



Lee Broadbent Training Center
58577 McNulty Way
St Helens, OR 97051
503-397-2990

Lee Broadbent Training Center

Training and Safety Manual

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Section 1

Safety at the Fire Training Center

Introduction

Everyone concedes that firefighting is an endeavor that is fraught with the risk of injury. Since 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. In 2005, the National Fire Protection Association (NFPA) reported that 7,120 firefighters were injured and 12 firefighters killed while engaged in training activities in the United States. In an attempt to provide realistic and valuable firefighter training in the safest environment possible, this safety manual will serve to govern the operation of fire training activities at the Lee Broadbent Training Facility.

In an effort to make the use of the fire training facilities a worthwhile and safe training experience, Columbia River Fire and Rescue (CRF&R) has developed this manual, detailing the operational procedures to be used. The procedures set forth are the result of research and evaluation, and therefore, represent the policy of the Fire Training Committee and the CRF&R Safety Committee. The operational procedures set forth herein are to be followed to the letter and intent by all who use this facility.

Objective

It is the objective of the CRF&R Training and Safety Committee to ensure 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.

While this organization has limited control over what may be taught at the Fire Training Center by instructors from individual Fire Departments, it is the position of the Fire Training Committee that personal safety should be the primary consideration in the design and implementation of all fire and emergency control techniques. The CRF&R Fire Training Committee desires to teach the safest operational techniques in the safest manner possible.

The CRF&R Fire Training Committee realizes the necessity of live fire training. With the increasing complexity of the contemporary fire problem and the continued and potential growth of the County, the Fire Training Committee understands that emergency service personnel must have the most realistic training possible if they are to be adequately prepared for the fire emergencies of which they will be confronted.



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Therefore, with live fire training being a necessity, it is our desire to provide a safe and realistic climate for all fire training events.

Your adherence to the procedures that follow will not only ensure your safe utilization of the facility but will also demonstrate to our community that we are a dedicated and responsible group of public servants.

All scheduling will be done through the CRF&R Training Division as described in this document. It may become necessary to cancel out a Fire Department Training Session to accommodate a State Training Class.

After review of these guidelines, Attachment 2 will be signed by the Chief of Department and the Chair of the Authority having jurisdiction of the Department and returned to the CRF&R Training Division Office prior to scheduling use of facility.



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Section 2

Facility Wide Safety Procedures

NFPA 1403, Standard on Live Fire Training Evolutions, SHALL be used for ALL Live Fire Training on the County Fire Training Center grounds.

The safety procedures and considerations listed below shall apply in all areas of the Lee Broadbent Training Facility (LBTC):

1. Departments desiring to use LBTC shall schedule their activities with the Division Chief of Training 7 days in advance of the event. All scheduling will be done through:
 - a. CRF&R Training Division Office located at 270 Columbia Blvd, St. Helens OR 97051, Phone (503) 397-2990 or email at smythee@crfr.com.
2. Contact (phone call/email) shall be made by the CRF&R Training Division Office to confirm date availability, at which time it will be tentatively scheduled. Details of the training will be provided to the Training Office utilizing the LBTC Request for Utilization form, Contract, and prior use "walk" through with the instructor, safety officer or designee prior to any training evolution/event day. This can be completed the day prior or the morning of the evolution.
3. If required by state or federal law or statute all training events taking place at the Training Center shall have a Facility Operator, a Safety Officer assigned to the event, and a Training Officer as assigned by AHJ who will be conducting the training. The Safety Officer and Training Officer assigned will have completed a NFPA 1403 Standard for Live Fire Training prior to the event.
4. No later than 15 minutes prior to the start of a scheduled training event, the participating department Officer in Charge (OIC) of the event will meet with the Facility Operator and/or Safety Officer to determine that all safety procedures have been implemented and complied with in compliance with NFPA 1403.
5. The Facility Operator and/or Safety Officer shall have the authority to deny use of any area of the Fire Training Center to departments that have not implemented all applicable safety procedures.
6. The use of accelerants shall be prohibited on the Fire Training Center Grounds.
7. All live fire training evolutions will be ignited by the Designated Ignition Officer; a charged back up hose line/team will be made ready prior to the ignition.



