



GALENA FIRE DEPARTMENT
Standard Operating Guideline
GFD TRAINING CENTER

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Fire Chief Signature

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SOG: 056

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Reference: GFD Training Center, 11525 Technical Drive, Galena IL 61036

Section 1

General Safety

Introduction

Everyone accepts that firefighting is an endeavor that is fraught with the risk of injury: and since the training evolutions attempt to replicate fire events and the fire ground, it stands to reason that fire training activities will represent an injury risk for those who participate. Every year, there are hundreds of reported injuries that are directly related to fire training activities. Given that fire training is specifically designed to eliminate or decrease the number of injuries, and that fire training is intended to be closely monitored in a somewhat controlled environment, it is apparent that standard guidelines are necessary, along with substantial considerations designed to promote overall safety in a consistent manner. In order to provide realistic and valuable firefighter training in the safest environment possible, this SOG will serve to govern all operational fire training activities at the GFD Training Center.

In an effort to make the use of the Training Center a worthwhile, yet safe, training experience, the Galena Fire Department has developed this Guideline, which details the operational procedures, which are to be used. The objectives set forth are the result of research and evaluation, and therefore represent the policy of the Department. The operational procedures set forth herein are to be followed precisely by all who use this facility.

Objective

It is the objective of the GFD Administration that all training evolutions undertaken at the Training Center are to be carried out with emergency service personnel and spectator safety as the primary operational consideration. Participant and spectator safety shall never be compromised by any instructor, participant, operating fire department, or facility operator. GFD administration has exclusive control over what is taught, and how it is taught, at the Training Center. Instructors will be made aware of all aspects of safety, operations, and control of the Training Center. It is the position of the GFD Administration that personal safety should be the primary consideration in the design and implementation of all fire and emergency control techniques and situations. The GFD Administration desires to teach the safest operational techniques in the safest manner possible. If applicable, Instructors from other agencies will be briefed as noted above to the same criteria and standards.



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The GFD Administration realizes the necessity of live fire and rescue training. With the increasing complexity of the contemporary fire problem, the firefighting challenges that are unique to the City of Galena, the GFD Administration understands that emergency service personnel must have the most realistic training possible if they are to be adequately prepared for the fire emergencies to which they may be exposed. Live fire and rescue training is a necessity, it is our desire to provide a safe and realistic environment for all fire and rescue training events.

Adherence to the procedures that follow will not only ensure safe utilization of the facility but will demonstrate to our community that we are a dedicated and responsible organization. All scheduling will be done through the GFD Administration as described in this document. While outside agency usage criteria is noted within this guideline, Training Center use for Galena Fire Department takes priority over all other training and events.

Section 2

Safety Procedures

NFPA 1403, Standard on Live Fire Training Evolutions

The safety procedures and considerations listed below shall apply in all areas of the GFD Training Center.

The standards set forth in NFPA 1403 will apply in all situations while operating at the GFD Training Center.

All training events taking place at the Training Center shall have a minimum of one Safety Officer assigned per GFD SOG 015, and a minimum of one Training Officer-in-Charge (OIC) assigned by the Fire Chief, or designee, on site at all times.

The Training OIC and/or Safety Officer shall have the authority to deny use of any area of the Training Center to departments that are not prepared or that have not put into operation all applicable safety procedures as established within this document.

The use of accelerants shall be prohibited on the Training Center property, unless necessary for occasional training opportunities and with advanced approval by the Fire Chief, or designee.

All live fire training evolutions will be ignited by the assigned Training OIC with a charged hose line back up.



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The Training OIC and/or Safety Officer shall have the authority, regardless of departmental rank or seniority, to intervene, alter, suspend, or terminate any training evolution when, in their judgment, a potential or real danger or an unsafe condition is evident or may exist.

The safety procedures outlined in this manual shall be adhered to at all times, without exception.

Safety Officers will be required to use as guidelines the procedures outlined in Department SOG which emphasizes the National Fire Protection Association 1521 standard as it pertains to safety officers.

It is the responsibility of each individual to conduct him/herself in a professional manner when on the property of, and within the confines, of the Training Center. Examples of unacceptable behavior include, but are not limited to:

- Inappropriate Behavior/Horseplay.
- Arriving while under the influence of alcohol or any other intoxicating substances.
- Unauthorized and unsafe activities.
- Using a piece of equipment in an unsafe manner or in a manner for a purpose different from which it was designed or intended to be used by the manufacturer.

Anyone actively engaged the warm and hot zones (red zone) of a training event will be dressed in full protective clothing. Protective clothing for all firefighters shall meet current NFPA standards or OSHA 1910.132 – 1910.140, as identified in Department SOG. If this is not the case, the trainee will not be allowed to participate in any fire or rescue evolutions.

The wearing of full protective clothing shall be for the duration of the training event.

