



INTER-OFFICE MEMORANDUM

PRINCE GEORGE'S COUNTY, MARYLAND

March 25, 2009

TO: All Fire/Emergency Medical Services (EMS) Personnel **Memo #09-08**

FROM: Eugene A. Jones
Eugene A. Jones
Acting Fire Chief

RE: New General Orders

By the authority vested in me as Fire Chief of the Prince George's County Fire/EMS Department, I am setting forth the attached General Orders as official policies. Effective as of today, Wednesday, March 25, 2009, these General Orders shall supersede any conflicting information except local, state, or federal regulations. Attached is the new General Order Table of Contents, which will assist with easy navigation through the new Orders.

I would like to thank all of those who participated in the development and implementation of our new General Orders. For the first time in Departmental history, we are able to provide one comprehensive set of policies and procedures that will govern our operations. In delivering services to the residents of Prince George's County, it is paramount that we operate safely, effectively, and efficiently, in accordance with legal and regulatory guidelines. Thus, it is imperative that every member of this Department be fully aware of, and in compliance with, the operational procedures set forth in our General Orders.

Communicating all Departmental policies through one publication will:

- Establish a system that contains contemporary content and has a process to review and update documents;
- Improve the accessibility of Departmental policies;
- Consolidate documents and reduce redundancy;
- Significantly reduce the historical bureaucracy involved in implementing a new General Order;
- Promote greater reliance on General Orders as routine reference documents that support daily management and emergency operations, so that decisions are made at the lowest practical level.

All Fire/EMS Personnel – **Memo #09-08**

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Please be reminded that the new General Order system marks a significant change to our previous methods of communicating Departmental policies, and while this project has been carefully planned, there may be unforeseen challenges that arise. Therefore, it is imperative that all Prince George's County Fire/EMS Department employees and members embrace this new system with patience and flexibility as we progress through its implementation.

To access the new General Orders, please visit the Department's intranet site at <http://pgcintra/Topics/Agencies/Fire%20Department/Pages/default.aspx>.

Thank you for your continued support. If you have any questions, please contact Ms. Kova Blake of the Administrative Compliance office, via email, at KDBlake@co.pg.md.us.

EAJ/cdb/kdb/slt

2009.03.25 AFEMSP Memo #09-08 – New General Orders.doc

Attachment

General Order and Directive Table of Contents

DIVISION 04: EDUCATION AND TRAINING

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NEW DOCUMENT

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NEW DOCUMENT

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CARD

NEW DOCUMENT

CHAPTER 09: INFECTION CONTROL TRAINING

NEW DOCUMENT



Division 04

Education and Training

Chapter 01– Required Refresher Training to Maintain Operational Status

March 2009

POLICY

This General Order shall outline the training that the Prince George's County Fire/EMS Department requires in order to maintain operational status.

DEFINITIONS

Annual/Refresher Training –to include CPR/AED, EMT-Refresher, and Hazardous Materials Operations, SCBA Fit test, etc. required at regular intervals. These intervals vary depending on the respective certification. These training sessions can be used for re-certification purposes and are mandatory to maintain operational status.

Course Completion– accomplished when the employee/member has successfully completed the course requirements for a specific course of instruction.

Professional Certification in the Fire Service – professional qualification standards define the career paths available to fire service personnel and the professional requirement for both career and volunteer members at each level clearly and concisely. Certification will be obtained with the Maryland Fire Service Personnel Qualifications Board (MFSPQB) and/or the National Board on Fire Service Professional Qualifications System (NBFSPQS), and/or the International Fire Service Accreditation Congress (IFSAC).

Company/Station Drill – drills conducted by personnel at the station level for skills

enhancement and/or additional knowledge. These drills are typically not used for certification purposes.

Fire/EMS Training Academy (FETA) –the official training facility for the Prince Georges County Fire/EMS Department.

Maryland Fire & Rescue Institute (MFRI) – the State's comprehensive training and education system for emergency services.

Maryland Institute for Emergency Medical Services Systems (MIEMSS) - oversees and coordinates all components of the statewide EMS system in accordance with Maryland statute and regulation. This includes planning, operations, evaluation, and research.

Office of Human Resources Management (OHRM) Training & Career Development – provides Prince George's County employee/members with a training program that will be competency-based and professionally-focused. Civilian, sworn, and volunteer personnel are eligible to attend these courses.

Training Standards – guides all training sessions and define what the content/objectives of a course will entail.

PROCEDURES

1. Required Training

Listed below are the continuing education and/or training hours to maintain operational



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS

status within the Fire/EMS Prince George's County Department.

CPR for the Healthcare Professional / Professional Rescuer with AED

Training –An operational member of the Fire/EMS Department must maintain a valid Professional level CPR with AED certification.

- **Emergency Medical Technician (EMT) – Basic** – A 24-hour refresher class must be completed every 3 years to maintain the EMT-Basic certification. The EMT-Basic must also maintain a Healthcare Professional level CPR with AED certification.
- **First Responder** (personnel that have been members prior to September 20, 1994 and have completed First Responder), Must complete A 15 hour refresher class every 3 years to maintain the First Responder certification. The First Responder must also maintain a Healthcare Professional level CPR with AED certification.
- **FIT Testing & SCBA Training** – The Fire/EMS Department tests each person once per fiscal year in each mask type they are required /maybe required to wear in the performance of their duties. OSHA 29 CFR 1910.134 states this is an annual testing and training program that all operational members must maintain. Fire/EMS sworn and volunteer personnel must maintain both SCBA & N-99 FIT Testing. Volunteer EMS only personnel must only maintain N-99 FIT Testing. Certain civilian employee/member/members must maintain their N-99, SCBA and other mask certifications.
- **Emergency Medical Technician (EMT) – Intermediate/Paramedic** –

Must maintain the certification for National Registry Paramedic. To recertify as a National Registry Paramedic, the EMT-Paramedic must complete/recertify a National Standard EMT Paramedic Refresher Course, a Professional level CPR with AED certification, an ACLS certification, an additional 24 hours of EMS related continuing education and an EMT-Paramedic Skill Competency.

- **Infection Control / Blood borne Pathogens Program** – OSHA 29 CFR 1910.1030 states this course has an annual refresher requirement that must be completed by all operational personnel.
- **Bomb Squad Members** – required to complete 16 hours of monthly training, 40 hours of additional annual training and a recertification class every three years
- **Emergency Vehicles Operators Course (EVOC)**- This class has an annual 4 hour refresher.
- **Fire Investigator** – required to qualify with their firearm annually and must maintain their Criminal Justice Information Certification (two year certification).
- **Hazardous Materials Awareness** – OSHA 29 CFR 1910.120 states this course has an annual refresher (4 hours) that must be completed by all operational personnel at the awareness level.
- **Hazardous Materials Operations** – OSHA 29 CFR 1910.120 states this course has an annual refresher (8 hours) that must be completed by all operational personnel at the operations level.
- **Hazardous Materials Technician** – OSHA 29 CFR 1910.120 states this course has an annual refresher (12



hours) that must be completed by all operational personnel at the technician level.

N/A

- **Hazardous Materials On-Scene Incident Commander** – OSHA 29 CFR 1910.120 states this course has an annual refresher that must be completed by all operational personnel trained at the Hazardous Materials incident command level.

**2. Responsibilities
Personnel**

It is the responsibility of the individual member (civilian, sworn, and volunteer) in the Prince George's County Fire/EMS Department to maintain all of their mandatory certifications/training. Failure to maintain all mandatory certifications/training may result in operational suspension.

Fire/EMS Training Academy

The Fire/EMS Training Academy will post training/recertification courses that are available to all members of the Fire/EMS Department at regular intervals throughout the year.

REFERENCES

N/A

FORMS/ ATTACHMENTS

Attachment #1



Division 04 Education and Training

Chapter 02— Registering for Courses

March 2009

POLICY

This General Order shall establish a procedure for registering and attending all fire and emergency medical service related training courses sponsored by the Fire/Emergency Medical Services Training Academy.

DEFINITIONS

Annual/Refresher Training –to include CPR/AED, EMT-Refresher, and Hazardous Materials Operations, SCBA Fit test, etc. required at regular intervals. These intervals vary depending on the respective certification..

Certification – accomplished when the employee/member/member has successfully completed the course requirements for a specific course of instruction.

Professional Certification in the Fire Service – professional qualification standards define the career paths available to fire service personnel and the professional requirement for both career and volunteer members at each level clearly and concisely. Certification will be obtained with the Maryland Fire Service Personnel Qualifications Board (MFSPQB) and/or the National Board on Fire Service Professional Qualifications System (NBFSPQS), and/or the International Fire Service Accreditation Congress (IFSAC).

Company/Station Drill – drills conducted by personnel at the station level for skills enhancement and/or additional knowledge.

These drills are typically not used for certification purposes.

Fire/EMS Training Academy (FETA) –the official training facility for the Prince Georges County Fire/EMS Department.

Maryland Fire & Rescue Institute (MFRI) – the State's comprehensive training and education system for emergency services.

Maryland Institute for Emergency Medical Services Systems (MIEMSS) - oversees and coordinates all components of the statewide EMS system in accordance with Maryland statute and regulation. This includes planning, operations, evaluation, and research.

Office of Human Resources Management (OHRM) Training & Career Development – provides Prince George’s County employee/member/members with a training program that will be competency-based and professionally-focused. Civilian, sworn, and volunteer personnel are eligible to attend these courses.

Training Standards – guides all training sessions and define what the content/objectives of a course will entail.

PROCEDURES

1. Registration

Courses Sponsored by MFRI

Individuals registering for MFRI sponsored courses will complete the MFRI registration form located on MFRI’s website. The prospective student will have the assigned



career Battalion Chief, the Battalion Chief assigned to the Fire/EMS Training Academy, or the student's volunteer Station Chief will sign the registration form. Completed forms will then be faxed to the appropriate Maryland MFRI regional office.

Training Academy Courses

Individuals registering for Prince Georges County Fire/EMS Training Academy sponsored courses will complete a Prince Georges County Fire/EMS Training Academy FETA Application for Training form (Attachment #1) and have the assigned career Battalion Chief, the Battalion Chief assigned to FETA, or the student's volunteer station chief sign the Application for Training. Completed forms will then be either emailed or faxed to FETA. Some courses may have electronic registration available on the Department website.

Office of Human Resource Management (OHRM) and Career Development Institute Courses

To register for OHRM and Career Development Institute courses, sworn personnel shall complete the OHRM Registration form (Attachment #2) and have the assigned career Battalion Chief, the Battalion Chief assigned to FETA, or the student's volunteer station chief sign and fax the form to FETA. Civilian personnel shall coordinate registration through their supervisor.

Updating Training Records

Individuals are required to submit copies of course certification(s)/completion upon receipt of those documents. To submit course certification(s)/completion information, complete the update records requests form

(Attachment #3), attach copies of all course certification(s)/completion cards/certificates and send information to FETA.

2. Responsibilities

FETA is responsible for sponsoring, coordinating, and/or conducting emergency services related training for all civilians, sworn, and volunteer members of the Department. Additionally, FETA may conduct-training for Federal, State, and local agencies and organizations not affiliated with the Department.

FETA responsibilities shall include, but not be limited to:

- Coordinating and administering Career Recruit Schools
- Providing training opportunities for members of the Prince George's County volunteer fire and rescue corporations
- Coordinating training opportunities with other Federal, State, and local training organizations
- Conducting in-service training for the Fire/EMS Department's emergency and non-emergency Vehicle Operators Program

Civilian, Sworn, and Volunteer Personnel

It is the responsibility of the individual member (civilian, sworn, and volunteer) to maintain all of their mandatory certifications/training.

Failure to maintain all mandatory certifications/training may result in operational suspension.

REFERENCES

N/A



FORMS/ ATTACHMENTS

Fire/EMS Training Academy Application for Training

OHRM Training & Career Development Institute Registration/Referral for Training Form

Fire/EMS Training Academy Update Records Request



Attachment #1

FIRE/EMS TRAINING ACADEMY

9190 Commo Road, Cheltenham, MD 20623

APPLICATION FOR TRAINING

Today's Date: _____

Name: _____

ID Number: _____ Circle One: **Civilian / Sworn / Volunteer**

Station/Office: _____

Home Phone: _____ Other Phone: _____

E-Mail: _____

Course Information

Course Name: _____

Course Location: _____

Course Start Date and Time: _____

Prerequisite Information

If the course you are registering for requires you to have completed training prior to entry to this class, please list below the prerequisite course(s) that you have completed and the date of completion and attach a copy of each prerequisite with this application.

Signature of Student

Signature of Station Officer / Chief / Supervisor

Notification will be sent via email; sworn personnel will be notified by the county email only. It is the responsibility of the individual to attend the course for which you have enrolled. Please mail or fax completed form to the Fire/EMS Training Academy, fax number 301-856-0948. If you have any questions, please contact the Fire/EMS Training Academy at 301-856-2940.



**PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS**

Attachment #2

PRINCE GEORGE'S COUNTY GOVERNMENT
OFFICE OF HUMAN RESOURCES MANAGEMENT
Training and Career Development Institute

Registration/Referral for Training Form

Instructions: Please complete the information on this form and forward it to your supervisor for approval. Upon approval, the agency training coordinator must forward this form to the Office of Human Resources Management, Training and Career Development Institute. All information and signatures must be complete or the form will be returned. **Confirmation for employee attendance will be sent to the agency training coordinator.**

EMPLOYEE INFORMATION:	TRAINING COURSE INFORMATION:
Name: _____	Course Title: _____
Title: _____	Course Date(s)/Time: _____
Agency: _____	_____
Phone: _____	Reason for Attending Course:
(h) _____	<i>(See definitions on page 5 in Training Catalog)</i>
(w) _____	<input type="checkbox"/> Job Required/Mandatory <input type="checkbox"/> Job Related <input type="checkbox"/> Career Development <input type="checkbox"/> Workforce Development <input type="checkbox"/> Other (specify) _____
Employed By:	Is this course a part of your Individual Development Plan?
<input type="checkbox"/> County	<input type="checkbox"/> Yes
<input type="checkbox"/> City	<input type="checkbox"/> No
<input type="checkbox"/> LTGF/700	
<input type="checkbox"/> State	
<input type="checkbox"/> Bi-County	
<input type="checkbox"/> Other	
Non-County participants may be assessed a fee.	
Employee's Signature	What do you expect to learn from this course?
_____	_____
Supervisor's Signature	_____
Appointing Authority's or Training Coordinator's Signature	_____
_____	_____

Please note the following information is used for statistical and record keeping purposes only. This information is voluntary and confidential and will not subject employee to adverse treatment.

