



Clinton County OES

Training Tower Scheduling Outline

Purpose:

This document shall serve as a guideline for all Fire, EMS and Law Enforcement agencies including State Assigned SFI's working in the County to schedule any and all training evolutions using the Clinton County Training Tower.

Process:

1. The lead agency facilitating training at the County Training Tower shall complete and submit to the Office of Emergency Services no less than two weeks prior to the proposed training date a completed Training Tower Scheduling Application. Applications shall be submitted to Wendy Plympton.
2. Completed applications will be reviewed and the Training Tower master schedule will be consulted to determine prior approved use of the facility by another agency. In the event another agency has already been approved for use the facility on a desired date the OES will notify the 2nd requesting agency that they may be able to coordinate and train with the 1st requesting agency. Depending on planned evolutions joint training can have many benefits including cross training on other departments equipment and procedures, building teamwork and camaraderie between agencies and limitation of any one departments resources that have to be committed to the training ground for the proposed evolutions.
3. Applications that are approved for date and planned evolutions (applications may be denied based on planned evolutions in the event certain portions of the facility are out of service for example). OES staff will notify the Town of Plattsburgh Water & Sewer department of planned hydrant use. OES staff will poll for available OES Training Tower Facilitators and assign at least one available facilitator for the planned evolutions on the planned training date.
4. Applications that are approved for date and planned evolutions and that have an OES Training Tower Facilitator assigned will be returned via e-mail to the Lead Agency Chief/Department Head and identified Training officer as well as the OES Training Tower Facilitator listed on the application.
5. Upon receipt of the approved application the Lead Agency Chief/Department Head and/or the identified Training Officer shall be responsible for contacting and coordinating with the assigned OES Training Tower Facilitator for any questions, changes or problems that arise before the actual date of proposed use of the tower.
6. On the day of proposed training evolutions the OES Training Tower Facilitator shall be on-site and in communication with the Lead Agencies Incident Commander and designated Safety Officer, as well as the Designated Interior Officer and Designated Ignition Officer for live burn evolutions, prior to the commencement of any evolutions.
7. Upon completion of all training evolutions the designated IC and Safety Officer shall coordinate with the OES Training Tower Facilitator to list each department and number of members per department participating in evolutions as well as any injuries to members, damage to facilities, consumable materials used (smoke, hay, pallets, plywood panels, etc).