services & Healthcare

Fire/Rescue Training Unit Leadership Team

D. Randy Padfield
Senior Education Specialist, Fire/Rescue Programs

Perry L. Pierich
Coordinator, Fire/Rescue Programs
Test Site Certification Coordinator

Richard Orange
Coordinator, Fire Science Degree Program

Jeff Snyder
Coordinator, Fire/Rescue and Industrial Programs

Ronald Givler
Coordinator, Fire/Rescue Training Programs

Emanda Reiner
Administrative Office Specialist

Andrew Dean
Administrative Office Specialist

Public Safety Center – Fire/Rescue Programs
1-800-222-4222 ext. 2607
(717) 780-2607
Fax (717) 780-3295
www.hacc.edu
## Table of Contents

**General Information**

- Structural Burn Building .................................................. Page 5
- Requirements for Company Level Live Burn & Smoke Training .......... Page 9
- Smoke Chamber ................................................................. Page 11
- Drill Tower ........................................................................ Page 13
- Pump House/Fire Pump ......................................................... Page 14
- Holding Pond ....................................................................... Page 15
- Fire Extinguisher and Natural Gas Training Props ..................... Page 16
- Haz-Mat Training & Vehicle Rescue Pad ................................ Page 17
- Building Collapse, Confined Space and Trench Rescue Simulator and Rubble Pile Page 18
- Driving Pad ......................................................................... Page 19
- Scheduling Procedures ......................................................... Page 20
- Emergency Procedures ........................................................ Page 21
- Suspension/Revocation of Training Privileges ........................ Page 22
- Extreme Weather Policy & Procedures ................................ Page 23
- Applications/Forms ................................................................ Page 25
**Structural Burn Building**

**General Information**

This structure is actually two separate training buildings sharing a common wall. The residential training area is designed to represent a 2-1/2 story dwelling. The first floor of this building includes areas simulating a living room, kitchen, and closets. A concrete stairway leads to the second floor and attic. The second floor has room areas simulating bedrooms, a hallway, and bathroom. A standpipe hose connection is located on the first and second floors. A fire department connection is located outside the front door.

The roof of the building is constructed of concrete slab and has an opening on each side for ventilation. A safety railing is along the outside edge of the roof for protection during training exercises.

The second training area is designed to simulate a commercial/mercantile setting. The commercial area has a high ceiling and several doors and stairwells that are used to simulate a basement (bilko doors are attached) entry. Double doors on the North end of the building permit simulation of a garage. The upper level of this building has a roof designed to simulate a mercantile setting and has a concrete porch area attached. The roof of the mercantile area has an opening for vertical ventilation practices.

All training fires are conducted with the use of Class "A" fuels and are ignited by flares. Burn barrels containing Class "A" fuels (i.e. straw) are used to generate additional smoke for training scenarios. *The use of Class "B" fuels (fuel oil, gasoline, etc.) is strictly prohibited in fire suppression/rescue training evolutions.*

**Usage Standards**

**General**

- Live fire training evolutions are restricted to authorized and approved training programs being conducted under the supervision of qualified HACC facilitator and company level personnel meeting the requirements set forth in this document.
- All company level live fire(smoke) training will be scheduled on a first come/first served basis, and be limited to four (4) hour evening sessions conducted during the hours of 6:30 PM and 10:30 PM. A select few four (4) hour weekend sessions (8 AM – 12 PM or 1 PM to 5 PM) will be permitted based on facility availability.
• All training scenarios will be conducted in compliance with NFPA standards 1403 and 1500, and any other applicable NFPA and/or OSHA standards based on the training being conducted.
• Individual fire companies will be responsible for the condition of all the protective clothing worn by all personnel participating in training scenarios.
• All protective clothing and equipment worn will be in good condition and compliant with current NFPA standards for structural firefighting protective clothing. Protective clothing/equipment will consist of the following:
  ▪ Helmet – with suspension system complying to NFPA 1972
    • Use of helmet chin straps is mandatory while on the training grounds
    • It is highly recommended that face shields/goggles be removed from helmets to minimize smoke and heat damage
  ▪ Bunker Coat and Pants – compliant with NFPA 1971
  ▪ Boots – compliant with NFPA 1974
  ▪ Gloves – compliant with NFPA 1973
  ▪ Eye Protection
  ▪ Protective Hoods
  ▪ Self Contained Breathing Apparatus – positive pressure
  ▪ Personal Clothing
    • Includes long pants made of wool, cotton or other fire-rated material
    • Long sleeve shirts
    • Socks
    • Knee pads – left up to individual discretion

• Agencies wishing to schedule the Structural Burn Building for live fire/smoke drills will be responsible for providing the following equipment/supplies and documentation:
  o Class A combustible material utilized in the training evolutions (i.e. pallets and straw)
  o Materials for utilizing the roof training props (plywood, replacement rafters)
  o Cascade or air system capable of refilling SCBA cylinders during the training evolution
  o Rehabilitation supplies and material (fluids, cups, coolers, etc.)
  o First response EMS equipment (med/trauma bag, oxygen, etc.)
  o Certificate of Insurance

**Specific Requirements**

• **Prior to conducting any live fire training evolutions the following must occur:**
  ▪ A thorough gear inspection of all participants’ equipment by the instructors of the program, to include all components of the students structural fire fighting ensemble and SCBA
A walk through of the building in order to brief students on the emergency exits and safe areas within the building
Explanation of emergency evacuation signals and procedures
Explanation of incident management system being utilized and accountability procedures
Designation of an EMS/Rehabilitation Sector
Designation of a Rapid Intervention Crew for each exercise being conducted