Sex:	Race:
<input type="checkbox"/> Male	<input type="checkbox"/> White
<input type="checkbox"/> Female	<input type="checkbox"/> African-American
	<input type="checkbox"/> Hispanic
	<input type="checkbox"/> Native American
	<input type="checkbox"/> Asian/Pacific Islanders



Attachment #3

FIRE/EMS TRAINING ACADEMY

9190 Commo Road, Cheltenham, MD 20623

Update Records Request

Today's Date: _____

Name: _____

ID Number: _____ Circle One: **Civilian / Sworn / Volunteer**

Station/Office: _____

I _____ am requesting that the following information be added to my training file at the Fire/EMS Training Academy.

Signature

Date

Information/Records Update Information

Please attach copies of all training/certifications that are to be updated in record files.



Division 04 Education and Training

Chapter 03 – Volunteer Recruit Training

March 2009

POLICY

This General Order shall outline the specific training requirements for volunteer members to obtain various operational levels within the Prince George's County Fire/EMS Department.

DEFINITIONS

Volunteer Recruit School (VRS) – An entry level class that all new volunteer members of the Prince George's County Fire/EMS Department must successfully complete to be eligible to ride on apparatus in Prince George's County. See exception below.

PROCEDURES

1. New Volunteer Members

With Prior Training/Experience

New volunteer members to the Prince George's County Fire/EMS Department may have acquired training from other departments/jurisdictions. Equivalency may be granted for this training. The individual must submit a completed Application for Equivalency (Attachment #1); furthermore, copies of all training reports and/or certifications will be sent to the Fire Commission Office located at the Fire Services Building, 6820 Webster Street, Suite 101, Landover Hills, Maryland 20784 for approval.

Approval will only be granted to those courses/certifications that are able to meet National Board on Fire Service Professional Qualifications (NBFSPQ), Maryland Fire

Service Personnel Qualifications Board (MFSPQB), and/or International Fire Service Accreditation Congress (IFSAC) certification standards.

Individuals that have been granted equivalent training will be given a Letter of Equivalent Training, **RESTRICTED DOCUMENT**. After the application is approved, and the member meets the minimum standard for operations within the Prince George's County Fire/EMS Department as outlined in this General Order, he/she must complete the following training prior to riding on apparatus:

- Personal Protective Equipment and SCBA Refresher
- Hazardous Materials First Responder Operations Level Refresher
- Prince George's County Fire/EMS Department's General Orders Orientation

When the new volunteer member has received their Letter of Equivalent Training, they may complete the following:

- Report to Logistics & Supply to be issued their structural firefighting gear
- Report to the Fire Commission Office to be issued their Personal Accountability Tag and ID card
- Report to Apparatus Maintenance Division to be FIT Tested and issued a mask and regulator

This equipment will be needed in order to complete their training and to receive their Certificate of Equivalency for Volunteer Recruit School.



Without Prior Training/Experience

Volunteer Recruit School training is designed to provide an entry-level volunteer member with a brief orientation to the Prince George's County Fire/EMS Department. Training is accomplished through the Prince George's County Fire/EMS Department's Training Academy (FETA).

Classes are held on a regular basis throughout the year. The classes are located at FETA, in Cheltenham, Maryland. The schedules for these classes will be published in the Training Bulletin.

2. Volunteer Recruit School Registration Procedure

The new volunteer member and volunteer company will submit a fully completed Application for Training Form (Attachment #2) to the Fire Commission Office. Applications must be received before the 15th day of the month before the scheduled class.

When the new volunteer member has been accepted to Volunteer Recruit School, the individual will be sent a letter from the Fire Commission Office. The letter will be mailed immediately after the closing date.

The letter will outline the following:

- The new volunteer member will need to make an appointment with the Fire Commission office to obtain a Personal Accountability Tag (PAT) and Fire/EMS Department I.D.
- The new volunteer member will need to go to the Logistics and Supply office to be fitted for their structural firefighting gear.
- The new volunteer member will also need to make an appointment with

Apparatus Maintenance to be Fit Tested for their SCBA regulator and mask.

- They will need to take the Volunteer Agreement letter, signed by their Volunteer Chief, to each appointment.

If the new volunteer member has not completed all components necessary to start Volunteer Recruit School prior to the first night of class, the new volunteer member will have to re-schedule for the next Volunteer Recruit School.

Volunteer Recruit School Procedures

1. Volunteer Recruit School will be a collaborative effort between the designated Volunteer Fire Commission Representative and the Director of the Fire/EMS Training Academy.
2. The Volunteer Fire Commission will provide a roster of approved students attending Volunteer Recruit School to the Fire/EMS Training Academy.
3. Class size will not exceed 30 students
4. Members with approved equivalent training may attend day two of Volunteer Recruit School for required training. This will be allowed as long as the class size does not exceed 30 students
5. If possible the Volunteer Fire Commission will forward a roster of additional equivalency attendees for the second day of VRS prior to the start of the class
6. If current Volunteer Recruit School roster is full, an additional class meeting the requirements of day two of VRS will be scheduled. This will only be done at the Volunteer Commission VRS representative's request



Completion of Volunteer Recruit School

Upon successful completion of the Volunteer Recruit School class, the new volunteer member will be given a Certificate of Completion from FETA.

The new volunteer member will be issued their Personnel Accountability Tag (PAT) with I.D. card, their personal protective equipment (PPE), and their SCBA Mask and regulator.

Allowable Activities

Upon completion of the Volunteer Recruit School, an individual member will be authorized to respond on emergency calls as an observer. Members having only completed volunteer recruit school shall not enter an IDLH atmosphere, or serve as a primary care provider on any medical emergency apparatus until they have obtained the appropriate certifications. Appropriate certifications are listed in Section 6, below.

Further Training Requirements

All new volunteer members shall comply with the training requirements below upon successful completion of Volunteer Recruit School.

Within the first 12 months a Fire Fighter member must:

- Register for a Maryland Emergency Medical Technician Course or
- Register for a Firefighter I class
- Complete a Hazardous Materials Operations level course
- Complete ICS 100
- Complete ICS 700

All training requirements listed above for the fire fighter tract must be completed within 30 months of appointment.

Emergency Medical Service (EMS) only care providers shall comply with the following training requirements:

- Successfully complete a Maryland State Emergency Medical Technician course
- Complete a Hazardous Materials Operations Course
- Complete ICS 100
- Complete ICS 700

All training requirements listed above for the EMS only provider must be completed within 18 months of appointment.

If all training requirements for each discipline are not met within the prescribed time frame, all information will be forwarded to the operational compliance committee for review.

REFERENCES

Prince George's County Subtitle 11, applicable sections

FORMS/ ATTACHMENTS

Attachment #1- Application for Equivalency

Attachment #2- Application for Training for VRS



Attachment #1

Prince George's County Fire Commission

6820 Webster Street Landover Hills, MD 20784

Phone: 301-583-1914 - Fax: 301-583-1912

Application for Equivalency

Name: _____ PGFD I.D. #: _____

Home Address: _____

Contact Number: _____

Fire/EMS Department Affiliation: _____ Station #: _____

Volunteer Chief: _____ Contact Number: _____

I am a new volunteer member to the Prince George's County Fire/EMS Department and I have prior training with another jurisdiction. I am providing copies of all relevant training I have completed along with a letter from my previous Fire/EMS Department regarding my membership status and training.

Verification Information:

Name of Fire/EMS Department Organization: _____

Point of Contact or Fire/EMS Chief: _____

Address: _____

Contact Number: _____

Attachments:

Training Records

Letter from Previous Fire/EMS Department Affiliation



Division 04 **Education and Training**

Chapter 04 – Use of Fire/ EMS Training Academy Facilities

March 2009

POLICY

This General Order shall establish standard guidelines for use of the Prince George’s County Fire/EMS Training Academy facilities.

DEFINITIONS

Instructor – in – Charge – Certified MICRB fire training instructor that commands the overall training evolutions. This person will ensure that all safety precautions and training procedures are followed during training evolutions.

MICRB Fire Instructor – Maryland Instructor Certification Review Board (MICRB) instructor that meets all instructor training requirement set forth in COMAR. To conduct any live fire training that is required for training certifications course require the presences of an MICRB fire instructor. Fire personnel under basic fire training must be supervised by an MICRB fire instructor when involved in live fire training.

Safety Officer – Certified fire training instructor that is trained to oversee training operations to ensure that they comply with the standards and are also conducted in safe manner.

Training Management System (TMS) – Uniformed management system for all training exercises. This system will mirror the Incident Command System (IMS) used during emergency operations with in the Prince Georges County Fire/EMS Department

PROCEDURES

1. Burn Building Use Policy

The burn building located at the Prince George’s County Fire/EMS Training Academy (FETA) shall be available for use by members of the Prince George’s County Fire/EMS Department.

Any fire department company, crew, or member wishing to use FETA’s burn building must submit the following:

- A Facility Use Request Form (attached)
- A written training plan outlining planned evolutions, training objectives, and goals of the requested training along with the dates requested
- A roster of all participants to include name, station assignment/affiliation, department identification number, and a copy of all participants departmental issued Personal Accountability Tags.

Once all administrative requirements have been made, an officer from the company requesting the training will schedule a meeting with the Battalion Chief assigned to FETA to review the evolutions, goals, and objectives.

Once the requested training is approved and scheduled, all FETA Standard Operating procedures will be reviewed with the requesting officer. There will be no deviation from any of these policies.

Use of FETA’s burn building by companies from outside of Prince George’s County will



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be approved at the discretion of FETA's Bureau Chief. These requests will follow all of the above requirements, and will be subject to approval on a case by case basis.

2. Flashover Simulator, Extrication Pit, and SCBA Training simulator

The flashover simulator located at FETA shall be available for use for members of the Prince George's County Fire/EMS Department.

Any fire department company, crew, or member wishing to use the Fire/EMS Training Academy flashover simulator must submit the following:

- A Facility Use Request Form (attached)
- A written training plan outlining planned evolutions, training objectives, and goals of the requested training along with the dates requested
- A roster of all participants to include name, station assignment/affiliation, department identification number, and a copy of all participants departmental issued Personal Accountability Tags.

Once all administrative requirements have been made, an officer from the company requesting the training will schedule a meeting with the Battalion Chief assigned to the Prince George's County Fire/EMS

Academy to review the evolutions, goals, and objectives.

Once the requested training is approved and scheduled all Prince Georges County Fire/EMS Training Academy Standard Operating procedures will be reviewed with the requesting officer. There will be no deviation from any of these policies.

Use of the Prince Georges County Fire/EMS Training Academy flashover simulator by companies from outside of Prince Georges County will be approved at the discretion of the Bureau Chief of the Fire/EMS Training Academy. These requests will follow all of the above requirements and will be subject to approval on a case by case basis.

REFERENCES

NFPA 1403

FORMS/ATTACHMENTS

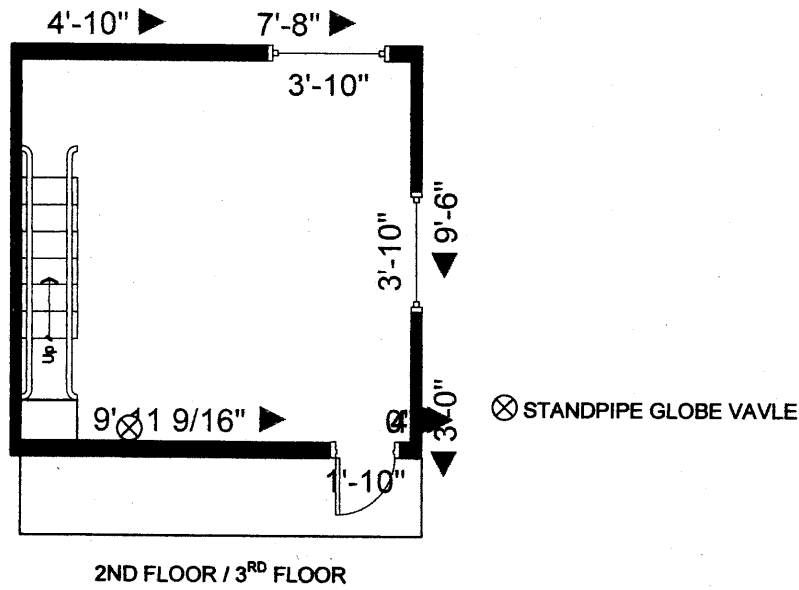
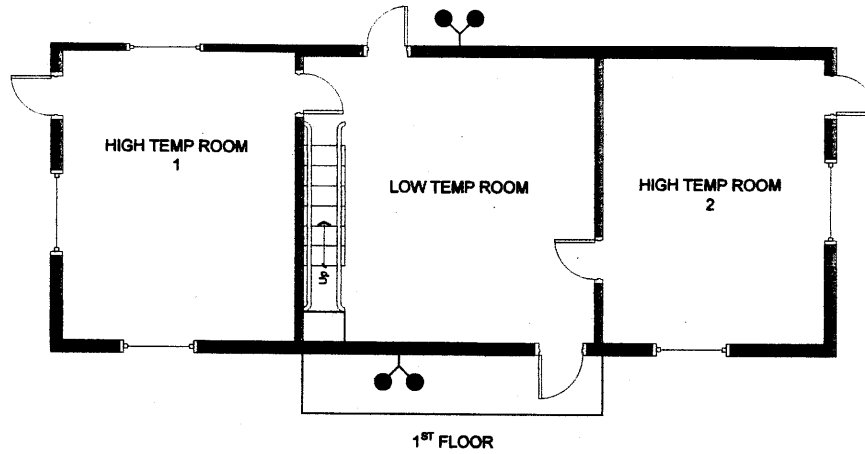
Burn Building Floor Plan

Facility Use Request

Responsibilities of the Lead Instructor



Burn Building Floor Plan



LIVE FIRE TRAINING BUILDING FLOOR PLAN



Facility Use Request

Date of Request: _____

Name of Lead Instructor: _____ ID #: _____

Contact Phone Number: _____

Date(s) Requested: _____ Times: _____

Facilities Requested (Circle):

Burn Building

Vehicle Pit, check on: **Burn** **Extrication**

Maze Building

Classroom

Apparatus Needed (Circle):

Engine 651 Engine 652 Tanker 65 Truck 65

Equipment Needed (list): _____

Description of Activity: _____

Number of students that will be involved: _____

Number of instructors that will be involved: _____

Received By: _____

Date: _____

FETA Approval By: _____

Date: _____

FETA Denial By: _____

Date: _____

Comments: _____



Responsibilities of the Lead Instructor

This document is to be completed prior to the start of the training session.