During periods of hot or humid weather, the Training OIC or Safety Officer of the training event may direct personnel to establish a safe zone in which trainees may remove their protective clothing. These members may not re-enter the training area red zone until they have properly donned their full protective clothing.

GFD will use a Wet Bulb Globe Temperature (WBGT) instrument to gauge heat stress. The WBGT index is an empirical index that represents the heat stress to which an individual is exposed. The WBGT should be used to estimate whether or not a problem exists, by identifying if the reference values are exceeded by the measured values. This process is addressed in OSHA Instruction TED 01-00-015, Section 3, Chapter 4, which is available in its entirety in the GFD Training Center Manual.



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Spectators, defined as those who are not actively participating in the training event, shall observe the training evolution in the prescribed safe zone or designated spectator area. Upon completion of the training event and/or evolution, the Training OIC may, after consultation with the Safety Officer, allow for the purposes of instruction, inspection, and consultation, a spectator within the red zone. Spectators so admitted shall be escorted by members of the Department, and such spectators shall not be allowed to enter any area in which active fire suppression or training activities are underway. The Department shall assume all responsibility for the safety of any spectator(s) entering the training zone.

Each application for use of the Training Center area for all operational training shall specify the instructional objective of the training event and the teaching methodology which will be employed on the *GFD Training Center Operation Form and Risk Management Worksheet-TCOPS* (Page 9). This will be completed prior to commencement of training and will be available on site.

Prior to the start of any training evolution, the Training OIC shall make certain that all participants are thoroughly briefed and aware of the objectives of the evolution. All participants will be informed of their respective roles within the training exercise.

The Department is responsible for maintaining all training records, to include an attendance list for drills and training exercises, using the GFD Training Form.

Any injuries that occur at the Training Center requiring treatment at a Medical Facility will be verbally reported to the Fire Chief or designee as soon as reasonably possible. A written report will be submitted to the Fire Chief within 24 hours. This report will highlight the type of injury, the severity of the injury and the cause of the injury, the date and time of the injury, the extent of treatment while on scene and what specifically as being done at the time of the injury.

Training and activities that has the potential to cause damage to the Training Center is prohibited.

Any damage or unsafe conditions shall be reported to the Fire Chief's Office. If damage caused a condition which poses a threat of injury immediate notification shall be made to the Fire Chief for immediate action, including partial or complete shutdown of the facility.

Any damage that occurs at the training center, or any clean-up that should have been handled, will be billed to the Department causing the damage, if other than the Galena Fire Department.



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**Section 3
Burn Building**

Prior to use, the building will be inspected, by conducting a walk through with the following in mind:

Check for existing damage to the facility and documenting same. Confirm if any damage noted is severe enough to affect the safety of training participants.

Ensure that no unauthorized persons, animals, or objects are in the structure.
Check basic equipment for proper operation.

Check that all doors are unlocked.

Each participant must be in full PPE.

A Training OIC and a Safety Officer must be utilized at all time and for all exercises and evolutions.

All participants entering the building must have an SCBA on and in full use at all times when actively engaged in live fire training.

When the temperature in any room exceeds 700 degrees F, training will cease and the area will be evacuated. Hand lines deployed from a safe area will be used to extinguish the fire and the room will be ventilated.

All fire loads must be approved by the Training Officer before use and listed on the TCOPS *Form*.
(Not to exceed 150 lbs.)

During live fire operations, the two in, two out rule will be in place at all times. The RIT will be suitably equipped for emergency entrance to the structure or other props in accordance with NFPA 1403 and GFD SOG. This back-up team will consist of assigned, trained, and qualified personnel.

No fires will be set outside of the burn room(s), without the specific approval of the Training OIC following consultation with the Safety Officer.

At the completion of the training exercise, all burn materials will be properly disposed of, the floors will be swept, all drains will be cleared, and any other actions necessary to put the Training Center back in full pre-use condition will be undertaken.



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Section 5

Outside-Agency Use of Training Center

Departments desiring to use the Training Center will schedule their activities with the Galena Fire Chief, or Designee, at least seven days in advance of the scheduled event. All scheduling will be done through the Galena Fire Chief's Office. A call will be made to confirm date and time of the training event. The *Outside Agency Information and Indemnification Form* (Page 9) must be completed prior to commencement of the training exercise.

Objectives and details of all training activities will be provided by utilizing the *GFD Training Center Operations Form and Training Exercise Risk Management Worksheet* (TCOPS) (Page 9). Each application for use of the Training Center shall specify the instructional objective of the training event and the teaching methodology which will be employed during the training event.

All training events will include an Officer in Charge (OIC) and a Safety Officer (SO) assigned, both at all times and committed to remaining on the training ground property and engaged in the training activities during the entire training evolution. The Safety Officer may be a Galena Fire Department Member as determined by the Galena Fire Chief.