- The minimum hose line for live fire training evolutions will be 1 ½ “ or 1 ¾” capable of flowing at least 125 gallons per minute.
- Student-to-instructor ratio will be maintained at 5:1 throughout all training evolutions.
- All students and instructors involved in training evolutions where live fire/smoke is being utilized will wear full structural fire fighters protective clothing and utilize positive pressure self contained breathing apparatus during all evolutions.
- Live fires may be produced only in those rooms lined with high temperature tile. These include the basement/mercantile area, second floor bedroom, and the attic.
- Only one fire per compartment will be allowed per evolution (i.e. no multiple floor or multiple compartment fires)
- Maximum fuel loading for each live fire training evolution will consist of four (4) pallets and one (1) bale of straw
- Smoke barrels may be utilized for purposes of generating smoke. They may be located in unlined areas of the building, but must be tended at all times to ensure no flaming combustion occurs at that the fuels are contained within the container
- Class A materials for conducting evolutions will only be stored in designated areas within the building and will be configured in a manner so as to not impede emergency egress from the building
- **The use of class B fuels, or class A material other than wooden pallets and straw during live fire training evolutions is strictly prohibited**
- The PA State Fire Academy facial hair policy will apply for all personnel participating in the training evolutions where use of SCBA is mandatory
- Hazard zones will be maintained around the burn building during live fire training by the designated Safety Officer. At no time will persons not properly protected be permitted in the hazard zone during training activities
- The designated Safety Officer or qualified Instructors will check each room to assure that the rooms are clear of unnecessary personnel, and/or tools/equipment prior to igniting and/or refueling fires.
- Use of apparatus emergency warning lights is mandatory for all night time training evolutions in order to reduce the chance of passers-by perceiving a real emergency and calling 911
- Most of the exterior doors allow for forcible entry with the use of wooden dows for limit restricted entry.
- No prying will be allowed on any of the interior doors in the burn building during any of the training evolutions
• **Conducting structural search ahead of the hose line will be permitted with extreme caution.** At no time will students be permitted to search within the fire compartment/room during the training evolutions.

• Training mannequins/dummies may be utilized for structural search and rescue training. They, however, may not be placed in the fire compartment during live fire training evolutions.

• Companies requesting to utilize the ventilation props in conjunction with the live fire training evolutions are required to provide their own plywood, ½” thickness minimum, and lumber to replace roof rafters.

• Use of the roof training props during live fire training should be done with extreme caution and maximum safety. A maximum of 5 personnel will be permitted at one location during roof operations (1 Instructor, 1 Safety, 3 Students).

• A maximum pressure of 150 PSI will be utilized when supplying the Fire Department Standpipe Connection

• Junior Fire Fighters, and those persons not meeting the prerequisites to participate in interior live fire suppression exercises as defined in this document are strictly prohibited from participating in interior suppression activities. Those individuals, however, may participate in exterior fire ground support operations under the direct supervision of another qualified member of the participating organization. All fire ground activities utilizing junior members will be conducted in accordance with applicable child labor laws.

### Student Requirements and Responsibilities

• All students participating in live smoke/fire exercises need to be at least 18 years of age, unless functioning under the auspices of an approved apprenticeship program

• All students participating in live fire training evolutions shall have successfully completed or attained one of the following:
  
  o Essentials of Fire Fighting or equivalent
  o HACC Fire Operations Modules A through D (or Fire Operations III)
  o Engine Company Operations at Residential Fires or its predecessor Structural Fire Fighting I (PSFA Resident Courses)
  o Fire Fighter I or II Certification

• The PA State Fire Academy facial hair policy will apply. At no time will any student with facial hair interfering with the SCBA face piece seal be permitted to conduct interior fire fighting or structural search operations.

• Each student needs to be covered under the participating department’s insurance policy while operating on the grounds.

• Each student is required to know his/her department’s incident management system, personnel accountability system and evacuation procedures.
Requirements for Company Level Live Burn and Smoke Training

- The following instructor assignments will be assigned for each training evolution requiring the use of live fire or smoke:
  - HACC Facilitator (1)
    - Provided by the PSC for the duration of the training program
    - Credentialed PA State Fire Academy or HACC Instructor
    - Responsible for coordinating and overseeing facility use
    - Has ultimate authority over training program
  - Lead Instructor (1)
    - Training
      - 8 Years of documented active fire fighting experience
      - Essentials of Fire Fighting or equivalent
      - Certified FF I or II
      - Credentialed HACC or SFA Instructor (preferred, but not required)
      - Attended a HACC Facility Orientation program
    - Instructor of record
    - Responsible for overall coordination of training evolutions
    - Responsible for completing all paperwork associated with program
  - Assistant Instructors
    - Training
      - 5 Years of documented active fire fighting experience
      - Essentials of Fire Fighting or equivalent
      - Certified FF I or II (preferred, but not required)
      - Attended a HACC Facility Orientation program
    - Minimum of Five (5) For Live Burn Sessions
    - Utilized to build and ignite fire sets, instruct interior teams, and assist Lead Instructor in completing training evolutions
  - Safety Officer (1)
    - Training
      - Essentials of Fire Fighting or equivalent
      - Certified FF I or II (preferred, but not required)
      - Successfully completed NFA Incident Safety Officer program
      - Attended a HACC Facility Orientation program
    - Responsible for overall site safety
    - Has ultimate authority to stop, suspend or alter training exercises based on conditions.
• All company level instructors meeting the above criteria will be serving at the discretion of the department or agency hosting the training program. It is the responsibility of the host agency to provide for or ensure insurance coverage for those instructors that may not be current members of that agency.