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8. The Facility Operator 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 exists.
9. The safety procedures outlined in this manual shall be adhered to at all times.
10. Department appointed Safety Officers will be required to use as guidelines the procedures outlined in the National Fire Protection Association 1521 standard as it pertains to safety officers.
11. It is the responsibility of each individual to conduct him/herself in a professional manner when within the confines of the Fire Training Center. Examples of unacceptable behavior include, but are not limited to:
 12. Arriving on the Training Grounds while under the influence of intoxicating substances.
 13. 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.
 14. Anyone actively engaged in a training event at the Fire Training Center, will be dressed in full protective clothing. Protective clothing for all firefighters shall meet current NFPA standards or OSHA 1910.132 – 1910.140. If this is not the case, the trainee will not be allowed to participate in burn or extrication evolutions.
 - a. The wearing of full protective clothing shall be for the duration of the training event. During periods of hot or humid weather, the Officer in Charge 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.
15. Spectators, which shall be defined as those who are not participating in the training event excluding the Facility Operator, and/or Safety Officer, shall not observe a training evolution except in the prescribed safe zone or designated spectator area. Upon completion of the training event and/or evolution, the Officer in Charge of the Department's training activity may, after consultation with the Facility Operator or 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 participating department, and such spectators shall not be allowed to enter any area in which active fire suppression or training activities are underway. The participating department shall assume all responsibility for the safety of any spectator so entering the training zone.



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16. Each application to use the Fire Training Center shall specify the instructional objective of the training event and the teaching method or methods, which will be employed.
17. Prior to the start of any training evolution, the Officer in Charge 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 versed in their respective roles within the training event.
18. The Department is responsible for maintaining all records, by law, to include a list of attendance for drills.
19. Any injuries, which occur at the training center requiring treatment at a Medical Facility, will be verbally reported to the Fire Coordinator ASAP. A written report will be submitted to the CRF&R Training Office within 48 hours or next business day. The report will highlight the type of injury, severity, how it occurred, cause, date, time, and what was being done at the time of the injury.
20. Training that causes damage to the training facility is forbidden. (Example: forcible entry by kicking or prying doors except the installed forcible entry door simulator).
21. Any damage or unsafe conditions shall be reported to the Fire Coordinator's Office. If damage causes a condition, which poses a threat of injury, immediate notification shall be made to the Fire Coordinator for immediate action, including temporary use stoppage of the facility.
22. Any damage, which occurs at the training center, which is not from normal use, will be billed to the Department causing the damage. All grounds and buildings shall be cleaned of garbage and burned material. Any cleaning which has to occur due to the tower being left in unclean conditions will also be billed to the Department last using the tower.



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Section 3

Burn Building

1. Prior to use, the building will be inspected by conducting a walk through with the following in mind:
 - Checking for existing damage to the facility. This shall be documented and reported to the Facility Coordinator and/or CRF&R Training Division prior to the evolution/event.
 - Confirm any damage is not severe enough to affect the safety of training participants.
 - Ensure that no unauthorized persons, animals or objects are in the structure.
 - Check Thermo-Coupling/ Scout Temperature Monitor for proper operation.
 - Check that ALL doors are unlocked and unable to be locked.
2. Each participant must be in full protective gear (See Section 2, Item 11).
3. A Training Tower Operator and/or Safety Officer must be utilized at all evolutions.
4. All participants entering the building will have SCBA on and in full use at all times when actively engaged in Live Fire Training.
5. When the temperature in any room exceeds 1000 degrees F, training will cease, the area will be evacuated. Hand lines from a safe area will be used to extinguish the fire and the room will be ventilated.
6. All fire loads must be approved by the Operator before use and listed on the training center application.
7. During live fire operation, the two in/ two out rule will be in place at all times, and the backup team will be suitably equipped for emergency entrance to the structure or props in accordance with NFPA 1403. The backup team will consist of personnel without any other assignment or obligation for that scenario.
8. NO FIRES WILL BE SET OUTSIDE OF A BURN ROOM OR SPOT BURN AREAS.
9. At the completion of the training exercise, all burn materials will be placed in the appropriate dumpster/burn container, the floors will be swept, and all drains will be cleared.



