



# **Facility Use Guidelines For Company Level Training**

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**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 in 1987 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.**

**AFFF Foam use is strictly prohibited.**

**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) 780-2510.**

**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.**

# Facility Use Guidelines for Company Level Training

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# **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 (Bilco 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 will be 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 approved HACC staff.
- All company level training will be scheduled on a first come/first served basis, and is generally conducted in evening sessions conducted during the hours of 6:30 PM and 10:30 PM. A select few weekend sessions may be available 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 during live fire evolutions.
  - 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:
  - Materials for utilizing the roof training props (plywood, replacement rafters)
  - Cascade or air system capable of refilling SCBA cylinders during the training evolution
  - Rehabilitation supplies and material (fluids, cups, coolers, etc.)
  - First response EMS equipment (med/trauma bag, oxygen, etc.)

### **Specific Requirements**

- ***Prior to conducting any live fire training evolutions, the following must occur:***
  - A thorough PPE/SCBA inspection and documentation of all participants' equipment, 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 and procedures
  - 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. Students and staff must always work in a team, no one is to be operating alone inside the burn building.
- 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.
- 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
- 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. No live victims or patient actors are permitted.
- Companies requesting to utilize the ventilation props in conjunction with the live fire training evolutions are required to provide their own sheeting, 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.

### **Live Fire Fuel Loading and Sequence of Evolutions**

- Live fires may be produced only in those rooms lined with high temperature tile. These rooms include the basement/mercantile area, second floor bedroom, and the attic.
- Only one fire set per room will be allowed per live fire evolution.
- If multiple level fires are employed, appropriate student to staff ratios must be provided on each level.
- To limit the severity of thermal conditions, the defined maximum fuel loading for each live fire training evolution will consist of no more than three (3) pallets\* and a (1/4) bale of hay or straw. No more than three (3) pallets\* should be stacked vertically in the provided burn cribs, and shall not extend outside the crib. Larger pallets\* shall be cut to fit within the burn cribs. Pallets\* shall not be placed on top of the burn cribs or leaned against the outside of the cribs. Cribs shall remain positioned towards the center of each room, not against the walls or in the corner of the room.
- To further limit the severity of thermal conditions, a minimum of fifteen (15) minutes must be provided between each burn evolution. Window shutters and doors of burn rooms shall be opened between each live fire evolution to provide for maximum ventilation and cooling of each room.
- 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 barrel.
- 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 during live fire training evolutions is strictly prohibited. Class A material other than wooden pallets and hay or straw shall only be burned at the direction of the HACC appointed facilitator. (examples are plywood, OSB, scrap wood, or furniture)***
- \* A pallet is of wooden construction with three or four stringers attached by top and bottom deck boards. They shall be no greater than 48" x 48" as defined by the ISO 6780: *Flat Pallets and intercontinental materials handling* standard.

## 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:
  - Current PSFA Essentials of Fire Fighting program or equivalent
  - HACC Fire Operations Modules A through D (or Fire Operations III)
  - Engine Company Operations at Residential Fires or its predecessor Structural Fire Fighting I (PSFA Resident Courses)
  - 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.

## 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 or hot coals remaining in burn rooms must be swept and removed.
- The remaining areas of the building must be hosed out. (Do not hose out the burn rooms, this may damage the heated fire brick)
- ***Do not cool the walls or tile in the burn rooms after completion of the training exercises with water. Please allow all heat to dissipate naturally to avoid damage.***
- 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, doors and roof hatches must be closed and latched
- All training props (smoke barrels, hose dummies, etc.) shall be placed inside the building
- Ventilation prop materials (i.e., sheeting and rafters) must be removed and the roof hatches closed. All debris from the ventilation training props will be removed from the roof/area and placed in the dumpster



- 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 are 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 HACCC, 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.

## **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
- 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
- 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. 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.
- HACCC, 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.
- **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 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 natural gas fires for use with portable fire extinguisher and hose line training.

### **Usage Standards**

- Outside users must provide their own extinguishers unless prior permission has been obtained from Director 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-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.
- Any individual lighting the 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, tags, debris, 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 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.
- 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 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 limited access.
- All Vehicle Rescue Exercises must be conducted inside the guard rail on the concrete area.
- Additional wood cribbing is provided for your convenience.
- HACC can provide Vehicles at your Department's expense if prior arrangements have been made at the time of scheduling.

#### **Usage Standards**

- All Vehicle Rescue Exercises must be conducted inside the guard rail on the concrete area.
- Keep the training area clear of unnecessary personnel and obstructions during training and exercises.
- All participants must wear appropriate PPE, including head, ear, eye, hand, and foot protection.

- Students shall only work inside of the guard rail under direct qualified Instructor supervision.
- Exercise caution while working around all vehicles, regardless of orientation, position, or perceived level of stabilization.
- Ensure all vehicles are securely stabilized before conducting any rescue operations.
- All tools and equipment must be inspected before use to ensure they are in good working condition.
- Tools and equipment that are not in use during training exercises shall be neatly staged on a tarpaulin outside of the guard rail.
- Minors must operate under direct supervision and in accordance with current Pennsylvania Child Labor laws in regards to the use of power and hydraulic tools.

### **Clean-Up Standards**

- Vehicles must be packaged with all parts returned to the interior bounds of the vehicle, with the intact roof positioned on top in standard orientation. This will allow for safe tie-down and transportation of the vehicle.
- No metal items are permitted to be thrown away in dumpsters. All metal must be placed back into the vehicle for disposal.
- Dumpsters are to be used for small debris items only (broken glass, small plastic objects, broken cribbing, etc.). Large vehicle components (mirrors, bumpers, steering wheels, lighting fixtures, etc.) must be placed inside of the vehicle.
- All equipment must be returned to its original storage location at the end of training each day. Any damaged equipment should be tagged Out of Service and reported to the Fire Training staff.
- Fluid spills must be cleaned up using absorbent and disposed of in an appropriate manner given the type of fluid absorbed.
- Keep all debris and fluids from entering storm drains.



## **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 Training.
- 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 Unit 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 an approved Company Level Officer as determined by the Fire 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 Officer 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 Officer 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

- Companies interested in conducting training shall complete the online application form found on the Fire Training Unit's webpage found at [www.hacc.edu](http://www.hacc.edu)
- HACC Public Safety Center Fire Training Unit staff will then contact the contact person listed on the form to verify the information and scheduling details.

## **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 on the facility 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 Staff member 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 23) will be completed in its entirety and forwarded to the Fire Training Unit within 24 hours of the incident.
- The Director or Training Coordinator of the Fire 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.
- 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 Staff 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 Staff 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. 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 HACC Staff Member. While instructor and student safety is primary, the desires of the client and the employee/student situation will affect any decisions.

## Injury Report Form

<https://www.cognitoforms.com/HACC2/HACCPublicSafetyCenterInjuryReportForm>

