

NORTHEAST ARIZONA TRAINING CENTER

STANDARD OPERATING GUIDELINES

-REVISED-

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Northern Arizona Training Center

Standard Operating Guidelines

SECTION 1: INTRODUCTION

The Northeast Arizona Training Center attempts to conduct its training programs in the safest and most efficient manner possible. However, it is not always possible to eliminate all of the potential hazards to a student's safety. Before any student participates in a training program involving the teaching of firefighting skills, he/she should be familiar with the level of physical/mental stresses and other hazards involved. **Students who cannot comply with any or all of the requirements will not be allowed to participate in any portion of the training involving physical exertion or the use of protective equipment so as to provide for their personal well-being and safety of other students and instructors.** The procedures and guidelines set down in this document were established to ensure the safety of all participants while using or conducting any training activities at NATC.

SECTION 2: NATC MEMBERSHIP DUES/ USE OF NATC FACILITIES

The use of the NATC Facilities will require agencies (members) to pay their annual member fees as set forth by the NATC Executive Board by December of each year. This will allow for each agency (member) to budget for their upcoming yearly training needs.

In order to establish a uniformed dues structure, the following guidelines will determine the annual users' fees for each agency unless otherwise changed by the NATC Executive Board:

- All Law Enforcement agencies will pay a flat annual fee of: \$2,5000.00 per agency user.
- All Law enforcement agencies will pay \$10,000 annual fee for unlimited recruit enrollment. Not including, Tiny Home fees or any other NATC related fees.
- All Fire Department agencies will pay a flat annual fee based on their last annual fiscal year budget:
 - annual budgets up to one million will pay \$600.00 per year
 - annual budgets from one million up to two million will pay \$900.00 per year
 - annual budgets from two million up to four million will pay \$2,000.00 per year
 - annual budgets from four million up to seven million will pay \$3,000.00 per year
 - annual budgets above seven million will pay \$6,000.00 per year
- Private corporations such as SRP and APS will pay \$3,000.00 per year
- Government agencies such as USFS will pay \$600.00 per year
- Any other agencies will be based on individual usage per the NATC Executive Board

Any agency that is not a member of NATC will be subject to the daily usage fees as set forth by the NATC Executive Board and may be allowed to use the facilities only if there are any times open that would accommodate their training request needs.

Annual Statements will be mailed out to the agencies in July with payment due by November 30th. The payment will entitle the agency to use the NATC Facility from July 1st thru June 30th of that fiscal year. Any payment not received by November 30th will be deemed delinquent. Any agency (member) that has is delinquent in their annual member fees will not be allowed to use the facility until their dues are paid.

Members who have paid their annual member dues will be allowed to use the NATC facilities as the calendar allows. Members will be required to contact the NATC Director and/or his designee to schedule their training needs on the NATC event calendar found at <https://www.npc.edu/natc>. Training will be scheduled on a first come/first served basis, however members should be advised that Northland Pioneer College classes in session hold first priority in any scheduling events.

Any agency (member or non-member) is required to have a current Liability Insurance policy in effect for its organization prior to being allowed to use the facilities for any activity.

SECTION 2.1: NATC Purchasing and Business Practices

NATC has adopted several policies and procedures of the Northland Pioneer College as guidelines:

- Procurement procedure 2335
 - o Requisitions for purchases are prepared by the NATC Director and are approved by the Dean of CTE, who is also a NATC Board Member. Any purchase of \$10,000 or more will be forwarded to the NATC Board for approval.
 - o Payments for utilities are paid for through NPC books and include APS, Waste Management, Town of Taylor and Unisource.
- Capital Inventory procedure 2355

The fiscal year for NATC follows the same as Northland Pioneer College, running from July 1 to June 30th. NATC follows a modified accrual method. It follows the cash method throughout the year and at year-end will make accruals and reclassify journal entries as needed.

NATC has one checking account with National Bank of Arizona (account # 8101003054). The current NATC Board members are approved authorized signers on the account with only one signature required for checks. All checks and check register are maintained by the NPC Business Office.