Termination of Training

• All interior rooms and the exterior of the building (i.e. concrete pad) must be swept and non-burning debris removed (unused pallets, straw, etc.)
• All ash remaining in burn rooms must be removed from the building.
• The building must be hose out.
• **There is no need to cool the walls or tile in the burn rooms after completion of the training exercises. Please allow all heat to dissipate naturally.**
• All unused pallets and straw must be removed from the building and either transported off-site or placed back into their appropriate storage trailers/areas
• All windows and doors must be closed and latched
• All training props (smoke barrels, hose dummies, etc.) shall be placed inside the building
• Ventilation prop materials (i.e. plywood and rafters) must be replaced and left prepared for the next training use. All debris from the ventilation training props will be removed from the roof/area and placed in the dumpster located next to the pole building
• Grounds around the outside of the building should be swept and policed for nails and debris
• The doors on the storage trailer and the pallet storage gate in which the class A materials are stored need to be closed and locked
• The facility and grounds should be left as clean, or cleaner than originally found
• All required paperwork must be completed and forwarded to the site facilitator.

Smoke Chamber

The smoke chamber building is a brick and concrete two story structure. The interior first floor provides an open area for room search and an obstacle course for SCBA training. The interior second floor is divided into an upper and lower level providing an upstairs open area for room search and an advanced level obstacle course for SCBA, Safety/Survival, and Structural Collapse training. The building is designed for training personnel to work under smoke conditions, zero visibility conditions, and structural collapse conditions. All smoke used in this building is non-toxic and non-irritating (i.e. produced by theatrical type smoker generators). An exhaust system has been installed in the building to rapidly dissipate smoke if required.
Usage Standards

The following standards are considered the minimum that are required. Compliance with NFPA 1500 is required. Individual companies are responsible for the condition of all protective clothing worn by all personnel participating in the company's training session. As always, safety is a paramount and all protective gear must be in good condition.

- Protective clothing must be worn and comply with the clothing standards listed under the usage standards for the HACC, PSC Structural Burn Building.
- Charged hose lines are prohibited from entering into the building. Only uncharged hose lines permitted in the building.
- Student-to-Instructor ratio will be 5:1.
- A Safety Officer must be present at the building at all times.
- Only a mechanical smoke machine which produces a non-toxic and non-irritating smoke may be used. No fires, smoke bombs, tear gas, or any other chemical agent are allowed.
- Students and personnel using the smoke chamber for smoke exercises must have completed basic instruction in the use of respiratory protection and SCBA equipment.
- During smoke training exercises, an instructor and Safety Officer shall accompany trainees inside the building.
- Before the mechanical smoke machine is used, the building lights will be tested to insure all are in good working order.
- The PA State Fire Academy facial hair policy shall apply. At no time will any individual that has facial hair that interferes with obtaining an adequate face piece seal be permitted to participate in SCBA training.
- A ventilation fan and exhaust louvers have been installed in the smoke chamber. The power disconnect switch for the fan is located in the front entrance, first floor. When users utilize the building, please turn the fan off to conduct smoke exercises. The exhaust fan can be utilized for emergency ventilation if required. At the completion of the exercise, turn the system on for ventilation of the building.
- Prior to leaving ensure that the building lights are turned off and the doors are secured. In addition, the power to the exhaust fan should be left on as the ventilation system is on a timer to vent the building periodically and reduce moisture/bacteria from forming within. Do not adjust the ventilation fan timer.
- A non-toxic smoke generator will be made available for companies wishing to utilize the smoke chamber if they do not have the ability to provide one on their own, providing that they request such at the time they schedule the facility. The company will be responsible to provide non-toxic fluid compatible with the smoke machine for use during the training.
- The doors to the building have forcible entry capability and require a special metal dow to be used.
Drill Tower

- The drill tower is designed to represent a modern high-rise apartment and office building with movable interior walls. (The interior walls are removable to change the configuration of the floors.) You must have permission prior to changing any configurations of the floors.
- The tower is five stories (enclosed) with all floors capable of theatrical smoke evolutions (for search and rescue) and red LED lights for simulated fire conditions.
- The smoke machines and LED light’s main switch are operated from the control room located on the north side of the building.
- The Smoke Machines are not water proof and must be protected from any hose streams.
- Once the main switch to the LED lights is turn on, the LED lights can be operated from their respected floor.
- Most of the doors have forcible entry capability with the use of a special metal dow.
- Windows are provided on each floor with a fire escape running from the ground to the roof level and an interior stairway from the ground to the fifth floor.
- In the center of each floor is an opening covered with nonskid aluminum grating.
- These openings are four-by-four feet on some floors and eight-by-four feet on the other floors.
- These openings in the steel framework allow extensive use of ropes for repelling exercises.
- The ground floor is also set up for use with sprinklers, a wet pipe sprinkler mock-up, and each floor is equipped with a 2-1/2" hose connection off a standpipe system fed by the fire department connection.
- Then entire drill tower is seated on a 150-foot square concrete pad which is large enough to allow the apparatus to be parked in the proper position for evolutions.

Usage Standards

The following standards are considered the minimum that are required. Compliance with NFPA 1500 is required. Individual companies are responsible for the condition of all protective clothing worn by all personnel participating in the company’s training session. As always, safety is a paramount and all protective gear must be in good condition.

- Protective clothing will consist of head, hand, foot, and eye protection as a minimum. Helmets are required at all times within the drill tower operation area.
as determined by the Safety Officer. Helmet chin straps must be worn as to secure the helmet to the wearer's head.