1. _____ Plan and coordinate all training activities with the Fire/EMS Training Academy.
2. _____ Monitor activities to ensure safe practices
3. _____ Inspect building integrity prior to each fire.
4. _____ Assign instructors:
 - a. _____ To attack hose lines
 - b. _____ To back-up hose lines
 - c. _____ Functional assignments
 - d. _____ Teaching assignments
5. _____ Brief instructors on responsibilities:
 - a. _____ Accountability for students
 - b. _____ Accountability for instructors
 - c. _____ Assessing student performance
 - d. _____ Clothing and equipment inspection
 - e. _____ Monitoring safety
 - f. _____ Achieving tactical and training objectives
6. _____ Assign coordinating personnel as needed:
7. _____ Ensure no more than nine people are in the structure during the burn.

I understand that the above listed items outline my responsibilities and have provided for the completion of these responsibilities according to the standard.

Printed Name: _____

ID #: _____

Signature: _____

Date: _____



Responsibilities of the Safety Officer

This document is to be completed prior to the start of the training session.

1. _____ Prevent unsafe actions, conditions or situations
2. _____ Intervene and terminate unsafe acts
3. _____ Supervise any additional safety personnel, as needed
4. _____ Coordinate lighting of fires with the lead instructor
5. _____ Ensure compliance of participants personal equipment with applicable standards:
 - a. _____ Personal Protective Equipment
 - b. _____ Self Contained Breathing Apparatus (SCBA)
6. _____ Ensure no more than nine people are in the structure during the burn.
7. _____ Ensure that all participants are accounted for, both before and after each evolution.

I understand that the above listed items outline my responsibilities and have provided for the completion of these responsibilities according to the standard.

Printed Name: _____

ID #: _____

Signature: _____

Date: _____



**PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS**

Activity/Rest/Water Consumption Table

Applies to all training operations for heat acclimated personnel wearing standard work uniforms

Class A (Easy) Activity		Class B (Moderate) Activity		Class C (Strenous) Activity	
Cognitive classroom training climate controlled		All non-climate controlled psychomotor training/evolutions **		All Live Fire Training/Evolutions	
Psychomotor classroom training climate controlled		Psychomotor firefighter/rescue training involving use of PPE without B.A.		Psychomotor firefighter/rescue training involving use of PPE with B.A.	
Cognitive Instructional non-climate controlled		Psychomotor HazMat/WMD/Terrorism training involving use of PPE without B.A.		Psychomotor HazMat/WMD/Terrorism training involving use of PPE with B.A.	
Physical Training		Physical Training		Physical Training	

Heat Training Category	Heat Stress Index	Class A Activity		Class B Activity		Class C Activity	
		Work/ Rest	Water Intake (Qt/H)	Work/ Rest	Water Intake (Qt/H)	Work/ Rest	Water Intake (Qt/H)
1	Below 80	NL	1/2	NL	3/4	40 / 20 minutes	3/4
2 (Green)	80-90	50 / 10 minutes	1/2	50 / 10 minutes	3/4	30 / 30 minutes	1
3 (Yellow)	91-105	50 / 10 minutes	3/4	40 / 20 minutes	3/4	30 / 30 minutes	1
4 (Red)	106-130	50 / 10 minutes	3/4	30 / 30 minutes	3/4	20 / 40 minutes	1
5 (Black)	Above 130	50 / 10 minutes	1	No outside training activity allowed	1	No outside training activity allowed	1

Regardless of the Work/Rest Schedule that all personnel may be operating under, it is imperative that each person know his or her limits. A student's fatigue level shall supersede any Work/ Rest Rule and should seek rehab and/or medical treatment if necessary

The work-rest times and fluid replacement volumes should sustain performance and hydration for at least 4 hours of activity in the specified heat category. Fluid needs can vary based on individual differences (plus/minus 1/4 qt/h) and exposure to full sun or full shade (plus/minus qt/h)

NL = no limit to work time per hour

**** Denotes non-live fire training/evolutions. Unless noted in another category, all live fire training/evolutions are to be considered strenuous**

Note: Add 10 degrees to Apparent Temperature when protective clothing is worn and add 10 degrees to Apparent Temperature if exposed to direct sunlight



Division 04 Education and Training

Chapter 05 – Live Fire Training in Acquired Structures

January 2009

POLICY

The purpose of this General Order is to establish standard guidelines for conducting training fires in acquired structures.

The Prince George’s County Fire/EMS Department conducts live fire training evolutions in acquired structures to assist in the development of all employees/members. To ensure the safety of all personnel, the Department’s Live Fire Training Procedures in acquired structures have been updated to reflect requirements in the 2007 edition of NFPA 1403, Standard on Live Fire Training Evolutions.

This policy does not prohibit the use of acquired structures for training not related to live burns. Acquired structures may be used for forcible entry, ventilation, overhaul and other fire related training.

DEFINITIONS

Acquired Structure - A building or structure acquired by the Prince George’s County Fire/EMS Department from a property owner for the purpose of conducting live fire training evolutions. This will also apply to structures constructed for live fire demonstrations.

Live Fire Training Structure – A structure specifically designed for conducting live fire training evolutions on a repetitive basis.

MICRB Fire Instructor – Maryland Instructor Certification Review Board (MICRB) instructor that meets all instructor training requirements set forth in COMAR.

An MICRB fire instructor must be present for any live fire training that is required for the training certifications course. Fire personnel under basic fire training must be supervised by an MICRB fire instructor when involved in live fire training.

MFSPQB – Maryland Fire Service Personnel Qualifications Review Board

Safety Officer - Certified MFSPQB FO II and Instructor II. This person shall have successfully completed a NFPA 1403 compliance training program and an Incident Safety Officer Compliance training program. The Safety Officer shall have the authority, regardless of rank, to intervene and control any aspect of the operations when a potential or actual danger, accident, or unsafe condition exists.

Lead Instructor - Certified MFSPQB FO II and Instructor II. This person shall have successfully completed a NFPA 1403 compliance training program.

Rapid Intervention Crew (RIC) – shall be led by a certified MFSPQB FO II and Instructor II with three (3) firefighters with MFSPQB FF II certification or greater.

Interior Instructor - Certified MFSPQB FO II and Instructor II. This person shall have successfully completed a NFPA 1403 compliance training program. This instructor will be responsible for all evolutions conducted inside the acquired structure including the ignition of all training fires.

PROCEDURES

1. General Provisions



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS

All live fire training in acquired structures conducted within Prince George's County must be approved and coordinated by the Prince George's County Fire/EMS Training Academy. Projects considered for approval must provide rare or unique training opportunities that cannot be replicated in a training facility, as well as significantly contribute to the aptitude of Department operations. Examples include, but are not limited to, high-rise buildings in which multiple evolutions can be performed, large commercial complex that provide training opportunities to a substantial segment of the Department, or other large scale projects that involve numerous activities or unique public education opportunities.

Once a project has been identified, the Prince George's County Fire/EMS Department Battalion Chief assigned to the battalion in which the project is located and/or the Volunteer Chief from the first due response area will submit a written proposal to the Director of the Fire/EMS Training Academy for preliminary review. If the proposed project meets the aforementioned criteria, the Director of the Fire/EMS Training Academy will assign a team of Academy instructors to the proposed project.

The Director will assign instructors the following positions to explore the feasibility of conducting the project:

- **Logistic Officer** –The Logistics Officer will identify the departmental resources necessary for the project, establish a list of supplies and a time frame for procurement, and work with volunteer participants to obtain commitment to assign equipment and supplies for the project.
- **Planning Officer** – The Planning Officer will establish a comprehensive list of training evolutions and a timetable in which all evolutions will

be conducted, provide an overview on how the project will effect the surrounding communities, and will seek input from Emergency Operations to determine the operational impact.

- **Finance Officer**– The Finance Officer will provide a comprehensive plan on the financial impact of the project including, but not limited to, the cost of preparation of the project for training, the cost of supplies as outlined by Logistics Officer, and the cost of compensation for the instructors.
- **Safety Officer** – The Safety Officer will provide a complete overview of the safety concerns pertaining to training in the project location.
- **Liaison Officer** – The Liaison Officer will communicate with all agencies, both County and State, that may be affected by or have a legislative interest in the project. All communications will be forwarded to the Fire/EMS Training Academy Director. The Liaison Officer, in conjunction with the Departmental PIO, will establish contact with all surrounding communities and make the effected communities aware of the Fire/EMS Department's interest in this project. All communities will be made aware of possible effects, i.e. road closures and smoke, and the Liaison Officer will document community reactions; this documentation will then be forwarded to the Fire/EMS Training Academy Director.

The team of Academy instructors, along with the first due Prince George's County Fire/EMS Department Battalion Chief, will complete the Fire/EMS Department Burn Package (*Copy Attached*) and submit it, along with any other appropriate documentation, for



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS

approval. Upon approval of a project, the Director of the Fire/EMS Training Academy or his/her designee will become the Incident Commander. Moreover, an Operations Commander will be appointed to oversee each training evolution, and a list of MICRB/MFSPQB Level II instructors will be established for the project. The Operations Commander will ensure that all instructor positions are filled for each evolution, as outlined in the Fire/EMS Training Academy Burn Procedures.

2. Burn Procedures

All live fire evolutions will be conducted in accordance with established Prince George's County Fire/EMS Training procedures and will follow all requirements in *NFPA 1403, Standard on Live Fire Training Evolutions 2007 Edition, Chapter 4. Acquired Structures*. All applicable local, state, and federal guidelines will also be followed.

REFERENCES

National Fire Protection Agency, National Fire Code 1403, *Standard on Live Fire Training Evolutions 2007 Edition*

FORMS/ATTACHMENTS

Prince George's County Fire/EMS Acquired Structure Package

Prince George's County Fire/EMS Department



PROCEDURES, FORMS, AND STANDARDS FOR LIVE FIRE
TRAINING EVOLUTIONS IN ACQUIRED STRUCTURES

ACQUIRED STRUCTURE PACKAGE

STRUCTURE ADDRESS _____
DATE OF EVOLUTION _____
INSTRUCTOR-IN-CHARGE _____
INSTRUCTOR CONTACT # _____
SAFETY OFFICER _____
SAFETY OFFICER CONTACT # _____

NOTE: A copy of NFPA 1403 (Ed. 2007) "Standard on Live Fire Training Evolutions" shall be attached to the end of this package and applied to its entirety whenever a structure is going to be used for live fire training.

Prince George's County Fire/EMS Department

Acquired Structure Package

Instructor-in-Charge:

You are reminded that although this package contains a check list of all actions and the necessary forms that must be used throughout the planning, inspection, notification, evolution management, and documentation phases of live fire training; General Order _____ Training Evolutions in Acquired Structures, and NFPA 1403 should also be used as source references.

All documentation must be reviewed and approved by the Fire/EMS Training Academy Director and/or his/her designee prior to initiation of the evolutions.

Post Acquired Structure Package must be forwarded to the Director of Fire/EMS Training Academy within one (1) week of completed Live Fire Training Evolution.

The Instructor-in-Charge shall ensure that all steps on the checklist are completed and shall not deviate from this Acquired Structure Package.

Instructor-in-Charge Signature

Date

DEFINITIONS:

1. **Instructor-in-Charge** – Certified MICRB – Level II, MFSPQB FO II and Instructor II or equivalent. This person shall have successfully completed a NFPA 1403 compliance training program and an Incident Safety Officer compliance training program or equivalent.
2. **Safety Officer** - Certified MFSPQB FO II and Instructor II or Equivalent. This person shall have successfully completed a NFPA 1403 compliance training program and an Incident Safety Officer compliance training program or equivalent.
3. **Lead Instructor** - Certified MFSPQB FO II and Instructor II or equivalent. This person shall have successfully completed a NFPA 1403 compliance training program or equivalent.
4. **Ignition Officer** - Certified MFSPQB FO II and Instructor II or equivalent. This person shall have successfully completed a NFPA 1403 compliance training program or equivalent. Responsible for igniting fires for training evolutions.
5. **Instructor** - Certified MFSPQB FO I and Instructor I or Equivalent. This person shall have successfully completed a NFPA 1403 compliance training program or equivalent.
6. **Student (participant)** - Certified MFSPQB FF I or equivalent.
7. **RIC Team** – shall be led by an Instructor with three (3) firefighters with FF II Certification or greater.
8. **Department Safety Officer** (Volunteer or Career, as designated by the County Fire Chief) shall have successfully completed a NFPA 1403 compliance training program.
9. **An Observer** is one who has not yet attained the FF I Certification and cannot participate in a Live Fire Acquired Structure training evolution. An Observer can observe with an assigned Instructor in a safe location, designated by the Instructor-in-Charge and/or the Safety Officer.
10. **Acquired Structure** - A building or structure acquired by the Prince George's County Fire/EMS Department from a property owner for the purpose of conducting live fire training evolutions.
11. **Live Fire Training Structure** – A structure specifically designed for conducting live fire training evolutions on a repetitive basis.



PERMISSION TO BURN RELEASE FORM

The undersigned building owner, _____ and his/her Successors, heirs, assigns, and personal representatives (the "Building Owner), hereby authorize, grant and convey unto the Prince George's County Fire/EMS Department (the "Fire/EMS Department") all rights and privileges to enter upon Building Owner's property and to burn a certain building or structure presently locate at _____, MD., 2_____, and owned by the Building Owner ("the Building"), which Building has previously been identified and designated by the Building Owner to _____, Chief of the Prince George's County Fire/EMS Department, as the building or structure to be razed by burning in connection with the Fire/EMS Department's Live Fire Training Program.