SECTION 3: NATC WAIVER OF LIABILITY AND HOLD HARMLESS/INDEMNITY AGREEMENT:

In consideration of permitting the agency requesting to reserve and use the Northeast Arizona Training Center (NATC), the agency holding training acknowledges that it has a current liability policy in effect and hereby takes responsibility for all participants in said agency, including but not limited to instructors, participants and spectators (hereinafter referred to collectively as "participants") and any participants' assigns as follows:

(A) Waive, release and discharge the Northeast Arizona Training Center and its directors, officers, employees, volunteers, representatives and agents of any kind (hereinafter referred to collectively as "Releasees") from any and all liability for any incidents that occur while on the property during that agencies training event(s). Incidents include but are not limited to death, disability, personal injury, property damage, property theft or actions which hereinafter accrue to any participants;

(B) Indemnify and hold harmless Releasees from any and all liabilities or claims made by other individuals or entities as a result of any of the agencies actions during any training event(s). This Waiver of Liability and Hold Harmless/Indemnity Agreement includes death, disability, personal injury, property theft or property damage caused or alleged to be caused in whole or in part by the negligence of the Releases;

(C) The agency understands that this Waiver of Liability and Hold Harmless/Indemnity Agreement is intended to be as broad and inclusive as is permitted by the laws of Arizona and that if any portion hereof is held to be invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(D) The agency understands that by using the NATC facilities, the agency is responsible for communicating the guidelines, rules and regulations set forth herein to the agency members including, but not limited to instructors, participants and spectators.

SECTION 4: GENERAL DEFINITIONS:

Evolution - A set of prescribed actions that result in an effective fire ground activity.

Ignition Officer - Will be responsible for control of the materials to be burned. This individual will wear full protective equipment including SCBA. **(This individual will not be a student.)**

Incident Commander (IC) – The IC is the person responsible for overall coordination of the live-fire training evolution. The IC will be trained at a minimum level to include IS-100 and 200 as well as IS-700 and 800. The IC and the lead instructor may be the same person if, and only if, the lead instructor is not involved in the practical or hands-on portion of the evolution. The IC will not be in the hot zone and should maintain an incident command post which is clearly discernable to all participants outside of the IDLH area. The IC is responsible to maintain a current ICS 201 form indicating the location and assignments of all participants as well as the safety officer and the NATC liaison.

Incident Safety Officer (ISO) – The ISO will be established for all live-fire training evolutions or any other “high-risk” type training at NATC. The ISO will have been trained through either the State of Arizona Incident Safety Officer program or be certified at the National level as an Incident Safety Officer. Additionally, the ISO will be a dedicated position and he/she will not be assigned to other functional areas of the evolution.

The radio designation for the ISO will be “Safety”. The ISO will insure a pre-burn briefing (using the attached “pre-burn safety briefing” form (NFPA 1403, 2002 ed.)) with all participants. The ISO will also insure a post-burn briefing (using the attached “post-burn safety briefing” (NFPA 1403, 2002 ed.)). At any time, **the ISO has the authority to immediately cease any live-fire training evolution that is not conducted in a safe manner.** **Instructors** - Will assist the Lead Instructor in all phases of training activities. The instructors will ensure that students are properly protected before the start of each evolution. The Instructor will be certified at a minimum of: Fire Instructor I/II or equivalent, has attended a NATC and/or NFPA 1403 Live Fire Instructor class or briefing, has participated as an Instructor in an NPC FRS104 class or equivalent, has prior live fire experience/participation in which ever prop the instructor is going to use/burn in (NATC Burn Room/ Flashover/Fire Behavior Chambers/LP Gas Props live fire)

Lead Instructor - This individual will be certified at a minimum of: Fire Instructor I/II or equivalent, has attended a NATC and/or NFPA 1403 Live Fire Instructor class or briefing, has participated as a Lead Instructor in an NPC FRS104 class or equivalent, has prior live fire experience/participation in which ever prop the instructor is going to use/burn in (NATC Burn Room/ Flashover/Fire Behavior Chambers/LP Gas Props live fire). Lead Instructor will be in charge of the training activities.

Live Fire Instructor – any person wishing to lead a “live fire” drill within either the NATC Burn room or Flash Chamber will be required to meet qualifications as set under the definition of “Lead Instructor” plus will be required to attend the NATC 1403 Live Fire/Flash Chamber training prior to being allowed to conduct a live burn.

NATC Director – The Director or his/her designee is responsible to provide the necessary resources, access, guidelines, and forms to the Lead Instructor. Additionally, the Director will ensure that NATC facilities are properly used and cared for by the person(s) or agency(ies) conducting the training. All activities on the NATC site must be approved by the NATC Director. This position will be at the approval of the NATC Executive Board.