- Student-to-instructor ratios for ground ladder evolutions will be 10:1. An instructor is required for each side of the building in use.
- Aerial evolutions require a student-to-instructor ratio of 6:1 with at least one instructor for each side of the building in use.
- All other exercises require a student to instructor ratio of 5:1. An instructor is required for each side of the building in use. This ratio is to include hose advancement exercises.
- A Safety Officer is required for each side of the building in use.
- Sprinkler heads are not to be removed from the drill tower. A maximum pressure of 150 P.S.I. is to be used on the sprinkler/standpipe system.

Sprinkler/Standpipe plumbing is to be drained after each use!

- Training on or from the roof of the Drill Tower is strictly limited to those activities authorized and approved by the PSC Executive Director and/or the Director of Fire Training. Without the aforementioned approval, access to the roof is prohibited.
- **Rappelling** exercises require these **minimum standards**:

  - *Rope and equipment must be inspected by the Lead Instructor and Safety Officer.*
  - *The Lead and Assistant Instructors, as well as Safety Officers, must be approved by the HACC, PSC Director and/or Coordinator of Fire Training.*
  - *All rappelling lines must be protected from coming in contact with building surfaces.*
  - *A belay person must be present during each session for each line in use*
  - *Knots and all connections will be inspected by the Instructor(s), Safety Officer, and students prior to each evolution.*
  - *Rope, rope accessories, and rope hardware will meet all current standards.*
  - *Personnel involved with rappelling activities must wear long pants and footwear with ankle support (i.e. hiking boots). No shorts are permitted!*

- The ladders located in the base of the Drill Tower are for HACC, PSC Instructional Training program use only.
- Prior to leaving ensure that the building lights are turned off, the doors are secured, and the sprinkler/standpipe is drained.
- Live smoke drills will only be permitted in the stairwell of the Drill Tower under the direct supervision of HACC, PSC Instructional staff. All company level training programs will be limited to utilizing machine generated non-toxic smoke for drills in the stairwell.
Pump House and Fire Pump

The pump house contains a 1500 GPM electric fire pump which provides water supply to all the hydrants on the facility (The pump is on a timer and will turn off after a specified time). Our facility is a closed loop system, where the water supply does not leave the site. The fire pump is used as a training tool and is not used for fire protection of any occupied or fixed facility.

Fire Pump House Usage Standards

- Only authorized personnel are allowed to operate the fire pump.
- All persons operating the fire pump must familiarize themselves with and adhere to the posted pump operation policy/procedure located within the pump house on the Fire Pump’s electrical control panel.
- HACC, PSC supplies/materials located within the pump house are not to be used and/or removed (i.e. portable fire extinguishers, fuel, flares, duct tape, foam, etc.)
- Pump Start procedures:
  - Look for tags indicating that the pump and/or other equipment is being serviced. (i.e. lock-out, tag-out).
  - Visible inspection of pump to ensure that all connections are secure.
  - On electrical panel identify "ON" switch.
  - Check main pump suction & discharge valves are open. (These are normally stored in the open position)
  - Press the "ON" button to activate the fire pump.

- Pump Shutdown procedures:
  - Press "STOP" button on electrical panel.
  - Ensure that the building lights are turned off and the door and windows are secure at the end of the training.

- The booster hose reel may be used to wash equipment off outside of the pump house entrance. The hose must be wound neatly upon completing tasks.
- Under NO circumstances should water from hoselines, pumps, or hydrants be consumed! This is NOT from a Public water System!

Holding Pond

The HACC, PSC Holding Pond contains 1,000,000 gallons of water and has a depth of 16 feet. It is the source of all water used in training exercises. This is a closed hydraulic system that allows for recapture of water used in pump-operator and fire stream training. Recaptured water is filtered clean and returned to the holding pond. A concrete pad is adjacent to the pond and is used for drafting operations via a manhole.
and a fire stream recovery hood is provided to allow for the use of portable master streams at the pond area.

**Usage Standards**

- The PSC holding pond is used exclusively for fire pump operations and water recovery exercises.
- Underwater recovery exercises require that all training personnel have appropriate PADI or comparable certification. In order to conduct water recovery exercises, prior approval must be received from the PSC Executive Director and/or the Director of Fire/Rescue, EMS and Healthcare Training.
- Prior approval must be received from the PSC Executive Director and/or Director of Fire Training before any item(s) may be placed into the pond for water recovery exercises.
- Users of the drafting pad area are required to wear protective clothing (i.e. head, hand, foot, eye, and hearing protection at a minimum).
- All fire streams must be directed into the fixed water return system (i.e. recovery hood) and/or flowed directly into the pond. Avoid striking rocks with fire streams causing them to enter the pond.
- When the manhole cover is off, cones and/or some other type of barricade must be in place to warn personnel of the open hole hazard.
- Portable master stream appliances must be secured to the bull rings provided in front of the fire stream recovery hood and/or by another secure means as to ensure that the device does not displace while fire streams are flowing.
- **WARNING:** The manhole and below grade area in the fire stream recovery hood are **CONFINED SPACES.** Entry into the aforementioned area(s) is strictly prohibited. If a tool and/or equipment falls into the area, notify the Director and/or Coordinator of Fire Training and plans to recover the tools/equipment will be made in accordance with OSHA 1910.146 Confined Space Entry standard.
- Swimming in the pond is prohibited with the exception of water recovery exercises.
- At least one individual with current Red Cross Lifesaving Certification, and/or its equivalent, must be present during watery recovery exercises.
- A ring buoy is located on the side of the pump house for a rescue throw device.
- Rope rescue throw bags must be present at the water's edge during water recovery exercises.
- The PSC Pond is chemically treated periodically for vegetation growth. Prior to using the pond, check with the PSC Fire Training Unit Staff to ensure that use of the pond is permissible.
- **Under NO circumstances should water from hoselines, pumps, or hydrants be consumed! This is NOT from a public water system!**

