



WARE FIRE DEPARTMENT

Standard Operating Guideline

Effective Date: January 1, 2008	SOG Category & Identification Number: Training TRN-001	Revision:
SOG Title: Training Safety		
Approved by:	Re-evaluation Date: January 1, 2009	Number of Pages: 3

Purpose: It is the intent of the Ware Fire Department to provide the highest level of training and education to all personnel while maintaining the highest degree of safety during training activities. This guide provides basic guidelines that must be followed to prevent injuries during training evolutions.

Scope: This guideline applies to all personnel conducting or involved in any official training provided by the Ware Fire Department either on fire department property or any other designated site used for training.

Enforcement: The Training Lieutenant along with the Chief Instructor has the ultimate authority for enforcement of this guideline. In addition, any officer or firefighter conducting or participating in any training activity has the responsibility to adhere to this guideline. Authority to deviate from this guideline rests solely with the Training Lieutenant who bears full responsibility for the results of any deviation.

General Training Safety Precautions

- All Ware Fire Department safety rules and regulations shall be followed during all training exercises.
- Proper personal protective equipment is required for all participants in any training exercises.
- There shall be a sufficient number of qualified instructors or other supervisory personnel available to supervise training sessions. This number will vary on the nature of the training and the hazards involved.
- All training must conform to the standards set by the Training Lieutenant. Training on subjects or techniques outside of those approved by the Training Lieutenant is prohibited.
- Personnel are not permitted to use any equipment or devices that were not purchased or issued by the Ware Fire Department unless they have been inspected and approved by the Fire Chief.

- Complex or hazardous training sessions shall be carried out under the supervision of a Chief Instructor and a Safety Officer, both of which shall be specifically appointed by the Fire Chief or Training Lieutenant.

Chief Instructor's Responsibilities

The Chief Instructor shall be responsible for the overall safety of the training session. His/Her specific responsibilities shall include:

- Overall coordination of activities.
- Assignment of other instructors to specific tasks.
- Directing the placement of all apparatus and vehicles used or staged near the training ground.
- Establishment of a command structure on the training ground. This command structure shall resemble as close as possible the actual fire ground command structure.
- Establishment of an effective communication system on the training ground.

Safety Officer's Responsibilities

The Safety Officer shall monitor all operations from a safety standpoint to assure compliance with the basic safety rules and practices. He/She shall also be responsible for the following tasks:

- Inspecting the training ground before the start of the session to mark or remove any hazards.
- Check all personnel entering the training area to assure that all personnel protective equipment is properly donned and in use.
- Supervise all back-up and safety crews.
- Watch for unanticipated hazards during the exercise and take any action necessary to eliminate the hazards or remove personnel from the hazard area.

On matters of safety, the decision of the Safety Officer are final and override the authority of everyone on the training ground including the Chief Instructor.

Special Hazards

The use of discarded household and industrial items and materials may provide realistic training at an economical price, but the dangers may outweigh the benefits. Any materials used in the training exercises must be carefully evaluated for potential health and safety Hazards before they are used. The following items shall be prohibited:

- Flammable liquids.
- Unidentified solid, liquid or gaseous wastes not accompanied by the properly completed Material Safety Data Sheet.
- Furniture or appliances with sharp edges, large pieces of glass, or mirrors.
- Closed or pressurized container of any type
- Any materials that contain or may possibly be contaminated with any type or amount of pesticides, fungicides or herbicides.
- Any explosives, fireworks or ammunition.
- Any other material, device or equipment that has a known or suspected health or safety hazard that could cause injury or illness when used during a training exercise.

Live Fire Training

In addition to the above precautions, the following special precautions are required for all exercises involving a live fire and/or any exercise in which smoke is produced by burning any substance.

- The burning or use of any of the following materials is prohibited during any type of live burn exercise:
 1. Rubber tires
 2. Unidentified substances
 3. Closed containers of any type.
 4. Flammable liquids of any type (any liquid with a flash point of <100F shall be considered a flammable liquid) [Exception-up to one-fourth gallon of flammable liquid may be used to start fires in open flammable liquids pits.]
- Prior to any live burn or smoke drill in any structure, including department facilities, the instructor(s) and or Safety Officer shall make a survey of the structure to assure that it is structurally sound and safe for training. Any obvious personnel hazards should be corrected.
- All safety hazards and precautions shall be fully discussed with all personnel prior to the start of the exercise.
- Proper notification of all agencies including Massachusetts Department of Environmental Protection along with the necessary permits are to be obtained before any live fire training.