Range Firearms Instructor – An instructor certified by Arizona POST to instruct basic firearms training courses. The Director will designate a Lead FRI who will coordinate instructors and classes.

Participant - Any student, instructor, safety officer, visitor, or other person who is involved in the training evolution within the operations area.

Training Tower/Burn Building - A structure specifically designed for conducting live fire training evolutions on a repetitive basis.

User – any person/group/agency that has been approved by the NATC Executive Board and is current on their required annual dues. Any person/group/agency that is not a user shall be subject to the daily rates as set by NATC.

Water Supply Officer - Will ensure that a water supply is established from two separate sources and that a sufficient supply of water is available. The Water Supply Officer, along with the Lead Instructor/IC and the Safety Officer will determine the required fire flow for the live burn evolution.

SECTION 5: 10 Rules of Engagement for Safe Training:

Rule 1. Have a clear purpose for the training exercise and use a training plan with defined outcomes and learning objectives. Review the plan with all participants before the training begins.

Rule 2. Establish and maintain a clear chain of command during training. Designate a training incident commander/lead instructor. Don't let participants pull rank and compromise safety.

Rule 3. Never allow freelancing during training. Require the use of staging and accountability systems.

Rule 4. Use only qualified instructors who possess both certification and experience in the subject they're teaching.

Rule 5. Adhere to all national, state and local standards for conducting training.

Rule 6. Only conduct training under acceptable conditions. Don't place participants in a realistic environment before they are ready for it. Never use live victims during high-risk training.

Rule 7. Use all safety precautions during training, even if they exceed what's possible during an actual emergency event. Never simulate a safety factor.

Rule 8. Require all participants to be medically cleared before they participate in strenuous training. Enforce appropriate rehabilitation and monitoring during and after training.

Rule 9. Make sure the training is appropriate for the skill level of all participants and they know what is expected of them.

Rule 10. Allow the participants to stop – without penalty – if they don't understand their assignment or if they sense something unsafe during training. Stop, talk and decide on a safer approach. **EVERYONE IS A SAFETY OFFICER!**

SECTION 6: NATC GENERAL OPERATING GUIDELINES:

All participants, visitors and users of the NATC will adhere to these guidelines:

- The training center is an educational environment where individuals can learn and master new skills.
- All personnel instructing, assisting or participating in any activity at the NATC will wear the appropriate personal protective equipment.
- Instructors and/or safety personnel will lead by example and wear proper protective equipment during training activities.
- All equipment used at the NATC during training activities will be returned to service and placed in a ready state, including all air bottles and SCBA units.
- Any equipment used will be returned to its' original location.
- Personal Protective Clothing (bunker gear) is not allowed in the classroom portion of the building.
- Return all tables and chairs to their original positions.
- Empty all trashcans and place bags in the large dumpster located in rear parking area.
- All instructional materials and audiovisual equipment will be turned off and made ready for the next class or instructor.
- During training classes, personal cell phones and pagers will be turned to silent/vibrate mode.
- A limited number of radios will be allowed to be on during class sessions
- No Tobacco Products Permitted on training facility premises.
- Eating and drinking will be allowed in **designated areas only**.
- It is prohibited to rearrange or alter the Training Facility without approval.

SECTION 7: NATC Drug-Free Student Environment

A Matter of Substance - The Drug-free Schools and Communities Act of 1989

On Dec. 12, 1989, President George H. W. Bush signed the Drug-Free Schools and Communities Act Amendments of 1989. Essentially these amendments require that institutions such as Northland Pioneer College and Northeast Arizona Training Center who contract with or receive grants from federal agencies, certify that they will meet certain requirements for providing a drug-free environment.

The governing board and administration believe strongly in the rights of students to learn in an environment that is free from illegal drugs and alcohol use. The Training Center expects to comply fully with the act and is taking the following steps to ensure a drug and alcohol-free environment.

1. A drug and alcohol-free workplace environment policy and procedure has been developed and approved by the governing board.
2. The Training Center will comply with the amendments by taking a position that conforms to its requirements.
3. Each student will be informed to the Training Center's position on maintaining a drug and alcohol-free work environment.
4. Students are expected and required to report to class in appropriate mental and physical condition. It is NATC's intent and obligation to provide a drug and alcohol-free healthful, safe and secure training environment.
5. The Training Center prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances and alcohol on Training Center premises or while participating in any training center activity.
6. Violations will be referred either to the vice president of student services or to the agency head of the violators. Violations may result in the requesting the student to leave the NATC premises immediately. Serious violations will result in students being reported to local law enforcement officials for appropriate local, state or federal action. Prosecution can result in fines, prison terms or both.