**Fire Extinguisher and Natural Gas Training Area**

The Public Safety Training Center, Fire Extinguisher and Natural Gas Training Area contains several props for use of small quantities of flammable liquids and natural gas fires for use with portable fire extinguisher and hose line training.
Usage Standards

- A limit of twenty-five (25) gallons of flammable liquids per training session is strictly required (per DEP regulations).
- Outside users must provide their own extinguishers and fuel (except natural gas) unless prior permission has been obtained from Director, Senior Education Specialist or Training Coordinator of Fire Programs to use any supplies on site.
- The type and level of protective clothing required will be determined by the HACC, PSC Instructional Staff and the Safety Officer based upon the type of training scenario being conducted and its associated hazards. At a minimum, individuals not in firefighting protective clothing must wear sturdy shoes and long pants while participating in fire extinguisher training (no shorts are permitted).
- A Safety Officer shall be designated for all flammable liquid and natural gas fire training. This individual must be present at the burn area at all times, in case of emergency. If possible, a charged hose line and back-up safety fire extinguisher should be available and manned under the direction of the Safety Officer.
- All flammable liquids should be kept a minimum of 25 feet away from the fire area and only stored in approved flammable liquid containers. The fuel may be transferred to another container to transport to the props for burning.
- Any individual lighting a flammable liquid or natural gas fire shall use a device that separates them from the fuel by a minimum of five (5) feet and be wearing full structural fire fighter protective clothing.
- Upon completion of the training exercise, all debris (pins, combustibles not consumed, etc.) must be removed from the burn area and properly disposed of.
- Only authorized and approved HACC, PSC Instructional Staff can utilize the Natural Gas Fire Trainer. An approved company level instructor must be located at the individual shut-off valves in order to manually control the gas supply in case of an emergency at all times during training evolutions. There are four natural gas training props and controls.
- An approved company level instructor must be present with all hose line crews involved with the live fire training evolution involving the natural gas fire training props.
- Backup safety lines must be present to protect personnel during all natural gas fire training evolutions.
- Natural gas usage will be charged back to the user agency.
- The passenger vehicle that is used for vehicle firefighting may “NOT” be fuel loaded w/ Class "A" fuels (i.e. wood pallets and/or hay/straw) or Class “B” fuel (i.e. Flammable and Combustible Liquids)
Haz- Mat Training Pad

Railcar, Tank Truck, and Chlorine Tanker

The Public Safety Training Center has a railcar, tanker trailer, and chlorine tanker available for confined space training with special permission, hazardous materials training exercises, and foam evolutions. The railcar, tanker trailer (Lays on its side), and chlorine tanker have the following restrictions.

Usage Standards

- No personnel shall make entry into the tank car or tank truck unless they are part of a PSC confined space entry program under the direct supervision of a PSC certified instructor, or have been previously certified in confined space rescue practices.
- Any entry into the rail car will require adherence to all applicable OSHA standards, including CFR 29 1910.146 (Permit Required Confined Space Standard).
- Fire fighting foam or substitute may be applied to the exterior tank car or tank truck. No foam, water or other substance may be placed inside the vessels unless approved by the PSC Director of Fire/Rescue, EMS and Healthcare Training.
- Personnel may operate on or under the tank while using appropriate protective clothing. Minimum level of protective clothing includes hand, head, and foot protection.

Vehicle Rescue Pad

- Is located on the North side of the Drill Tower. (Between the Drill Tower and Interstate 81)
- This pad is surrounded by a guard rail with limit access.
- All Vehicle Rescue Exercises must be conducted inside the guard rail on the concrete area.
- Additional wood cribbing is provided for your convience.
- Hacc can provide Vehicles at your Department’s expense.
Building Collapse Simulators, Rubble Pile, Trench Rescue Simulator and Confined Space Simulator

The Public Safety Center has a building collapse mock-up, multiple manhole mock-ups, and a rubble pile for various types of training evolutions. These training structures have the following restrictions.

Usage Standards

- No person shall make entry into a manhole or a building collapse/confined space training prop unless they are part of a PSC training program, under the direct supervision of certified instructor approved by the PSC staff, or have been previously certified in confined space rescue practices.
- Any entry into any manhole or confined space training prop will require adherence to all applicable OSHA standards, including 29 CFR 1910.146 (Permit Required Confined Space Standard).
- No person shall operate in the building collapse mock-up and the Trench Rescue simulator unless they are part of a PSC structural collapse training program, under the direct supervision of a certified instructor authorized and approved by the PSC staff and/or personnel that have been identified by the Director of Fire Training as highly proficient in all aspects of technical rescue (i.e. authorized and approved members of PATF-1 US&R) as they relate to the training scenarios that are being conducted.
- As a general rule, persons engaged in training evolutions utilizing these props will have at a minimum head, hand, foot, eye and abrasion protection (i.e. work clothing with long sleeves) in place. Respiratory protection may be needed based on the training evolution and environment inside the simulators.
- The rubble pile is predominantly utilized by PA Task Force 1 personnel for canine disaster dog training. Other personnel will be permitted to operate on the rubble pile only after receiving permission to do such by the Director of Fire/Rescue, EMS and Healthcare.
- While operating on the rubble pile and Trench Rescue simulator all personnel will utilize head, hand, foot and eye protection, and be wearing work clothes with long sleeves. At no time will anyone be permitted to function on these training props wearing shorts.
- An overall site Safety Officer will be appointed for all training evolutions utilizing any of the above props.
- As a general rule only personnel approved by the Director of Fire/Rescue, EMS and Healthcare are permitted to train on these props while operating solely by themselves. This will be limited to members of PA Task Force 1, the regional US&R components that are training canines for disaster certification purposes and authorize personal approved by the HACC staff.
Driving Pad