In consideration for the services provided in razing the Building, the Building Owner herby agrees to hold Prince George's County on behalf of its Fire/EMS Department, its successors and assigns, its officers, its directors, it employees, its volunteers, and its agents (the "indemnified Parties") harmless from and against any and all claims, suits, losses, demands, or related causes of action for damages, including, but not limited to, any claims for any damage to the Building or any part thereof or any contents therein or claims that may result from injury or death, accidental or otherwise, during, or otherwise in any way arising out of razing of the Building by burning on Building Owner's property. Building Owner herby represents and warrants to the Prince George's County Fire/EMS Department that Building Owner owns the Building.

Building Owner understands and acknowledges that the Prince George's County Fire/EMS Department will raze the Building by burning as a part of the Fire/EMS Department's Live Fire Training Program and that the razing of the Building by burning will benefit Building Owner inasmuch as Building Owner originally contemplated to razing and demolition of the Building.

Dated at _____, this _____ day of _____, 20 _____

Building Owner: By: _____

Witness: _____

Print Name and Title: _____

Witness: _____

Building Owner's Address: _____

Building Owner's Telephone# _____



ADJACENT PROPERTY LETTER

(DATE)

Dear Local Resident:

The (PGFD or VFD) Department will be conducting a training exercise in your neighborhood on (DATE) from (TIME) through (TIME). Specifically, the house located at the following address will be demolished through the use of controlled burns within the structure. Ultimately, the house will be leveled.

The house is located at (STREET ADDRESS).

This exercise might produce a minor inconvenience to you. Among them could be; traffic congestion along (STREET NAME), smoke in the area, or discoloration in your water while the exercise is going on, due to the use of a fire hydrant along (STREET NAME).

We appreciate your support during this valuable training experience. If you have any questions regarding the event, please do not hesitate to contact me at any one of the numbers listed below.

Sincerely,

(INSTRUCTOR-IN-CHARGE)

(CONTACT PHONE NUMBERS)

1. Prince George's County Fire/EMS Department Permission to Burn Form completed by property owner.

Comments: _____

2. Attach photocopy of deed or Maryland State Real Property Tax record with Owner reference to property.

Comments: _____

3. Initial building inspection to be completed two (2) weeks prior to Live Fire Training Evolution by a PGFD Department Safety Officer and copy sent to Instructor-in-Charge of Live Fire Training Evolution for repairs to be made.

Comments: _____

4. Instructor-in-Charge of Live Fire Training Evolution notified of discrepancies needing repair after the initial building inspection.

Comments: _____

5. Final building inspection made by a PGFD Department Safety Officer, the day of the Live Fire Training Evolution, who will ensure that all deficiencies are corrected.

Comments: _____

6. Instructor-in-Charge and Safety Officer of Live Fire Training Evolution to review the attached standard entitled "NFPA 1403 (Ed. 2007) – Standard On Live Fire Training Evolutions in Structures." Copies of training qualifications must be attached to this Acquired Structure Package.

Comments: _____

7. Site Plan drawn and photo copies given to Instructor-in-Charge of Live Fire Training Evolution, one (1) week prior to Live Fire Training Evolution.

Comments: _____

8. Interior building plan drawn and photo copies given to Instructor-in-Charge of Live Fire Training Evolution, one (1) week prior to Live Fire Training Evolution.

Comments: _____

9. Fire Flow Demand Calculated, a copy attached, and one (1) given to the Instructor-in-Charge of Live Fire Training Evolution, one (1) week prior to Live Fire Training Evolution.

Comments: _____

10. Number of pumpers determined to ensure item #9 is accomplished.

Comments: _____

11. Water source determined. Primary and secondary water source identified.

Location #1: _____
Location #2: _____

12. Attach copies of burn and raze permits from Prince George's County and City (if applicable), obtained by the owner and/or Prince George's County Fire/EMS Department and/or Local Volunteer Fire/EMS Department.

Comments: _____

13. Written notification made to all affected police agencies, if necessary. Notification by email notification is acceptable. Attach copies of notification emails to this Package.

Comments: _____

14. Written notification made to owners and users of adjacent property of date, time, and location of Live Fire Training Evolution, one (1) week prior to Live Fire Training Evolution. Attach one copy of letter with address distribution listing.

Comments: _____

15. Notification to Public Safety Communications of date, time, and location of Live Fire Training Evolution, one (1) week prior to Live Fire Training Evolution. Notification by email notification is acceptable. Attach copy of notification email to this Package.

Comments: _____

16. Acquired Structure Package delivered to Instructor-in-Charge.

Comments: _____

17. Written releases from: Attach copies.
 Agency: Electric Co. Letter dated: _____
Telephone Co. Letter dated: _____
Gas Co. Letter dated: _____
Water Co. Letter dated: _____

Comments: _____

18. Proof of canceled insurance in writing. Attach copy.

Comments: _____

19. No air quality alerts in effect. In the event of a Red Ozone Action Day, the event shall be postponed and notification made to Prince George's County Environmental Health Office, Environmental Engineering at (301)-883-7681, to reschedule the event as it pertains to permits.

Comments: _____

20. Notifications made to: (Name & By Whom) two (2) weeks prior to Live Fire Training Evolution.

PGFD Chief's Executive Officer	_____
PGFD Adm. Compliance Lt. Colonel	_____
PGFD EOC Lt. Colonel	_____
PGFD MGMT. SVCS. Lt. Colonel	_____
PGFD SOC Lt. Colonel	_____
PGFD Director of Fire/EMS Training Academy	_____
PGFD EOC Operational Safety Officer	_____
PGFD Fire/EMS PIO	_____
PSC Supervisor	_____
Local City Officials, if applicable	_____

(Notification by email notification is acceptable. Attach copies of notification emails to this Package.)

21. Acquired Structure Package (originals) submitted to Director of the Fire/EMS Training Academy, two (2) weeks prior to Live Fire Training Evolution, for approval. Note, agency permits may be pending.

Comments: _____

Signatures are required.

Instructor-In-Charge:

Signature *Date*

Safety Officer:

Signature *Date*

Approved:

Signatures are required.

Fire/EMS Training Academy Safety Officer:

Signature *Date*

Director of the Fire/EMS Training Academy:

Signature *Date*

INITIAL BUILDING INSPECTION

- | OK | PROBLEM | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Building inspected to determine structural integrity. |
| <input type="checkbox"/> | <input type="checkbox"/> | All utilities disconnected from acquired building. |
| <input type="checkbox"/> | <input type="checkbox"/> | Highly combustible interior wall and ceiling coverings removed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Holes in walls, floors, and ceilings patched. |
| <input type="checkbox"/> | <input type="checkbox"/> | Heavy materials removed from above training area. (or area sealed from activity) |
| <input type="checkbox"/> | <input type="checkbox"/> | Windows checked and in working order. |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior and interior doors checked and in working order. Doors can be opened or closed as needed. (Not nailed or barricaded) |
| <input type="checkbox"/> | <input type="checkbox"/> | Closets and dead end areas identified to be secured and/or closed off. |
| <input type="checkbox"/> | <input type="checkbox"/> | Stairways made safe with railing in place. |
| <input type="checkbox"/> | <input type="checkbox"/> | Chimney checked for stability. |
| <input type="checkbox"/> | <input type="checkbox"/> | Fuel tanks and closed vessels removed or adequately vented. |
| <input type="checkbox"/> | <input type="checkbox"/> | Unnecessary inside and outside debris removed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Porches and outside steps made safe. |
| <input type="checkbox"/> | <input type="checkbox"/> | Cisterns, wells, cesspools, and other ground openings fenced or filled. |
| <input type="checkbox"/> | <input type="checkbox"/> | Hazards from toxic weeds, hives, and vermin removed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Hazardous trees, brush and surrounding vegetation removed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Exposures such as buildings, trees, and utilities removed or protected. |
| <input type="checkbox"/> | <input type="checkbox"/> | All extraordinary exterior and interior hazards (asbestos, if applicable) remedied. |

Problems found and corrective action if necessary:

Date Inspected

Department Safety Officer Signature

FINAL BUILDING INSPECTION

- | OK | PROBLEM | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Building inspected to determine structural integrity. |
| <input type="checkbox"/> | <input type="checkbox"/> | All utilities disconnected from acquired building. |
| <input type="checkbox"/> | <input type="checkbox"/> | Highly combustible interior wall and ceiling coverings removed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Holes in walls, floors, and ceilings patched. |
| <input type="checkbox"/> | <input type="checkbox"/> | Heavy materials removed from above training area (or area sealed from activity). |
| <input type="checkbox"/> | <input type="checkbox"/> | Ventilation openings of adequate size pre-cut for each separate roof area. |
| <input type="checkbox"/> | <input type="checkbox"/> | Window checked and operated, openings closed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior and interior doors checked and in working order. Doors can be opened or closed as needed. (Not nailed or barricaded) |
| <input type="checkbox"/> | <input type="checkbox"/> | Closets and dead end areas identified secured and/or closed off. |
| <input type="checkbox"/> | <input type="checkbox"/> | Stairways made safe with railing in place. |
| <input type="checkbox"/> | <input type="checkbox"/> | Chimney checked for stability. |
| <input type="checkbox"/> | <input type="checkbox"/> | Fuel tanks and closed vessels removed or adequately vented. |
| <input type="checkbox"/> | <input type="checkbox"/> | Unnecessary inside and outside debris removed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Porches and outside steps made safe. |
| <input type="checkbox"/> | <input type="checkbox"/> | Cisterns, wells, cesspools, and other ground openings fenced or filled. |
| <input type="checkbox"/> | <input type="checkbox"/> | Hazards from toxic weeds, hives, and vermin removed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Hazardous trees, brush and surrounding vegetation removed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Exposures such as buildings, trees, and utilities removed or protected. |
| <input type="checkbox"/> | <input type="checkbox"/> | All extraordinary exterior and interior hazards (asbestos, if applicable) remedied. |

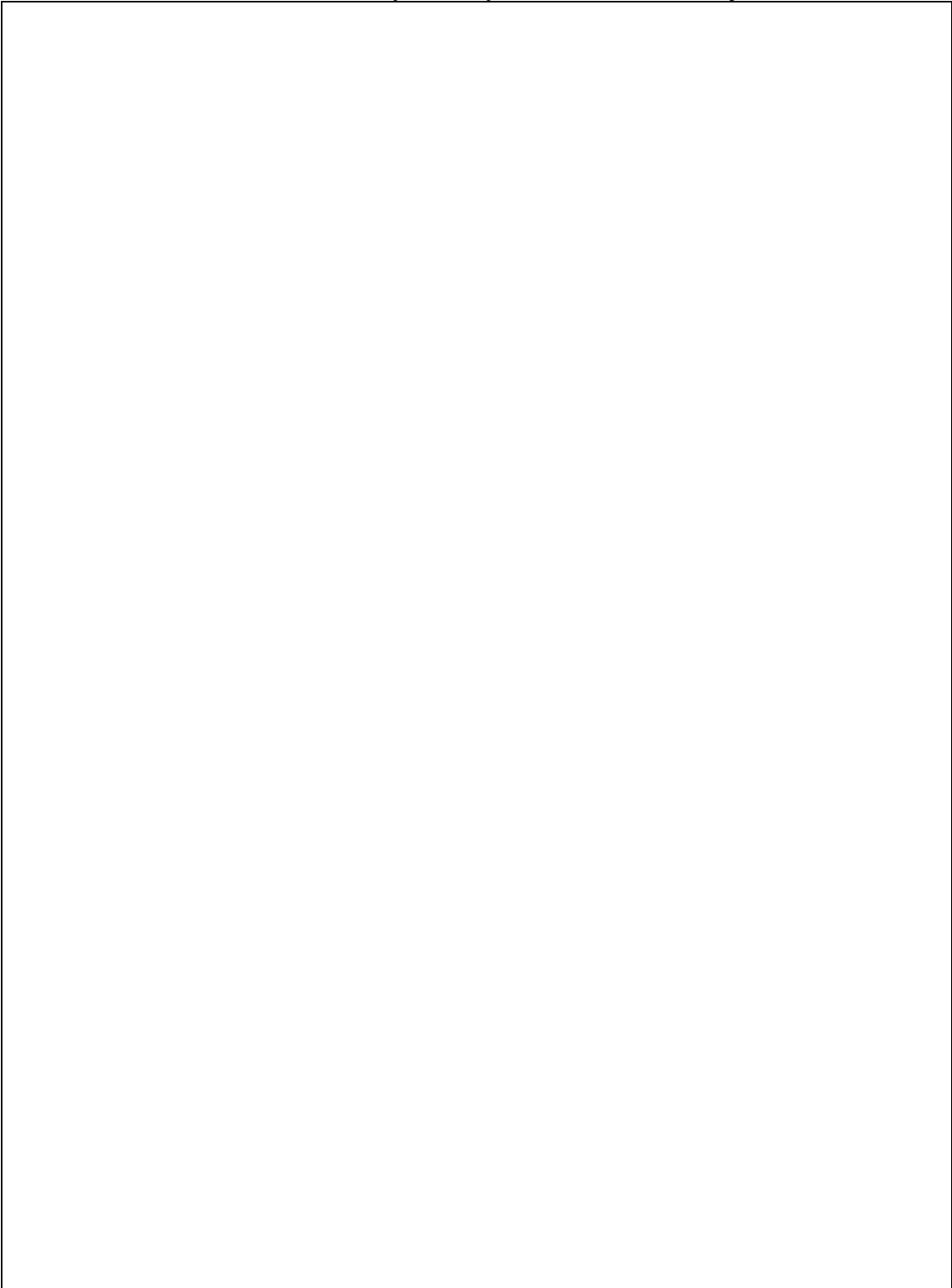
Problems found and corrective action if necessary:

Date Inspected

Department Safety Officer Signature

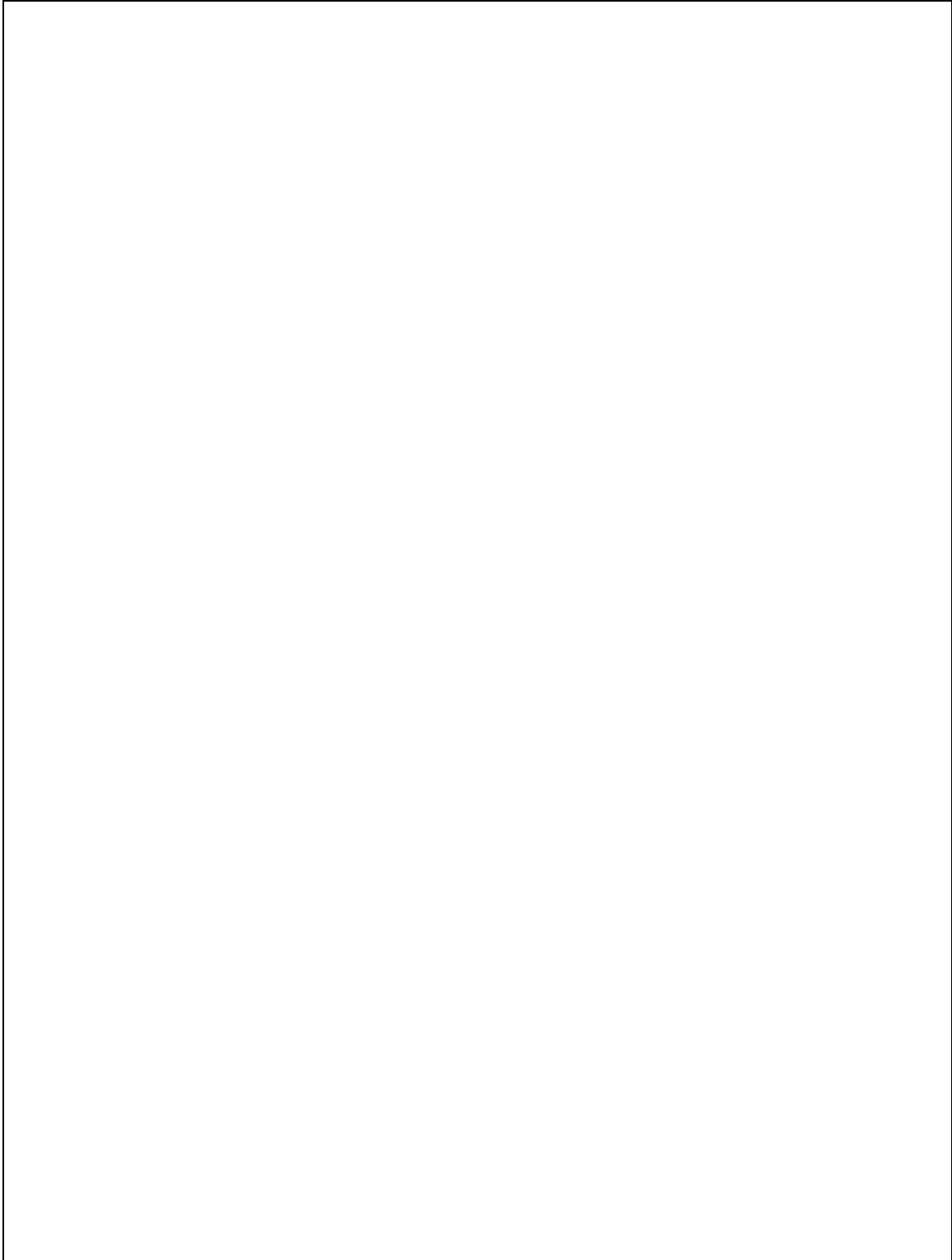
SITE PLAN FOR

Show: Structures, drives, roadways, fire hydrant locations and adjacent structures.



BUILDING PRE-PLAN FOR _____

(Show: All floor level floor plans (basement, first, second, etc.)
and show the locations of interior and exterior doors.)



FIRE FLOW CALCULATIONS

(L' X W' = SQ. FT. / 100 gpm per 100 SQ. FT.)

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for handwritten or printed calculations related to fire flow.



Prince George's County Fire/EMS Training Academy Post Injury Safety Report

Description of Training Activity

--

Number of Certified Instructors

--

Number of Support Instructors

--

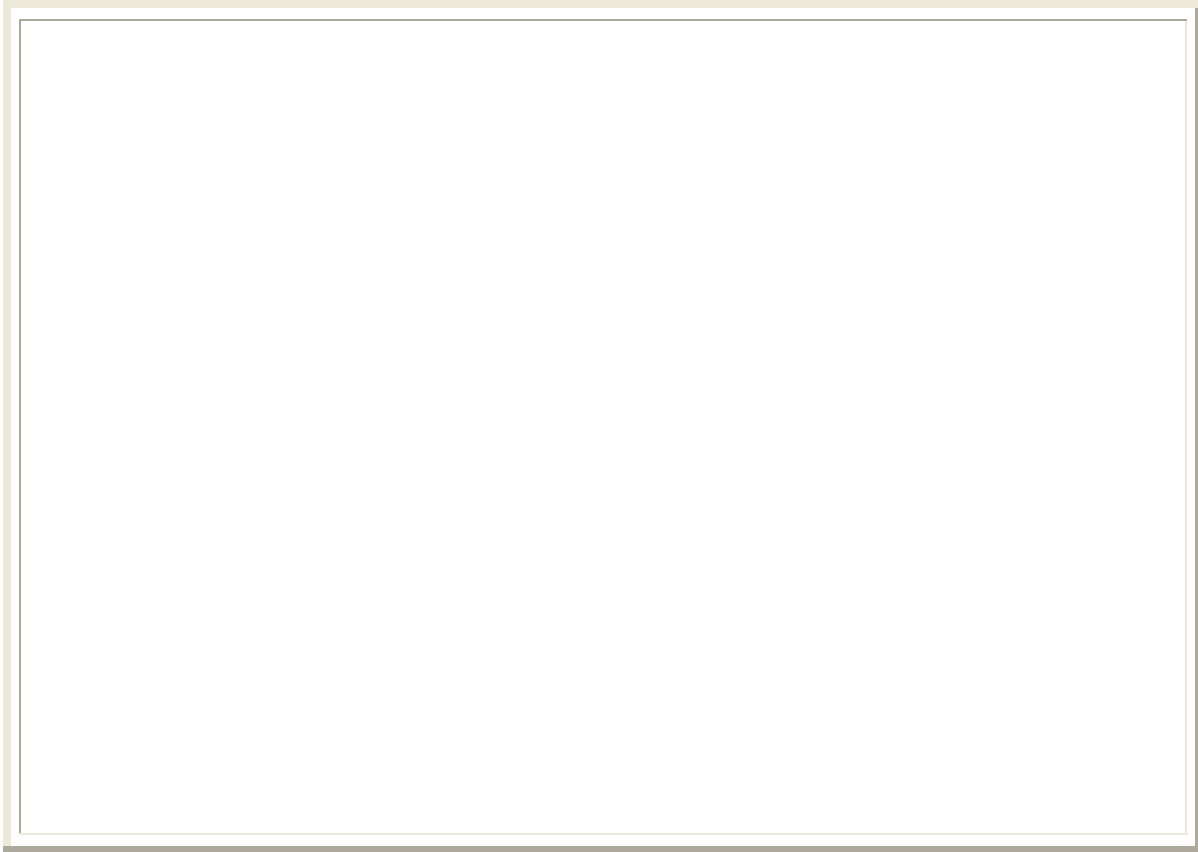
Injuries sustained

--

Safety Issues

--

Recommendations



Signature

Date

Printed Name (Last, First, Rank)

PRE BURN PLANS

NOTES:

Evolution # _____

Fire Location _____

Objectives _____

Strategies _____

of Crews _____ # of Personnel _____

Evolution # _____

Fire Location _____

Objectives _____

Strategies _____

of Crews _____ # of Personnel _____

***NOTE* This completed document must be included with this Package for approval.**

PRE BURN PLANS

NOTES:

Evolution # _____

Fire Location _____

Objectives _____

Strategies _____

of Crews _____ # of Personnel _____

Evolution # _____

Fire Location _____

Objectives _____

Strategies _____

of Crews _____ # of Personnel _____

***NOTE* This completed document must be included with this Package for approval.**

LIVE FIRE TRAINING EVOLUTIONS IN ACQUIRED STRUCTURES

PERSONNEL ROSTER

PAGE ____ OF ____

DATE: _____
LOCATION: _____
COMPANY(S): _____
INSTRUCTOR-IN-CHARGE: _____
SAFETY OFFICER: _____

	NAME:	CERTIFICATION:
LEAD INSTRUCTORS:	_____	_____
	_____	_____
	_____	_____
INSTRUCTORS:	_____	_____
	_____	_____
	_____	_____
STUDENTS:	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

- * Use additional roster if more space is needed.
- ** Students not affiliated with the PGFD/EMS Department must provide their FF I Certifications and written approval from their Department Chief on-site.
- *** Students can be added on-site, but must provide their FF I Certifications and written approval from their Department Chief on-site.
- **** Attach copies of on-site Student's Certifications and approvals to Post Acquired Structure Package.

Live Fire Training Medical Parameters

The medical parameters shall be set by the Instructor in Charge and the EMS/Rehab Officer prior to any evolutions. The final decision on allowing a person to begin or continue training must be based on the best judgment of the on site medical personnel according to all the information available in each individual situation. Students and instructors should not be allowed to begin or continue training against medical advice. The Instructor in Charge shall ensure that medical advice is followed and not override that advice.

A student or instructor who does not meet parameters set by the Instructor in Charge and the EMS/Rehab Officer should be allowed to extend his or her stay in rehab and then be reevaluated. If after a reasonable period, in the opinion of the EMS Officer, the set parameters cannot be met, the person should be removed from further participation for the remainder of the day and the lead instructor should be notified.

NOTHING IN THE SET PARAMETERS IS TO REPLACE THE JUDGEMENT OF ON SITE MEDICAL PERSONNEL THAT WOULD INDICATE THAT A PERSON IS IN MEDICAL DISTRESS AND IN NEED OF IMMEDIATE TRANSPORT TO A MEDICAL FACILITY.

THIS FORM SHOULD BE TURNED IN TO THE INSTRUCTOR IN CHARGE AS PART OF THE BURN PACKAGE.



Live Burn Accountability

Location: _____ Date: _____

Individual Name: _____ Company: _____

VITAL SIGNS	B/P	RESP.	PULSE	SKIN	TAKEN BY:
Base Line					
Post Entry #1					
Post Entry #2					
Post Entry #3					
Post Entry #4					

PERSONNEL/TURNOUT GEAR INSPECTION:

Coat: _____ Pants: _____ Helmet: _____ Boots: _____

Gloves: _____ Hood: _____ SCBA: _____ Pass: _____

Problems with Personnel/Gear: _____

Signature of Lead Instructor: _____ Date: ___/___/___

Signature of Safety Officer: _____ Date: ___/___/___



Live Burn Accountability

Location: _____ Date: _____

Individual Name: _____ Company: _____

VITAL SIGNS	B/P	RESP.	PULSE	SKIN	TAKEN BY:
Base Line					
Post Entry #1					
Post Entry #2					
Post Entry #3					
Post Entry #4					

PERSONNEL/TURNOUT GEAR INSPECTION:

Coat: _____ Pants: _____ Helmet: _____ Boots: _____

Gloves: _____ Hood: _____ SCBA: _____ Pass: _____

Problems with Personnel/Gear: _____

Signature of Lead Instructor: _____ Date: ___/___/___

Signature of Safety Officer: _____ Date: ___/___/___



Live Burn Accountability

Location: _____ Date: _____

Individual Name: _____ Company: _____

VITAL SIGNS	B/P	RESP.	PULSE	SKIN	TAKEN BY:
Base Line					
Post Entry #1					
Post Entry #2					
Post Entry #3					
Post Entry #4					

PERSONNEL/TURNOUT GEAR INSPECTION:

Coat: _____ Pants: _____ Helmet: _____ Boots: _____

Gloves: _____ Hood: _____ SCBA: _____ Pass: _____

Problems with Personnel/Gear: _____

Signature of Lead Instructor: _____ Date: ___/___/___

Signature of Safety Officer: _____ Date: ___/___/___



Live Burn Accountability

Location: _____ Date: _____

Individual Name: _____ Company: _____

VITAL SIGNS	B/P	RESP.	PULSE	SKIN	TAKEN BY:
Base Line					
Post Entry #1					
Post Entry #2					
Post Entry #3					
Post Entry #4					

PERSONNEL/TURNOUT GEAR INSPECTION:

Coat: _____ Pants: _____ Helmet: _____ Boots: _____

Gloves: _____ Hood: _____ SCBA: _____ Pass: _____

Problems with Personnel/Gear: _____

Signature of Lead Instructor: _____ Date: ___/___/___

Signature of Safety Officer: _____ Date: ___/___/___



Live Burn Accountability

Location: _____ Date: _____

Individual Name: _____ Company: _____

VITAL SIGNS	B/P	RESP.	PULSE	SKIN	TAKEN BY:
Base Line					
Post Entry #1					
Post Entry #2					
Post Entry #3					
Post Entry #4					

PERSONNEL/TURNOUT GEAR INSPECTION:

Coat: _____ Pants: _____ Helmet: _____ Boots: _____

Gloves: _____ Hood: _____ SCBA: _____ Pass: _____

Problems with Personnel/Gear: _____

Signature of Lead Instructor: _____ Date: ___/___/___

Signature of Safety Officer: _____ Date: ___/___/___



Live Burn Accountability

Location: _____ Date: _____

Individual Name: _____ Company: _____

VITAL SIGNS	B/P	RESP.	PULSE	SKIN	TAKEN BY:
Base Line					
Post Entry #1					
Post Entry #2					
Post Entry #3					
Post Entry #4					

PERSONNEL/TURNOUT GEAR INSPECTION:

Coat: _____ Pants: _____ Helmet: _____ Boots: _____

Gloves: _____ Hood: _____ SCBA: _____ Pass: _____

Problems with Personnel/Gear: _____

Signature of Lead Instructor: _____ Date: ___/___/___

Signature of Safety Officer: _____ Date: ___/___/___



Live Burn Accountability

Location: _____ Date: _____

Individual Name: _____ Company: _____

VITAL SIGNS	B/P	RESP.	PULSE	SKIN	TAKEN BY:
Base Line					
Post Entry #1					
Post Entry #2					
Post Entry #3					
Post Entry #4					