Outside Agency or Fire Department-appointed Safety Officers will be required to use as guidelines the National Fire Protection Association 1521 standard as it pertains to safety officers.

No later than 30 minutes prior to the start of the scheduled training event, the OIC and SO for the event will meet with the Training Facility in order to 1) review the operational components of the training, and 2) to discuss any safety concerns and/or procedures that are evident and 3) to ensure that all safety procedures will be implemented, based on GFD standards.

Use of accelerants is prohibited on the Training Center grounds, unless specifically approved by the GFD Fire Chief prior to the training event. All live fire training evolutions will be ignited by the OIC with a charged appropriate hose line utilized as a safety hose line.

The OIC and/or SO will have the authority to deny the use of any area of the Training Center as well as deny any specific training component in situations in which departments have not implemented all applicable and required safety procedures.

The OIC and/or SO will have the authority, regardless of user department rank or seniority, to intervene, alter, suspend, or terminate any training evolution when, in his/her judgment, a potential or real danger or an unsafe condition exists.

As a means of cost recovery, an appropriate and reasonable fee may be charged to outside agency use. Payment will be made to the Galena Fire Department at least three days prior to the scheduled training event.



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Prior to the start of any training evolution, the OIC of the participating Fire Department shall make certain that all participants are thoroughly briefed and aware of the objectives of the evolution. They should be well-versed in their respective roles within the training event.

The GFD is responsible for maintaining all records, to include a complete list of attendance for drills. Participating departments will comply with all information requested to ensure complete and accurate reporting.

Any injury or illness that occurs at the training center requiring treatment will be verbally reported immediately to the OIC and SO. A follow-up written report will be submitted to the GFD Fire Chief within 48 hours of the injury or illness. This report will identify the date and time of the injury/illness, the type of the injury/illness, the cause of the injury/illness, the severity of the injury/illness, any treatment rendered, including notification of EMS and transportation to a medical facility.

Any damage to the Training Center and/or associated equipment or any unsafe conditions shall be reported to the OIC who will share this information to the Fire Chief, or Designee. If damage causes a condition that poses a threat of injury, immediate notification shall be made to the OIC and SO for immediate action, including temporary termination of training.

Any damage that occurs at the Training Center, which is not from normal use, will be billed to the Department or Organization causing the damage.

All training areas, facility grounds and buildings will be cleaned up of garbage and debris as well as all burned material. Any cleaning which occurs due to the Training Facility being left in unkempt conditions will be billed to the Department responsible for the unkempt condition.

Indemnification

The undersigned, jointly and severally, agree to indemnify and hold harmless the City of Galena, the Galena Fire Department past and present assigns and all successors, from any action, liability, loss, damage, or suit, arising from the use of any part of the GFD Training Center.



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**Section 6
Outside Agency Information and Indemnification Form
To: Galena Fire Department Fire Chief**

Reference: GFD Training Center, 11525 Technical Drive, Galena IL 61036

Date: _____

As Fire Chief of the _____ Fire Department, I fully endorse the Galena Fire Department Standard Operating Guidelines which govern all training evolutions performed at the Galena Fire Department Training Center located at 11525 Technical Drive, Galena IL 61036. I understand that a fee will be charged for the use of this facility.

I will provide current proof of insurance and a copy of same will be provided to the Galena Fire Department prior to commencement of training.

I have read all the guidelines and understand them in their entirety. I further commit, on behalf of every members of the above-named department to adhere to all criteria, regulations, policy and guidelines set forth in the GFD Training Center Standard Operating Guidelines.

I understand that it is my responsibility to educate all participating members of the applying agency on the contents of GFD SOG 055. I further understand that personal safety is a primary concern during fire training exercises. It is our responsibility and duty to apply all GFD regulations, as well as those outlined in all applicable NFPA and OSHA Standards.

I understand that lack of compliance with any portion of Standard Operating Guideline 055 could result in immediate suspension of training, as well as removal of current and future GFD Training Center privileges if corrective steps are not taken made to remedy said infraction(s).

I understand that the user agency is financially responsible for any, and all, damage to the GFD Training Center resulting from carelessness or disregarding established guidelines and regulations, and from all activities outside of that which is considered normal use of this facility.

The undersigned, jointly and severally, agree to indemnify and hold harmless the City of Galena, the Galena Fire Department, past and present assigns, and all successors, from any action, liability, loss, damage, or suit, arising from the use of any part of the GFD Training Center.