The Public Safety Center ground contains a driving pad that is utilized predominantly for conducting police, fire, and emergency medical services emergency vehicle driver training programs. This portion of the facility is available for use by companies requesting to use the facility for purposes of conducting driver training programs or verifying driver competency. The following guidelines will apply when conducting training on the driving pad:

- Driver training utilizing the pad will be conducted under the direction of a qualified Company Level Instructor as determined by the Fire/Rescue, EMS and Healthcare Training Unit.
- At no time will any apparatus or vehicle exceed a maximum speed of 25 MPH.
- Training will only be conducted during acceptable weather conditions and will be suspended during times of inclement weather or when the pad is covered with ice/snow.
- At no time will water be applied to the pad for purposes of teaching skid recovery or other similar types of operations.
- All personnel not involved in the training will be stationed at least 50 feet off of the driving pad, so as to minimize any potential pedestrian hazards while operating on the pad.
- At a minimum, one (1) Company Level Instructor and one (1) Safety Officer will be needed for conducting driver training.
- Personnel permitted on the pad while driver training is taking place will be limited to the Company Level Instructor and/or Safety Officer.
- Any personnel operating on the pad during driver training exercises will be identified using reflective vests at all times.
- The Safety Officer will have on his/her person a whistle to be used to alert personnel to any safety concerns.
Scheduling Procedures

The following application procedure will be utilized for scheduling the facility or grounds for company level training programs involving live fire/smoke evolutions:

Company Level Live Fire/Smoke Programs

- Companies interested in conducting training shall complete the following forms and forward them to the Fire/Rescue Training Unit via fax at (717) 780-3295 a minimum of 4 weeks prior to the requested date of the program.
  - Company Level Facility Request/Use Form (page 24) – Complete sections A and B of this form.
  - Company Level Live Fire/Smoke Drill Training Application (page 25) – This application needs to be filled out in its entirety. Incomplete applications will be sent back to the originator for completion.

- HACC Public Safety Center Fire/Rescue Training Unit staff will then contact the contact person listed on the application and HACC Facilitator for the program to verify program information and scheduling.
- Upon completion of the program the Facilitator will complete the remainder of the Company Level Facility Request/Use Form (section C). The Company Level Lead Instructor for the program will then complete the Attendance Roster (page 28) and attach any other supporting paperwork.
- All paperwork will be forwarded to the PSC, Fire/Rescue Training Unit within 24 hours of the completion of the program.

Other Company Level Training Programs

Those companies wishing to utilize the facility for company level training other than those involving live fire/smoke, will adhere to the following procedure for scheduling the facility.

- Companies interested in conducting training shall complete the following forms and forward them to the Fire/Rescue Training Unit via fax at (717) 780-3295 a minimum of 2 weeks prior to the requested date of the program.
  - Company Level Facility Request/Use Form (page 24) – Complete sections A and B of this form.

- HACC Public Safety Center Fire/Rescue Training Unit staff will then contact the contact person listed on the application and to verify program information and scheduling.
- Upon completion of the training the remaining portions of the Facility Request Form should be completed along with an Attendance Roster (page 26) listing everyone who attended the training. Those forms should then be placed back in the mail file on the wall in the Smoke Chamber.
- If scheduling the facility less than 2 weeks prior to the start date of the program, please contact the PSC Fire/Rescue Training Unit directly at (717) 780-2607 to schedule the facility/grounds.
Emergency Procedures

Companies conducting training on the facility are expected to comply with all applicable safety guidelines outlined in this document. Furthermore, companies conducting high risk types of training activities are expected to reasonably account for hazards that may be associated with any high risk training activities. This should include, but is not limited to, adequate first response/initial EMS coverage (equipment, supplies and trained personnel), and rehabilitation supplies for participants.

A Medical/Trauma bag, which includes basic EMS equipment and supplies (including oxygen therapy equipment) will be maintained in the control room of the Burn Building for use by qualified medical personnel. This equipment is provided by HACC Public Safety Center and is to be utilized as a back-up or supplement to equipment provided by the participating organizations. Under no circumstance should this equipment be relied upon as the sole source of emergency medical equipment for a training evolution.

In absence of a HACC Facilitator or qualified company level instructor the following procedures will be adhered to when dealing with an injury/illness on the training ground that requires the response of off-site EMS personnel to evaluate and/or transport the individual from the training grounds.