PERSONNEL/TURNOUT GEAR INSPECTION:

Coat: _____ Pants: _____ Helmet: _____ Boots: _____

Gloves: _____ Hood: _____ SCBA: _____ Pass: _____

Problems with Personnel/Gear: _____

Signature of Lead Instructor: _____ Date: ___/___/___

Signature of Safety Officer: _____ Date: ___/___/___



Live Burn Accountability

Location: _____ Date: _____

Individual Name: _____ Company: _____

VITAL SIGNS	B/P	RESP.	PULSE	SKIN	TAKEN BY:
Base Line					
Post Entry #1					
Post Entry #2					
Post Entry #3					
Post Entry #4					

PERSONNEL/TURNOUT GEAR INSPECTION:

Coat: _____ Pants: _____ Helmet: _____ Boots: _____

Gloves: _____ Hood: _____ SCBA: _____ Pass: _____

Problems with Personnel/Gear: _____

Signature of Lead Instructor: _____ Date: ___/___/___

Signature of Safety Officer: _____ Date: ___/___/___



Live Burn Accountability

Location: _____ Date: _____

Individual Name: _____ Company: _____

VITAL SIGNS	B/P	RESP.	PULSE	SKIN	TAKEN BY:
Base Line					
Post Entry #1					
Post Entry #2					
Post Entry #3					
Post Entry #4					

PERSONNEL/TURNOUT GEAR INSPECTION:

Coat: _____ Pants: _____ Helmet: _____ Boots: _____

Gloves: _____ Hood: _____ SCBA: _____ Pass: _____

Problems with Personnel/Gear: _____

Signature of Lead Instructor: _____ Date: ___/___/___

Signature of Safety Officer: _____ Date: ___/___/___



Live Burn Accountability

Location: _____ Date: _____

Individual Name: _____ Company: _____

VITAL SIGNS	B/P	RESP.	PULSE	SKIN	TAKEN BY:
Base Line					
Post Entry #1					
Post Entry #2					
Post Entry #3					
Post Entry #4					

PERSONNEL/TURNOUT GEAR INSPECTION:

Coat: _____ Pants: _____ Helmet: _____ Boots: _____

Gloves: _____ Hood: _____ SCBA: _____ Pass: _____

Problems with Personnel/Gear: _____

Signature of Lead Instructor: _____ Date: ___/___/___

Signature of Safety Officer: _____ Date: ___/___/___

RESPONSIBILITIES OF INSTRUCTOR-IN-CHARGE

(To be completed prior to start of Live Fire Training Evolution)

1. Plan and coordinate all training activities.
2. Monitor activities to ensure safe practices.
3. Inspect building integrity prior to and after each Live Fire Training Evolution.
4. Assign instructors:
 - Attack hose lines.
 - Back-up hose lines.
 - Functional assignments.
 - Teaching assignments.
5. Brief instructors on responsibilities:
 - Accounting for assigned students.
 - Assessing student performance.
 - Clothing and equipment inspection.
 - Monitoring safety.
 - Achieving tactical and training objectives (Pre Burn Plan / outline).
6. Assign coordinating personnel as needed:
 - Emergency medical services. (BLS unit on location for the duration of the entire Live Fire Training Evolution).
 - Communications.
 - Water supply.
 - Apparatus staging.
 - Equipment staging.
 - Breathing apparatus.
 - Rehabilitation (rehab) area.
 - Recon area.
 - Public relations. (if needed)
7. ***Ensure no more than nine people are in structure during a Live Fire Training Evolution.***

RESPONSIBILITIES OF INSTRUCTOR-IN-CHARGE (continued)

(To be completed prior to start of Live Fire Training Evolution)

8. ***Sequential burning plan in accordance with Sections:***

4.4.13 A search of the acquired structure shall be conducted to ensure that no unauthorized persons, animals, or objects are in the acquired structure immediately prior to ignition.

4.4.14 No person(s) shall play the role of a victim inside the acquired structure.

4.4.15 Only one fire at a time shall be permitted within an acquired structure.

4.4.16 Fires shall not be located in any designated exit paths.

4.4.19.3 The decision to ignite the training fire shall be made by the instructor-in-charge in coordination with the safety officer.

4.4.19.4 The fire shall be ignited by the ignition officer in the presence of and under the direct supervision of the safety officer.”

of the NFPA 1403 (Ed. 2007) Standard.

9. Ensure all persons in the training area adhere to this Standard.

I understand that the above listed items outline my responsibilities and have provided for the completion of these responsibilities according to the Standard.

Date _____ Instructor-in-Charge _____

RESPONSIBILITIES OF THE SAFETY OFFICER

(To be completed prior to start of Live Fire Training Evolution)

1. Prevent unsafe acts.
2. Eliminate unsafe conditions.
3. Intervene and terminate unsafe acts.
4. Inspect building integrity prior to and after each Live Fire Training Evolution.
5. Supervise any additional safety personnel, as needed.
6. Coordinate lighting of fires with Instructor-in-Charge.
7. Ensure compliance of participant's personal equipment with applicable standards (Fire/EMS General Order 5-3):
 - Protective clothing.
 - Self Contained Breathing Apparatus. (S.C.B.A.)
 - Personal alarm devices, where used.
8. ***Ensure no more than nine people are in structure during a Live Fire Training Evolution.***
9. ***Sequential burning plan in accordance with Sections:***

4.4.13 A search of the acquired structure shall be conducted to ensure that no unauthorized persons, animals, or objects are in the acquired structure immediately prior to ignition.

4.4.14 No person(s) shall play the role of a victim inside the acquired structure.

4.4.15 Only one fire at a time shall be permitted within an acquired structure.

4.4.16 Fires shall not be located in any designated exit paths.

4.4.19.3 The decision to ignite the training fire shall be made by the instructor-in-charge in coordination with the safety officer.

4.4.19.4 The fire shall be ignited by the ignition officer in the presence of and under the direct supervision of the safety officer.”

of the NFPA 1403 (Ed. 2007) Standard.

RESPONSIBILITIES OF THE SAFETY OFFICER (continued)

(To be completed prior to start of Live Fire Training Evolution)

- 10. Ensure that all participants are accounted for, both before and after each Live Fire Training Evolution.
- 11. In the event of an injury or illness, the Safety Officer shall complete a Fire/EMS Training Academy Post Injury/Illness Safety Report.

I understand that the above listed items outline my responsibilities and have provided for the completion of these responsibilities according to the Standard.

Date _____

Safety Officer _____

RESPONSIBILITIES OF THE LEAD INSTRUCTORS

(To be completed prior to start of Live Fire Training Evolution)

- 1. Monitor and supervise assigned Students (no more than five per Lead Instructor).
- 2. Inspect Student's protective clothing and equipment.
- 3. Account for assigned Students, both before and after each Live Fire Training Evolution.
- 4. Be alert for any unsafe and hazardous conditions.
- 5. Inspect building integrity prior to and after each Live Fire Training Evolution.

I understand that the above listed items outline my responsibilities and have provided for the completion of these responsibilities according to the Standard.

Date _____ Lead Instructor _____

Date _____ Lead Instructor _____

Date _____ Lead Instructor _____

Date _____ Lead Instructor _____

Date _____ Lead Instructor _____

Date _____ Lead Instructor _____

RESPONSIBILITIES OF THE INSTRUCTORS

(To be completed prior to start of Live Fire Training Evolution)

- 1. Monitor and supervise assigned Students (no more than five per Instructor).
- 2. Inspect Student's protective clothing and equipment.
- 3. Account for assigned Students, both before and after each Live Fire Training Evolution.
- 4. Be alert for any unsafe and hazardous conditions.
- 5. Inspect building integrity prior to and after each Live Fire Training Evolution.

I understand that the above listed items outline my responsibilities and have provided for the completion of these responsibilities according to the Standard.

Date _____ Instructor _____

Date _____ Instructor _____

Date _____ Instructor _____

Date _____ Instructor _____

Date _____ Instructor _____

Date _____ Instructor _____

Date _____ Instructor _____

Date _____ Instructor _____

Date _____ Instructor _____

Date _____ Instructor _____

IMMEDIATE PRE-BURN PROCEDURES
(Responsibility of the Instructor-in-Charge)

1. Ventilation openings of adequate size precut for each separate roof area.
2. Fire “sets” prepared:
 - Class A materials only.
 - No flammable or combustible liquids.
 - No contaminated materials.
 - Sequential burn plan established.***
3. All participants briefed:
 - Building layout sheets reviewed.
 - Building interior walked through.***
 - Crew and instructor assignments.
 - Safety rules.
 - Building evacuation procedures.
 - Means of egress marked.
 - Evacuation signal. (demonstrate)***
4. All hose lines checked:
 - Sufficient size for area of fire involvement.
 - Charged and test flowed.
 - Supervised by qualified instructors.
 - Adequate number of personnel.
5. Necessary tools and equipment positioned.
6. Participants checked:
 - Approved full protective clothing.
 - Self-Contained Breathing Apparatus. (SCBA)
 - Adequate SCBA air volume.
 - All equipment properly donned.
7. Location of command post established.
8. Positioning of all apparatus.
9. Positioning of all hoses, including backup lines. **(Any exposure concerns.)**
10. Location of emergency escape routes.
11. BLS unit on location.
12. Apparatus pumps obtained that meet or exceed the required fire flow for the building and exposures.
13. Apparatus staging.
14. Police vehicles. (If applicable)
15. Press vehicles. (If applicable)
16. Communication channels established and equipment obtained Notification to PSC Supervisor.

I certify that I have provided for the above listed items prior to burning.

Date _____

Instructor-in-Charge _____

POST BURN PROCEDURES
(Responsibility of Instructor-in-Charge)

1. All personnel accounted for.
2. Remaining fires overhauled, as needed.
3. Building inspected for stability and hazards, if more training is to follow.
4. Fire line tape applied at front, sides, and rear of structure remains, as applicable, to secure the area.
5. Training critique conducted.
6. Documentation of unusual conditions or events.
7. Documentation of injuries incurred and treatment rendered.
8. Post Acquired Structure Package forwarded to the Director of Fire/EMS Training Academy within one (1) week of completed Live Fire Training Evolution.

Date _____ Instructor-in-Charge _____

NFPA 1403
Chapter 4
Acquired Structures

4.1 Student Prerequisites.

4.1.1* Prior to being permitted to participate in live fire training evolutions, the student shall have received training to meet the job performance requirements for Fire Fighter I in NFPA 1001, *Standard for Fire Fighter Professional Qualifications*, related to the following subjects:

- (1) Safety
- (2) Fire behavior
- (3) Portable extinguishers
- (4) Personal protective equipment
- (5) Ladders
- (6) Fire hose, appliances, and streams
- (7) Overhaul
- (8) Water supply
- (9) Ventilation
- (10) Forcible entry

4.1.2* Students participating in a live fire training evolution who have received the required minimum training from other than the authority having jurisdiction (AHJ) shall not be permitted to participate in any live fire training evolution without first presenting prior written evidence of having successfully completed the prescribed minimum training to the levels specified in 4.1.1.

4.2 Structures and Facilities.

4.2.1* Any acquired structure that is considered for a structural fire training exercise shall be prepared for the live fire training evolution.

4.2.2* Preparation shall include application for and receipt of required permits and permissions.

4.2.3* Ownership of the acquired structure shall be determined prior to its acceptance by the AHJ.

4.2.4 Evidence of clear title shall be required for all structures acquired for live fire training evolutions.

4.2.5* Written permission shall be secured from the owner of the structure in order for the fire department to conduct live fire training evolutions within the acquired structure.

4.2.6 A clear description of the anticipated condition of the acquired structure at the completion of the evolution(s) and the method of returning the property to the owner shall be put in writing and shall be acknowledged by the owner of the structure.

4.2.7* Proof of insurance cancellation or a signed statement of nonexistence of insurance shall be provided by the owner of the structure prior to acceptance for use of the acquired structure by the AHJ.

4.2.8 The permits specified in this chapter shall be provided to outside, contract, or other separate training agencies by the AHJ upon the request of those agencies.

4.2.9* All hazardous storage conditions shall be removed from the structure or neutralized in such a manner as to not present a safety problem during use of the structure for live fire training evolutions.

4.2.9.1 Closed containers and highly combustible materials shall be removed from the structure.

4.2.9.2 Oil tanks and similar closed vessels that cannot be removed shall be vented to prevent an explosion or overpressure rupture.

4.2.9.3 Any hazardous or combustible atmosphere within the tank or vessel shall be rendered inert.

4.2.10 All hazardous structural conditions shall be removed or repaired so as to not present a safety problem during use of the structure for live fire training evolutions.

4.2.10.1 Floor openings shall be covered.

4.2.10.2 Missing stair treads and rails shall be repaired or replaced.

4.2.10.3 Dangerous portions of any chimney shall be removed.

4.2.10.4 Holes in walls and ceilings shall be patched.

4.2.10.5* Low-density combustible fiberboard and other unconventional combustible interior finishes shall be removed.

4.2.10.6* Extraordinary weight above the training area shall be removed.

4.2.11 All hazardous environmental conditions shall be removed before live fire training evolutions are conducted in the structure.

4.2.11.1 Debris creating or contributing to unsafe conditions shall be removed and ventilation openings that are normally closed but can be opened in the event of an emergency shall be permitted to be utilized.

4.2.11.3 Utilities shall be disconnected.

4.2.11.4 Any toxic weeds, insect hives, or vermin that could present a potential hazard shall be removed.

4.2.11.5 All forms of asbestos deemed hazardous to personnel shall be removed by an approved asbestos removal contractor.

4.2.12 Exits.

4.2.12.1 Exits from the acquired structure shall be identified and evaluated prior to each training burn.

4.2.12.2 Participants of the live fire training shall be made aware of exits from the acquired structure prior to each training burn.

4.2.13 Buildings that cannot be made safe as required by this chapter shall not be utilized for interior live fire training evolutions.

4.2.14 Adjacent buildings or property that might become involved shall be protected or removed.

4.2.15 Utility services adjacent to the live burn site shall be removed or protected.

4.2.16 Trees, brush, and surrounding vegetation that create a hazard to participants shall be removed.

4.2.17 Combustible materials, other than those intended for the live fire training evolution, shall be removed or stored in a protected area to preclude accidental ignition.