Chief of User Agency

Print

Date

Signature

Date

Galena Fire Chief or
Designee

Signature

Date



GFD TRAINING CENTER

Section 7

**TRAINING CENTER OPERATIONS FORM
EXERCISE RISK MANAGEMENT WORKSHEET (TCOPS)**
Galena Fire Department Training Center

| | | | | |
|---|---------------------|------------------------------------|--------------------------|----------------|
| Organization: | | Date Prepared: | | |
| Training Objective: | | Start Date/Time: | | |
| | | End Date/Time: | | |
| | | Total Hours: | | |
| | | Number of Personnel Participating: | | |
| Condition of Training Center: | | Building or Site Damage: | | |
| 1. Specific Tasks | 2. Identify Hazards | 3. Initial Risk Level | 4. Develop Risk Controls | 5. Supervision |
| 6. Post Session Risk Level After Countermeasures (Circle) LOW (L) MODERATE (M) HIGH (H) EXTREMELY HIGH (E) | | | | |
| 7. Additional Comments/Observation | | | | |
| <p>NOTES: -Any Training Objective/Exercise variance must be approved by the Training OIC - A GFD Training Report must be filed for each GFD session at the Training Center - All Training areas will be placed back into 'full readiness condition' upon completion of training.</p> | | | | |
| Prepared By (Rank, Name): | | | Date: | |
| Safety Officer Signature: | | | Date: | |
| Training Officer Signature: | | | Date: | |
| Fire Chief, or Designee Signature: | | | Date: | |



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Exercise Risk Management Worksheet Key:

1. **Specific Tasks** - What specific tasks are you intend to apply to this training session?
2. **Identify Hazards** - Review all potential factors and develop hazards that relate to this training session. These can also be generated by experience, judgment, equipment characteristics and warnings.
3. **Initial Risk Level** - Assess hazard and determine initial risk for each hazard by applying Risk Assessment Matrix (Below).
4. **Develop Risk Controls** - Develop one or more controls for each hazard that will either eliminate the hazard or reduce the risk (probability and/or severity). Specify who, what, when, where, how and why for each control.
5. **Supervision** - Who or how will each control be monitored. Will it be continuous or intermittent? Evaluate frequently and pass on lessons learned.
6. **Post Session Risk Level** - Re-evaluate post session after countermeasures have been utilized during the training session. The goal is for this assessment to represent less risk than indicated by the Initial Risk Level. Circle the applicable Post Session Risk Level.
7. **Additional Comments/Observation** - Include any additional comments or thoughts on the training session that is not already included on this Training Exercise Risk Assessment Worksheet. Focus on critical assessment and safety considerations.

RISK ASSESSMENT MATRIX (Key on Page 11)

| PROBABILITY → | Frequent | Likely | Occasional | Seldom | Unlikely |
|----------------------|---------------------|--------|-----------------|--------|---------------------------|
| ↓ SEVERITY | | | | | |
| Catastrophic | E | E | H | H | M |
| Critical | E | H | H | M | L |
| Marginal | H | M | M | L | L |
| Negligible | M | L | L | L | L |
| | | | | | |
| L (Low) | M (Moderate) | | H (High) | | E (Extremely High) |



GFD TRAINING CENTER RISK

RISK ASSESSMENT MATRIX KEY

PROBABILITY: The likelihood that an event will occur.

| | |
|-------------------|---|
| Frequent | Occurs often -Continuously experienced. |
| Likely | Occurs several times. |
| Occasional | Occurs sporadically. |
| Seldom | Unlikely, but could occur at some time |
| Unlikely | Can assume it will not occur. |

SEVERITY: The expected consequence of an event in terms of degree of injury, property damage, or other mission impairing factors.

Catastrophic: Death or permanent total disability, system loss, major damage, significant property damage, mission failure.

Critical: Permanent partial disability, temporary total disability (in excess of three months), major system damage, significant property damage, significant mission degradation.

Marginal: Minor injury, lost time accident, minor system damage, minor property damage, some mission degradation.

Negligible: First aid or minor medical treatment, minor system impairment, little/no impact on mission accomplishment.



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As a guiding reinforcement, ensure that all controls, as noted below, are adequate to the training session.

| | YES | NO |
|--|-----|----|
| Support - Is the type amount, capabilities, and condition of the support adequate to carry out the mission? | | |
| Personnel | | |
| Vehicles | | |
| Equipment | | |
| Facilities | | |
| Standards - Are Guidelines/Procedure adequately clear/practical/specific to control the hazard(s)? | | |
| Training - Is training adequately thorough and recent to control hazard? | | |
| Leadership - Are those in charge ready, willing and able to enforce all applicable standards required to control the hazard(s)? | | |
| Individual Crew/Company Self-Discipline - Is performance and conduct sufficiently self-disciplined in order to control the hazard(s)? | | |
| NOTE: If all 'Yes', no further action required (subject to additional guidance by Safety Officer (SO) or Officer -In-Charge (OIC). If one or more 'No', risk manage the hazard, correct the deficiency, and re-apply this matrix until confirmed as all 'Yes'. | | |