- Immediate medical attention should be provided to the ill/injured individual by qualified medical personnel on-site.
- All training activities will be suspended until the emergency at hand has been adequately dealt with and is deemed to be under control by the instructional staff.
- Emergency Medical Services will be activated by calling 911 and requesting appropriate resources.
  - When providing the location which services are required to the dispatch center please utilize the following:

  Harrisburg Area Community College  
  Shumaker Public Safety Center  
  Utilizing Gate #5 off of Industrial Road/Wildwood Drive  
  **List Specific Site on the Training Ground (i.e. training tower)**

- The HACC Safety/Security Department will be notified either via phone (780-2568) or emergency call box located on the training ground at the southwest corner of the pole building as to the nature and location of the emergency.
- At no time will any individual requiring medical attention by an off-site EMS agency be permitted to continue to participate in any training evolutions.
- A HACC Injury Report Form (page 27) will be completed in its entirety and forwarded to the Fire/Rescue Training Unit within 24 hours of the incident.
- The Director, Senior Education Specialist and Training Coordinator of the Fire/Rescue Training Unit will be notified immediately via the Safety/Security Department for any incident or accident involving the serious injury and/or death of a student.
Suspension/Revocation of Training Privileges

Participating agencies are expected to comply with all guidelines contained in this document with respect to the areas of the facility which they intend to utilize. Companies may have their training privileges suspended or revoked for the following reasons:

- Failing to conduct training evolutions in accordance with applicable NFPA and OSHA standards and guidelines outlined in this document.
- Failing to immediately report accidents/illnesses that occurred while conducting training evolutions on the PSC grounds.
- Conducting live fire/smoke training without prior approval of the Division of Fire/Rescue, EMS and Healthcare Training.
- Willful destruction of HACC property to include the training buildings, PSC administrative building, and training props located on the drill grounds.
- Failure to leave the training grounds in acceptable condition upon completion of training activities.
- Failure to comply with directions/orders given by the HACC Facilitator overseeing the training evolution.
- Falsification of records associated with company level training.
Extreme Weather Conditions Policy and Procedures

Purpose: This policy shall serve as a guide to the Instructor/ Facilitator/Company Level training Officer in making reasonable judgments and decisions with regard to outdoor training activities under extreme weather conditions.

Policy: It is the responsibility of each Instructor/Facilitator/Company Level Officer to monitor weather conditions and use the following guidelines to adjust or cancel related activities as conditions warrant. It is also the responsibility of the Instructor/Facilitator/Company Level Officer to monitor students individually during extreme weather conditions, as age, physical activity, and other factors may influence an individual’s limitations to physical activity. HACC Faculty reserves the right to cancel or modify classes where weather conditions may be of concern.

The heat and wind chill indexes as developed by the National Weather Service will be used as a guide for determining extreme heat and cold conditions. Weather information local to the class site should be used. Where HACC courses are being conducted in jurisdictions that have established more stringent weather policies with regard to training or outdoor activities, those policies shall be followed.

Procedure:

Extreme Heat:

1. Outside training activities requiring physical activity or full protective clothing shall not be conducted when the heat index reaches more than 100°F. Consideration should be given to the factors that full protective clothing may add 10°F to the heat index value, and age/physical condition of individual students may effect susceptibility to heat disorders. Where the heat index is between 95°F and 100°F, conditions may be considered hazardous. The instructor/Facilitator/ Company Training Officer shall use discretion with regard to outside activity cancellation/ modification (other factors such as time of day and type of activity may influence the instructor’s decision). Outside training activities requiring physical activity or full protective clothing may be conducted under the following conditions:

   A. Live-Fire and structural burns should be evaluated case by case. Activities other than live fire fighting can be safely conducted with reduced protective clothing (i.e., helmets, gloves, and boots or safety shoes). An adequate supply of cool drinking water is available at the training site. Strenuous physical activity is monitored and limited to 15 to 20 minutes. A rehabilitation area is established for rest and rehydration (a cool, shady area is preferred).
Extreme Cold:

1. Wind chill factors may vary depending on the training location’s proximity to wind barriers. Frostbite is possible at temperatures less than 0°F and temperatures are considered dangerous at 20°F. Outside activities should not be conducted when the wind chill factor is less than 20°F, UNLESS:

   A. Students are properly dressed for an appropriate cold weather activity;
   
   B. The cold weather will not affect the safe and proper function of tools, equipment, and apparatus;
   
   C. An adequate supply of warm liquids and/or food is available at the training site;
   
   D. Strenuous physical activity is monitored and limited 15 to 20 minutes;
   
   E. A heated indoor rehabilitation area is in close proximity to the training site;
   
   F. When conducting outside training activities in temperatures where climbing/walking surfaces are subject to freezing and may create a slip hazard, instructors shall exercise due caution.

Other Conditions:

1. Instructors shall consider other extreme weather-related conditions and modify or cancel outside training activities accordingly. These conditions include but are not limited to:

   High Winds
   Snow or snow on the ground
   Ice
   Sleet
   Hail
   Rain
   Lightning
   Thunder Storm Warning
   Tornado Warning

   Instructors assigned to contract programs administered by Harrisburg Area Community College should coordinate decisions on class cancellation or activities in extreme weather-related conditions with both the client representative and the assigned Education Specialist. While instructor and student safety is primary, the desires of the client and the employee/student situation will affect any decisions.
HARRISBURG AREA COMMUNITY COLLEGE  
COMPANY LEVEL FACILITY REQUEST/USE FORM

A. Date __________________________

User Agency: ________________________________________________________________

Address: _________________________________________________________________________

Name of Contact: _________________________________________________________________

Contact Number: _________________________________________________________________

Date of Use: _________________ Starting Time: __________________ Ending Time: ________________

AREAS OF FACILITY REQUESTED:

____ Driving Range
____ Confined Space Props/Rubble Pile
____ Burn Building -- Live Fire/Smoke Training ( ) yes ( ) no
____ Drill Tower
____ Grounds & Pond
____ Pump House
____ Smoke Chamber -- Smoke Machine Required ( ) yes ( ) no