4.2.18 Property adjacent to the training site that could be affected by the smoke from the live fire training evolution, such as railroads, airports or heliports, and nursing homes, hospitals, or other similar facilities, shall be identified.

4.2.19 The persons in charge of the adjacent properties identified in 4.2.18 shall be informed of the date and time of the evolution.

4.2.20* Streets or highways in the vicinity of the training site shall be surveyed for potential effects from live fire training evolutions, and safeguards shall be taken to eliminate possible hazards to motorists.

4.2.21 Fire lines shall be established to keep pedestrian traffic in the vicinity of the training site clear of the operations area of the live burn.

4.2.22* Awareness of weather conditions, wind velocity, and wind direction shall be maintained, including a final check for possible changes in weather conditions immediately before actual ignition.

4.2.23 The instructor-in-charge shall determine the rate and duration of waterflow necessary for each individual live fire training evolution, including the water necessary for control and extinguishment of the training fire, the supply necessary for backup lines to protect personnel, and any water needed to protect exposed property.

4.2.23.1 The minimum water supply and delivery for live fire training evolutions shall meet the criteria identified in NFPA 1142, *Standard on Water Supplies for Suburban and Rural Fire Fighting*.

4.2.23.2 A minimum reserve of additional water in the amount of 50 percent of the fire flow demand determined in 4.2.23.1 shall be available to handle exposure protection or unforeseen situations.

4.2.23.3* Separate sources shall be utilized for the supply of attack lines and backup lines in order to preclude the loss of both water supply sources at the same time.

4.2.24 Areas for the staging, operating, and parking of fire apparatus that are used in the live fire training evolution shall be designated.

4.2.24.1 An area for parking fire apparatus and vehicles that are not a part of the evolution shall be designated so as not to interfere with fireground operations.

4.2.24.2 If any of the apparatus described in 4.2.24.1 is in service to respond to an emergency, it shall be located in an area to facilitate a prompt response.

4.2.24.3 Where required or necessary, parking areas for police vehicles or for the press shall be designated.

4.2.24.4 A parking area for an ambulance or an emergency medical services vehicle shall be designated and located where it will facilitate a prompt response in the event of personal injury to participants in the evolution.

4.2.24.5 Ingress and egress routes shall be designated, identified, and monitored during the training evolutions to ensure their availability in the event of an emergency.

4.2.25 Prior to the conduct of actual live fire training evolutions, a preburn briefing session shall be conducted for all participants, in which all facets of each evolution to be conducted are discussed and assignments for all crews participating in the training session are given.

4.2.25.1 The location of simulated victims shall not be required to be disclosed, provided that the possibility of victims is discussed during the preburn briefing.

4.2.25.2 A preburn plan shall be prepared and shall be utilized during the preburn briefing sessions.

4.2.25.3 All features of the training areas and structure shall be indicated on the preburn plan.

4.2.25.4 Prior to the conduct of any live fire training, all participants shall be required to conduct a walk-through of the acquired structure in order to have a knowledge of and familiarity with the layout of the acquired structure and to facilitate any necessary evacuation of the acquired structure.

4.2.26 All spectators shall be restricted to an area outside the operations area perimeter established by the safety officer.

4.2.26.1 Control measures such as ropes, signs, and fire line markings shall be posted to indicate the perimeter of the operations area.

4.2.26.2 Visitors who are allowed within the operations area perimeter shall be escorted at all times.

4.2.26.3 Visitors who are allowed within the operations area perimeter shall be equipped with and shall wear complete protective clothing in accordance with manufacturer's instructions and in accordance with 6.4.17.1 through 6.4.17.7.

4.2.27 All possible sources of ignition, other than those that are under the direct supervision of the person responsible for the start of the training fire, shall be removed from the operations area.

4.3 Fuel Materials.

4.3.1 The fuels that are utilized in live fire training evolutions shall have known burning characteristics that are as controllable as possible.

4.3.2 Unidentified materials, such as debris found in or around the structure that could burn in unanticipated ways, react violently, or create environmental or health hazards, shall not be used.

4.3.3* Pressure-treated wood, rubber, and plastic, and straw or hay treated with pesticides or harmful chemicals shall not be used.

4.3.4* Fuel materials shall be used only in the amounts necessary to create the desired fire size.

4.3.5 The fuel load shall be limited to avoid conditions that could cause an uncontrolled flashover or backdraft.

4.3.6 Flammable or combustible liquids, as defined in NFPA 30, *Flammable and Combustible Liquids Code*, shall not be used in live fire training evolutions in acquired structures.

4.3.7* The instructor-in-charge shall assess the selected fire room environment for factors that can affect the growth, development, and spread of fire.

4.3.8* The instructor-in-charge shall document fuel loading, including all of the following:

- (1) Furnishings
- (2) Wall and floor coverings and ceiling materials
- (3) Type of construction of the structure, including type of roof and combustible void spaces
- (4) Dimensions of the room

4.3.9* The training exercise shall be stopped immediately when the instructor-in-charge determines through ongoing assessment that the combustible nature of the environment represents a potential hazard.

4.3.10 An exercise stopped as a result of an assessed hazard according to 4.3.9 shall continue only when actions have been taken to reduce the hazard.

4.4 Safety.

4.4.1 A safety officer shall be appointed for all live fire training evolutions.

4.4.2* The safety officer shall have the authority, regardless of rank, to intervene and control any aspect of the operations when, in his or her judgment, a potential or actual danger, accident, or unsafe condition exists.

4.4.3 The responsibilities of the safety officer shall include, but shall not be limited to, the following:

- (1) Prevention of unsafe acts
- (2) Elimination of unsafe conditions

4.4.4 The safety officer shall provide for the safety of all persons on the scene including students, instructors, visitors, and spectators.

4.4.5 The safety officer shall not be assigned other duties that interfere with safety responsibilities.

4.4.6* The instructor-in-charge of the live fire training evolutions shall determine, prior to each specific evolution, the number of training attack lines and backup lines that are necessary.

4.4.6.1 Each hose line shall be capable of delivering a minimum of 360 L/min (95 gpm).

4.4.6.2 Backup lines shall be provided to ensure protection for personnel on training attack lines.

4.4.7 The instructor-in-charge shall assign the following personnel:

- (1) One instructor to each functional crew, which shall not exceed five students
- (2) One instructor to each backup line
- (3) Additional personnel to backup lines to provide mobility
- (4) One additional instructor for each additional functional assignment

4.4.8* Additional safety personnel, as deemed necessary by the safety officer, shall be located strategically within the structure to react to any unplanned or threatening situation or condition.

4.4.9 A method of fireground communications shall be established to enable coordination among the incident commander, the interior and exterior sectors, the safety officer, and external requests for assistance.

4.4.10* A building evacuation plan shall be established, including an evacuation signal to be demonstrated to all participants in an interior live fire training evolution.

4.4.11 Emergency medical services shall be available on site to handle injuries.

4.4.12 Written reports shall be filled out and submitted on all injuries and on all medical aid rendered.

4.4.13 A search of the acquired structure shall be conducted to ensure that no unauthorized persons, animals, or objects are in the acquired structure immediately prior to ignition.

4.4.14 No person(s) shall play the role of a victim inside the acquired structure.

4.4.15 Only one fire at a time shall be permitted within an acquired structure.

4.4.16 Fires shall not be located in any designated exit paths.

4.4.17 The training session shall be curtailed, postponed, or canceled, as necessary, to reduce the risk of injury or illness caused by extreme weather conditions.

4.4.18 Each participant shall be equipped with full protective clothing and self-contained breathing apparatus (SCBA).

4.4.18.1 All participants shall be inspected by the safety officer prior to entry into a live fire training evolution to ensure that the protective clothing and SCBA are being worn correctly and are in serviceable condition.

4.4.18.2 Protective coats, trousers, hoods, footwear, helmets, and gloves shall have been manufactured to meet the requirements of NFPA 1971, *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*.

4.4.18.3 SCBA shall have been manufactured to meet the requirements of NFPA 1981, *Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services*.

4.4.18.4* Where station or work uniforms are worn by any participant, the station or work uniform shall have been manufactured to meet the requirements of NFPA 1975, *Standard on Station/Work Uniforms for Fire and Emergency Services*.

4.4.18.5 Personal alarm devices shall have been manufactured to meet the requirements of NFPA 1982, *Standard on Personal Alert Safety Systems (PASS)*.

4.4.18.6 All students, instructors, safety personnel, and other personnel shall wear according to manufacturer's instructions all protective clothing and equipment specified in this chapter whenever they are involved in any evolution or fire suppression operation during the live fire training evolution.

4.4.18.7* All students, instructors, safety personnel, and other personnel participating in any evolution or operation of fire suppression during the live fire training evolution shall breathe from an SCBA air supply whenever they operate under one or more of the following conditions:

- (1) In an atmosphere that is oxygen deficient or contaminated by products of combustion, or both
- (2) In an atmosphere that is suspected of being oxygen deficient or contaminated by products of combustion, or both
- (3) In any atmosphere that can become oxygen deficient, contaminated, or both
- (4) Below ground level

4.4.19 One person who is not a student shall be designated as the "ignition officer" to control the materials being burned.

4.4.19.1 The ignition officer shall wear full protective clothing, including SCBA, as required in 6.4.17.1 through 6.4.17.7, when performing this control function.

4.4.19.2 A charged hose line shall accompany the ignition officer when he or she is igniting any fire.

4.4.19.3 The decision to ignite the training fire shall be made by the instructor-in-charge in coordination with the safety officer.

4.4.19.4 The fire shall be ignited by the ignition officer in the presence of and under the direct supervision of the safety officer.

4.5 Instructors.

4.5.1 All instructors shall be qualified to deliver firefighter training by the AHJ.

4.5.2* The participating student-to-instructor ratio shall not be greater than 5 to 1.

4.5.3 Additional instructors shall be designated when factors such as extreme temperatures or large groups are present, and classes of long duration are planned.

4.5.4 The instructor-in-charge shall be responsible for full compliance with this standard.

4.5.5 Prior to the ignition of any fire, instructors shall ensure that all protective clothing and equipment specified in this chapter are being worn according to manufacturer's instructions.

4.5.6 Instructors shall take a head count when entering and exiting the acquired structure during an actual attack evolution conducted in accordance with this standard.

4.5.7 Instructors shall monitor and supervise all assigned students during the live fire training evolution.

4.5.8 The instructor-in-charge shall provide for rest and rehabilitation of members operating at the scene, including any necessary medical evaluation and treatment, food and fluid replenishment, and relief from climatic conditions. *(See Annex D.)*

4.5.9 It shall be the responsibility of the instructor-in-charge to coordinate overall acquired structure fireground activities to ensure correct levels of safety.



**PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS**

Attachment #2

FIRE/EMS TRAINING ACADEMY

9190 Commo Road, Cheltenham, MD 20623

**APPLICATION FOR TRAINING
for
Volunteer Recruit School**

Today's Date: _____

Name: _____

ID Number: _____ Station: _____

Home Address: _____

Home Phone: _____ Other Phone: _____

E-Mail: _____

Course Information

Course Name: _____ **VOLUNTEER RECRUIT SCHOOL** _____

Course Location: _____ **FIRE/EMS TRAINING ACADEMY** _____ **Cheltenham, MD** _____

Course Start Date: _____

Signature of Student

Signature of Volunteer Department Chief

It is the responsibility of the individual to attend the course for which you have enrolled. Please mail or fax completed form to the Fire Commission Office, fax number 301-583-1912. If you have any questions, please contact the Fire Commission Office at 301-583-1912.

Fire Commission Use Only:

Approved: _____ Not Approved: _____ to take the VRS Course listed above.

Signature of Authorized Representative

Date



Division 04 Education and Training

Chapter 06 –Paramedic/Fire Fighter Intern Program

January 2009

POLICY

It shall be the policy of the Prince George’s County Fire/EMS Department’s Training Academy to adhere to this Paramedic/Fire Fighter Intern Program policy. This policy will provide a focused training environment for Paramedic/Fire Fighter Interns that orients them to the specific performance standards that are expected of fire fighters in the Department.

DEFINITIONS

Paramedic – Completion of all County, State and National Emergency Medical Technician - Paramedic certifications. Currently employed with the Prince George's County Fire/EMS department as a single role employee

Paramedic/Firefighter Intern - Completion of all County, State and National Emergency Medical Technician - Paramedic certifications and completion of jurisdictional firefighter Career Recruit School, and in the process of completion of jurisdictional firefighter requirements

Paramedic/Firefighter – Completion of all County, State and National Emergency Medical Technician - Paramedic certifications and completion of jurisdictional firefighter Career Recruit School, Rookie Book Probationary Guide, Joint Apprenticeship Training Commission (JTAC) book, and the departmental Intern guide.

Dual-Role – Ability to provide Advance Life Support services as well as suppression activities on a regular basis.

PROCEDURES

1. General Provisions

The design of the Paramedic/Firefighter Intern Process is for post graduation of a Prince George's County Fire/EMS department firefighter Career Recruit School. Interns will then complete the following three (3) phases for successful transition to a dual role employee.

Phase One

Potential Interns will submit in writing to the Fire Chief via Chain of Command for admittance into a department firefighter Career Recruit School. The selection process will be in compliance with the Labor Agreement. The decision for personnel selection will be the responsibility of the Fire Chief.

Interns will enter into a firefighter Career Recruit School hosted by the Fire/EMS Training Academy. Minimum requirements for certification will be Firefighter I, Firefighter II and HazMat Operations

After successful Career Recruit School graduation, personnel shall be assigned to a suppression position to provide a concentrated period of on-the-job training.

Interns shall perform as part of minimum suppression staffing which includes staffing the ambulance. Interns will wear their issued



**PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS**

uniforms with paramedic patch, without collar insignias.

Interns will work under the auspice of the station officer to diligently towards completion of the Rookie Book Probationary Guide, Joint Apprenticeship Training Commission (JTAC) book, and the departmental Intern guide. These guides will be given to the Intern following graduation of Career Recruit School.

Interns shall pursue and complete a minimum of Level II drivers training on suppression vehicles assigned to the respective stations.