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Section 4

Guidelines for Completing the Fire Training Center Request/Post Use Forms

The CRF&R Training Division contact phone and email is 503-397-2990 and smythee@crfr.com. Prior to any request forms being submitted, please call or email D/C Eric Smythe in order to check date availability. Upon confirmation of an available date, official notification will follow using Attachment 1.

1. The contact person's cell and work phone numbers should be provided in the event of a scheduling conflict.
2. A brief description of the training to be conducted shall be included on the request form.
3. Supply a list of participants including name, contact information, and emergency contact information prior to the training event.
4. Submit your department/company's Certification of Liability.

At the completion of the Training, a post FTC Use Form (Attachment 2) shall be completed and submitted to CRF&R Training Division. All information shall be filled out and forwarded to the Fire Training Division Office.



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Attachment 1

Fire Training Center Request Form

Section 1

Name of Department: _____ Today's Date: _____

OIC: _____ Phone :(#1) _____ (#2) _____

Date/s requested for training: _____ Time start: _____ End: _____

Section 2

Please describe training objective and methods to be used:

Section 3

Facilities to be used: (Check all which apply)

LPG Burn Tower <input type="checkbox"/>	Training Grounds <input type="checkbox"/>	Flashover Prop <input type="checkbox"/>
FAST Building <input type="checkbox"/>	Portable LPG Prop/s <input type="checkbox"/>	Tech Tower/Confined Space <input type="checkbox"/>
Training Room <input type="checkbox"/>	Garage/Bay Area <input type="checkbox"/>	SCBA Fill Station <input type="checkbox"/>

Please Supply a list of participants including name, contact information, and emergency contact information prior to the training event.

This completed form should be faxed to 503-397-3198, emailed, or mailed to CRF&R Training Division, 270 Columbia Blvd, and St. Helens OR 97051.

Requests are due one (1) week prior to training if no live fire training is being conducted.

Two (2) weeks' notice is required prior to training, if live fire training is being conducted.



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Attachment 2

Post FTC Use Report

Complete after session and fax to 503-397-3198 or mail to the CRF&R Training Division at 270 Columbia Blvd, St. Helens OR 97051.

Name of Department: _____ Today's Date: _____

OIC: _____ Phone: (#1) _____ (#2) _____

Date Training Conducted: _____ Time start: _____ End: _____

Number of Firefighters in attendance: _____

Submit an edited participants list if any changes were made in attendance.

Condition of Facility prior to use:

Were any problems encountered during Training? Yes _____ No _____

If yes, Describe:

Was any damage done to the facility? Yes _____ No _____

If yes, Describe:

Was notification of damage made? Yes _____ No _____

If Yes:

Notification made to: _____ on (Date) _____ at (Time) _____ hrs.

_____ Training Officer

_____ Safety Officer

_____ Facility Operator (if required)



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Attachment 3

Fire Department Sign Off

Date: _____

As Chief of the Fire Department, I, _____, fully endorse the Columbia River
(name)

Fire and Rescue Training Procedures, which govern all training evolutions performed at the Lee Broadbent Training Facility located at 58577 McNulty Way, St. Helens OR 97051. I have read all the rules and regulations and understand them in their entirety. It is the commitment of this Department to adhere to all safety regulations and guidelines set forth in the Columbia River Fire and Rescue Training SOP/SOG. I understand it is my responsibility to educate my Department on this document, and the use of the Lee Broadbent Training Facility.

Personal Safety is of primary concern when training exercises are taking place on the Fire Training Center Grounds. It is, therefore, our duty as a department to use all stated regulations in this manual, as well as those outlined in all applicable NFPA and OSHA Standards, as guidelines. I understand, further, that non-compliance with any portion of the Standard Operating Procedures could result in a suspension of training ground privileges if steps are not made to correct those infractions.

I also understand my department is financially responsible for damaged caused to the training facility, which is not from normal use. A copy of our department/organization's Certificate of Liability will be provided to CRF&R and kept on file with the application of use.

Signed: Chief of Department _____

Date _____

Chair of Governing Body _____

Date _____