Reason for Use: _________________________________________________________________

Name of HACC Facilitator (if live fire/smoke training): ______________________________________

B. TO BE COMPLETED BY LEAD INSTRUCTOR

Lead Instructor: _________________________________________________________________

Assistant Instructors: ____________________________________________________________

Safety Officer: _________________________________________________________________

C. TO BE COMPLETED BY FACILITATOR:

Time Closed: _________________ Signature of Facilitator: _____________________________

Facility & Grounds Clean ( ) yes ( ) no
Was Facility Used Locked ( ) yes ( ) no
Were the Gates to PSC Locked ( ) yes ( ) no
Any Damage ( ) yes ( ) no

Comments: _________________________________________________________________________

Any Injuries ( ) yes ( ) no  If yes, attach completed Injury Report Forms

Comments: _________________________________________________________________________
HARRISBURG AREA COMMUNITY COLLEGE
COMPANY LEVEL LIVE FIRE/SMOKE DRILL TRAINING APPLICATION
This form must be submitted to HACC, Shumaker Public Safety Center a minimum of 4 weeks prior to the proposed training date.

Requested Date: __________ Starting Time: __________ Ending Time: __________

Requesting Agency: ______________________________________________________

Address: _______________________ Town/City: __________ State: ____ Zip: ______

Contact Person: _________________________      Position/Title: ________________

Day Phone: __________ Evening Phone: __________                E-Mail: ____________

Training Exercises
to be Completed: _____ Attic Fires _____ Basement Fires _____ 2nd Floor Fires
                      _____ Live Smoke Drills _____ Other: ______________

STAFF

HACC Facilitator: _______________________________________________________

<table>
<thead>
<tr>
<th>Position</th>
<th>Name/Address</th>
<th>Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Instructor</td>
<td></td>
<td>8 yrs Experience, Essentials of Fire Fighting (or equivalent), Certified FFI or II, HACC Safety Officer Orientation</td>
</tr>
<tr>
<td>Assistant Instructor</td>
<td></td>
<td>Essentials of Fire Fighting (or equivalent), HACC Safety Officer Orientation</td>
</tr>
<tr>
<td>Assistant Instructor</td>
<td></td>
<td>Essentials of Fire Fighting (or equivalent), HACC Safety Officer Orientation</td>
</tr>
<tr>
<td>Assistant Instructor</td>
<td></td>
<td>Essentials of Fire Fighting (or equivalent), HACC Safety Officer Orientation</td>
</tr>
<tr>
<td>Assistant Instructor</td>
<td></td>
<td>Essentials of Fire Fighting (or equivalent), HACC Safety Officer Orientation</td>
</tr>
<tr>
<td>Assistant Instructor</td>
<td></td>
<td>Essentials of Fire Fighting (or equivalent), HACC Safety Officer Orientation</td>
</tr>
<tr>
<td>Safety Officer</td>
<td></td>
<td>Essentials of Fire Fighting (or equivalent), NFA Incident Safety Officer, HACC Safety Officer Orientation</td>
</tr>
</tbody>
</table>

I certify that the above listed instructional staff meet all the requirements for their respective positions as outlined in the HACC Company Level Facility Use Guidelines.

Signature: ____________________________ Title: ____________________________

Application Received: ________________ Training Approved: ________________
HARRISBURG AREA COMMUNITY COLLEGE
COMPANY LEVEL TRAINING ATTENDANCE SHEET
This form must be submitted to HACC, Shumaker Public Safety Center upon completion of live fire/smoke drill training

Date: __________________________ Facilitator: _____________________________

User Agency:___________________________________________________________

Instructors:____________________________________________________________

PLEASE LIST NAMES OF STUDENTS ATTENDING THE TRAINING

1. 16.  
2. 17.  
3. 18.  
4. 19.  
5. 20.  
6. 21.  
7. 22.  
8. 23.  
10. 25.  
12. 27.  
13. 28.  
14. 29.  
15. 30.  

I certify that the above listed students participated in emergency service training on this date in accordance with all applicable HACC PSC guidelines.

___________________________________________
Signature of Lead Instructor

___________________________________________
Date
Report all accidents and injuries, which occur, involving HACC facilities, equipment or instructional staff. Complete all information requested and return to the PSC.

| NAME________________________________     SOC. SEC. #____________________ |
| ADDRESS_______________________________________________________________ |
| CITY_________________________     STATE__________     ZIP__________________ |
| AGE__________     SEX__________     CONTACT # (_____)-(____)-__________ |
| OCCUPATION_________________________     DATE OF REPORT________________ |
| LOCATION/ADDRESS INJURY/ACCIDENT OCCURRED?_________________________ |
| TIME INJURY OCCURRED__________     DATE________________ |
| WITNESS TO INJURY________________________________________________ |
| TREATED ON SCENE OR TRANSPORTED?_______  IF YES, INDICATE BY WHOM & TO WHERE?________________ |
| ACCURATE DESCRIPTION OF INJURY, HOW INJURY/ACCIDENT OCCURRED, INCLUDING ANY EQUIPMENT OR TOOLS CONTRIBUTING TO INJURY (Use back of this page if necessary)______________________________________________________ |
| PERSON COMPLETING THIS REPORT:______________________________________ |
| POSITION/TITLE:______________________  CONTACT # (____)-_______-__________ |
| SIGNATURE_____________________________  DATE__________________________ |

Return completed reports to:
PUBLIC SAFETY CENTER, HACC
ONE HACC DRIVE
HARRISBURG, PA 17110-2999