Phase Two

Paramedic/Fire Fighter Interns shall be assigned to a dual-role work position, if staffing allows. This will normally be a station housing suppression and ALS units, in which the incumbent will rotate between an advanced life support unit and suppression unit.

Paramedic/Fire Fighter Interns shall perform a minimum of twenty-four (24) hours a month on an ALS unit while in this phase of transition.

Interns shall pursue and complete a minimum of Level III drivers training on suppression vehicles assigned to the respective stations.

Phase Three

Paramedic/Fire Fighter Interns shall be assigned to a dual-role work position, if staffing allows. This will normally be a station housing suppression and ALS units, in which the incumbent will rotate between an advanced life support unit and suppression unit.

Paramedic/Fire Fighter Interns shall perform a minimum of twenty-four (24) hours a month on an ALS unit while in this phase of transition.

Interns shall successfully complete all sections of the Rookie Book Probationary Guide with a minimum score of 80% for each section. Completion for all components of the JTAC book is required. Completed JTAC information will then be sent to the Fire/EMS Training Academy in care of the JTAC Coordinator.

Interns shall pursue and complete a minimum of Level IV drivers training on suppression vehicles assigned to the respective stations.

REFERENCES

N/A

FORMS/ATTACHMENTS

N/A



Division 04 Education and Training

Chapter 07 – FIRE FIGHTER/MEDIC JOINT APPRENTICESHIP TRAINING PROGRAM

March 2009

POLICY

It shall be the policy of the Prince George's County Fire/EMS Department to guide uniformed career Fire Fighter/Medics through an apprenticeship process which satisfies the performance requirements for the Joint Apprenticeship Training Commission certification.

DEFINITIONS

Joint Apprenticeship Training Commission (JATC) – a 36 month program that requires the individual to demonstrate skill proficiency of job performance requirements (JPR's) listed in NFPA 1001 Fire Fighter I & II and sections of NFPA 1002 Fire Apparatus Driver Operator.

Joint Apprenticeship Training Commission Coordinator – A representative from the Fire/EMS Training Academy that serves as the liaison between the Maryland Department of Labor, Licensing, and Regulation and individuals enrolled in the JATC Program. The Coordinator is responsible for updating the JATC book as needed.

PROCEDURES

1. Application

All uniformed career personnel are required to participate in the JATC program. Personnel who fail to meet the requirements of this program are subject to the disciplinary

actions as specified within County Personnel Law.

If an apprentice is promoted to a rank above Fire Fighter/Medic, he/she will still be required to meet the requirements of the Joint Apprenticeship Training Program.

Training Requirements

Each Fire Fighter/Medic apprentice shall participate for the given periods of time in the following aspects of Fire/EMS Department operations:

- Recruit Training School – 4 months
- Special Service (Truck Company / Squad Company, or any combination. – 12 months
- Engine Company – 12 months
- Ambulance – 9 months

The above field elements may be concurrent and represent the minimum amounts of time to complete the experience requirements of the Apprenticeship Training Program.

2. Responsibilities

Fire/EMS Training Academy

It shall be the responsibility of the Fire/EMS Training Academy to designate a JATC Coordinator. The JATC Coordinator shall administer the program as specified within the guidelines of the National Apprenticeship and Training Standards.



**PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS**

All completed JATC forms are to be submitted to the Fire/EMS Training Academy JATC Coordinator.

The JATC Coordinator shall periodically review the progress of each apprentice and make appropriate recommendations.

It shall be the responsibility of the JATC Coordinator to forward all completed JATC documents to the Maryland State Department of Labor

Battalion Chief

Coordinate the assignment of apprentice Fire Fighter/Medics to specific stations to satisfy the training requirements.

Must ensure that the station officer is conducting the appropriate in-station training.

Shall meet periodically with the station officer and apprentice Fire Fighter/Medic to discuss and evaluate progress.

Forward any required documentation to the Fire/EMS Training Academy, JATC Coordinator.

Station Officer

Shall ensure that apprentice Fire Fighter/Medic has appropriate materials and training sessions necessary to complete the JATC program.

Shall keep the Battalion Chief informed of the apprentice Fire Fighter/Medics training progress.

On a monthly basis, the station officer shall schedule a meeting with the apprentice to discuss the JATC completion process.

Apprentice Fire Fighter/Medic

Shall meet with the station officer on a monthly basis to discuss the JATC completion process.

Is responsible for maintaining all documentation of training during the JATC process.

REFERENCES

Maryland Apprenticeship and Training Council
100 N. Eutaw Street, Room 606
Baltimore, MD 21201

NFPA 1001, Fire Fighter I and II

NFPA 1002, Fire Apparatus Driver Operator

FORMS/ATTACHMENTS

N/A



Division 4

Education and Training

Chapter 08 – State of Maryland Certified Emergency Vehicle Operator Card

January 2009

POLICY

It shall be the policy of the Prince George's County Fire/EMS Department to adhere to this training and testing policy for the State of Maryland Certified Emergency Vehicle Operator.

DEFINITIONS

MVA – Motor Vehicle Administration

Motor Vehicle Administration Employee Testing Program - an agreement with MVA which establishes guidelines allowing the Department to train and test their own personnel for Non-Commercial Licenses

State of Maryland Certified Emergency Vehicle Operator- a card authorized by the State and issued by the Department allowing emergency vehicle operators to operate emergency vehicles without a Commercial or Non-Commercial license. No person shall operate emergency vehicles unless that person has in his or her immediate possession a valid driver's license for the appropriate class of vehicle operated or a State of Maryland Emergency Vehicle Operator card.

Training- identical to the instruction administered by MVA for Non-Commercial Licenses in the Motor Vehicle Administration Employee's Testing Program.

Testing- identical to examination administered by MVA for the Motor Vehicle Administration Employees Testing Program

Endorsements- on the reverse of the State of Maryland Certified Emergency Vehicle Operator Card will be an endorsement indicating "A" or "B". "A" authorizes the cardholder to operate combination emergency vehicles with a gross vehicle weight of 26,001 lbs. or more. "B" authorizes the cardholder to operate emergency vehicles with a gross vehicle weight of 26,001 lbs. or more except combination vehicles.

Existing Driver -Department personnel (career and volunteer) who are currently an approved apparatus operator for the Prince George's County Fire/EMS Department

Out of State Residents- Department personnel (career and volunteer) who live outside the state of Maryland and do not possess a Maryland driver's license.

PROCEDURES

1. General Provisions

The Fire/EMS Training Academy shall coordinate the training and testing for all Fire/EMS Department career and volunteer members, including out of state residents to obtain a State of Maryland Certified Emergency Vehicle Operator Card.

Those who presently possess a Commercial Driver's License (CDL) and/or those who possess a Non-Commercial Driver's License by the State of Maryland are exempt from requiring a Maryland Certified Emergency Vehicle Operator Card.



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMS TRAINING ACADEMY STANDARD OPERATING PROCEDURES

To qualify for the State of Maryland Certified Emergency Vehicle Operator Card, each Career Recruit, Volunteer, and/or out of state resident who does not possess a CDL or Maryland Non-Commercial license will be required to:

- Successfully obtain a Commercial/Non-Commercial learner's permit for the class of license the prospective student will be testing for. This permit will be required for a minimum of two weeks prior an examination date
- Successfully complete an approved Emergency Vehicle Operator Course (EVOC) as determined by Maryland Fire and Recue Institute (MFRI)
- Have in their possession a valid driver's license issued by their state of residence authorizing them to drive a minimum of a passenger vehicle

Training/Testing

Training will be a partnership between the Fire/EMS Training Academy and Emergency Operations. The guidelines and training materials will be distributed by the Fire/EMS Training Academy and available to each station.

Each candidate will be required to complete a driver's log and skill maneuver log detailed in the distributed training material. Candidates will not be permitted to train or test by the Fire/EMS Training Academy without producing these completed documents.

Requirements for completion of the driver's log shall include documentation of twenty-five (25) miles of driving time on the class of vehicle the candidate will be tested for.

Requirements for completion the skill maneuver log will follow the guidelines and training materials distributed by the Fire/EMS Training Academy. All skills must be completed and documented a minimum of five (5) times per skill on the class of vehicle the candidate will be tested for.

Each candidate will be required to attend an eight (8) hour training session with a Fire/EMS Training Academy Driver Instructor prior issuance of any testing. Scheduling for this training session will be coordinated by the Fire/EMS Training Academy Driver Instructor Coordinator.

Testing will be conducted by the Fire/EMS Training Academy. This assessment will mirror the MVA program for Non-Commercial 'A' and 'B' Licenses.

All training and testing will be conducted at the Academy by its specially trained staff.

Each career officer or volunteer chief will be responsible for scheduling their assigned personnel that meet the requirements for training and testing. This shall be accomplished by completing a request form and forward to the Driver Training Coordinator at the Fire/EMS Training Academy. The Coordinator will then contact the sender with training and testing dates. These dates will be within thirty (30) days of receipt of request.

Persons operating vehicles with a gross weight of 26,001 pounds or more will be trained and tested for the State of Maryland Certified Emergency Vehicle Operator Card with "B" endorsement; and those operating combination vehicles with a gross weight of 26,001 pounds or more will be trained and tested for State of Maryland Certified Emergency Vehicle Operator Card with "A" endorsement.



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMS TRAINING ACADEMY STANDARD OPERATING PROCEDURES

The following vehicles will be used to train and test for the A/B endorsements:

- **“A” endorsements** will train and test using tractor drawn vehicles only (ladder trucks)
- **“B” endorsements** will train and test using engines, straight ladder trucks and rescue squads only

Personnel successfully passing the test will be issued a State of Maryland Certified Emergency Vehicle Operator Card with the appropriate “A” or “B” endorsement.

Those that do not successfully pass the test must be rescheduled for a retest by their station officer or volunteer chief; however, they will not be retested within the same 24-hour period.

Personnel that are unsuccessful will not be tested more than three (3) times, after which the individual will be required obtain a Commercial or Non-Commercial license through MVA.

Existing Drivers

Existing drivers are required to provide the following documents:

- Valid Class A or B commercial/non-commercial license and/or permit
- Letter from a Volunteer Chief Officer or Battalion Chief detailing operator experience
- EVOC completion card

Existing drivers that cannot produce the above documents must complete the same training and testing procedures for the Maryland Certified Emergency Vehicle Operator Card as all other students.

Prior training requirements and documentation will be waived for Existing Drivers, provided all documents are in accordance with existing policies on driving, and provided to the Driving Coordinator prior to scheduling of training and testing.

REFERENCES

The Maryland Vehicle Law Annotated 2006 Edition Section 16-102

FORMS/ATTACHMENTS

N/A



Division 04

Education and Training

Chapter 09– Infection Control Training

December 2008

POLICY

The Infection Control Program is overseen by the Fire/EMS Department’s Risk Management Office. The Department’s policy is governed by General Order 08-07. Each individual member is responsible to receive Infection Control Training and maintain refresher training, in accordance with the National Fire Protection Association (NFPA) Standard 1581, Infection Control Program, NFPA Standard 1500, Occupational Safety and Health Program, and the Occupational Safety and Health Administration’s bloodborne pathogens standards.

This policy does not supersede, or in any way take the place of the existing General Order regarding infection control, it describes the manner in which personnel may obtain the annual refresher needed to remain operational within the Prince George’s County Fire/Emergency Medical Services Department.

DEFINITIONS

Infection Control Training – training that must be conducted at least annually that meets the training requirements listed in the OSHA standard 29 CFR 1910.1030.

On-Duty Infection Control Training Instructor – individual(s) that have been designated as a person(s) that shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address.

PROCEDURES

1. Infection Control Training

Individual Instruction

If an individual needs to complete the Infection Control Training class, they must notify their immediate supervisor/volunteer officer that they are going to complete the training.

The individual will then open the PowerPoint Presentation via the Fire/EMS Training Academy’s website and view the material.

[http://www.co.pg.md.us/Government/PublicSafety/Fire-EMS/About/academy.asp?nivel=foldmenu\(10\)](http://www.co.pg.md.us/Government/PublicSafety/Fire-EMS/About/academy.asp?nivel=foldmenu(10))

When the presentation is finished, the individual shall notify their immediate supervisor/volunteer officer that the class is complete.

Please refer to the section below, documenting the Infection Control Training class, for information on proper documentation.

Station Level Drill Instruction

If a station officer/volunteer officer is going to conduct the Infection Control Training class as a station level drill, they may open the PowerPoint Presentation via the Fire/EMS Training Academy’s website and review the material with their members. When the presentation is finished, the station officer will complete the course roster and notify



their Battalion Chief/Volunteer Chief that the class is complete.

Please refer to the section below, documenting the Infection Control Training class, for information on proper documentation.

2. Questions Regarding Infection Control Training

Personnel who have questions about the aforementioned training should refer to General Order 08-07. If General Order 08-07 does not provide the needed answer(s), individuals may contact the Operations Center at 301-583-2200 to reach the on-duty Infection Control Training Instructor.

3. Documenting the Infection Control Training Class

Each time that the Infection Control Training class is conducted, the Infection Control Training Class Roster is to be completed, signed by the appropriate battalion chief/volunteer chief, and submitted to the Fire/EMS Training Academy for proper documentation.

FORMS/ATTACHMENTS

Infection Control Training Class Roster

REFERENCES

OSHA Standard 29 CFR 1910.1030,
Bloodborne Pathogens

General Order 5-16, Exposure Control
Program

General Order 5-17, Tuberculosis Exposure
Control Program

General Order 5-19, Non-Infectious
Occupational Exposure Program

PRINCE GEORGE'S COUNTY FIRE/EMS TRAINING ACADEMY CLASS ROSTER

Page: ___ of ___

COURSE NAME: Infection Control Training

DATE: _____

INSTRUCTOR NAME/ID: _____

CLASS #: N/A

LOCATION: _____

NUMBER OF HOURS: N/A

	NAME (LAST, FIRST MI) PRINT	ID # <i>(Required)</i>	MIEMSS # <i>(Required)</i>	STATION	SIGNATURE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					

Battalion Chief/ Volunteer Chief PRINTED NAME and I.D. #: _____

Battalion Chief/Volunteer Chief Signature: _____