SECTION 8: DRIVING TRACK USAGE

Use of Driving Track

Due to the dangers related to the use of the driving track, safety is of the utmost importance. Based on the safety of all involved, the following rules will apply:

1. Safety vests will be worn by all personnel at all times while on the driving track.
2. No vehicle will be driven on the course without permission of an Instructor
3. Pedestrian movement is restricted to only the portions of the facility not currently in use.
4. Every person in the training vehicle will wear seat belts fastened before the engine is started.
5. Treat all vehicles as if your life depended on it.
6. Always check the tires prior to entering or using a vehicle.
7. NO SMOKING in the vehicles.
8. Do not change seating positions or exit the vehicle without the vehicle being in "PARK".
9. In case of mechanical problems, notify the Instructor immediately.

10. Do not make unsafe moves, even if an Instructor orders the move.
11. If told to **ABORT** an exercise, do so immediately, **ABORT COMMAND** – means for all moving vehicles to STOP and wait for the “all clear” command to be given and training may resume.
12. Observers are restricted to designated safe areas.
13. Any injury should be reported immediately to an Instructor.
14. **No weapons allowed on the track** during the training unless approved by the Lead Instructor or NATC Director and/or his designee.

SECTION 9: FIREGROUND TRAINING OPERATIONS:

Student to Instructor Ratios Recommendations:

- High risk training – One Instructor per five students
- Moderate risk training – One Instructor per eight students
- Low risk training – One instructor per twenty students
- Lecture – Instructor discretion

Turn out Gear and SCBA will be NFPA compliant.

All students and instructors will wear full protective clothing including self-contained breathing apparatus unless they are not participating in the actual exercise. No one will be allowed within the hazard zone without proper protective clothing.

Bunker Pants and Coats - must be completely fastened including storm and throat flaps before any live fire evolution is started.

Hoods - are required and must be NFPA compliant

Helmets - must furnish protection to the face, head and neck. Helmets should be equipped with face shields, earflaps, and have good suspension webbing to reduce shock from blows to the helmet. Chinstraps are required and should be secured comfortably under the chin before the start of any evolution.

Gloves - All gloves must be leather or Kevlar/leather construction.

Boots - Boots must have steel toes and insoles. Boots must be compatible with the wearing of bunker pants.

SCBA - will be required for any participant manning an attack or safety line under fire conditions. SCBA masks will be worn under hoods. No participant should enter a live fire evolution with less than 2000-psi tank pressure. There will be a mandatory rest break for any participant going through two consecutive bottles of air.

SECTION 10: LIVE-FIRE TRAINING

LIVE FIRE TRAINING USING THE BURN ROOM/ FLASHOVER/ FIRE BEHAVIOR CHAMBERS/LP GAS

PROPS:

Safety is the utmost concern to address during any live fire type training exercise. When conducting Live Fire Evolutions at the NATC and within the Burn Room/Flash or Fire Behavior Chambers, the recommendations in NFPA 1403 2012 edition, Standard on Live Fire Training Evolutions will be followed. All training activities held at NATC are to be conducted with the utmost professionalism so all participants can learn without fear of being injured while training.

Standards:

It is the policy of NATC to have standard operating guidelines for procedures for safe, efficient, and effective live fire training operations.

Employee and visitor safety will be the priority while at or visiting NATC Live fire training evolutions. The purpose is to prevent accidents, deaths, injuries, and illnesses.

Personnel at NATC training sites will have a minimum of full PPE donned when **Any** type of training is being conducted at the facility in the hazardous area. Personnel need not have PPE donned when in a designated safety area. The Incident Commander or Safety Officer of the training may alter hazardous areas and the requirements if he or she deems it necessary based on training activities.

Horseplay of any kind will not be tolerated anytime at the NATC training sites and may result in canceled training and/or disciplinary action.

Live fire training standard operating guidelines

Applicable codes and standards: NFPA 1403 Standards on live fire training evolutions, 2012 edition

Intent: The intent of this live fire training standard operating guideline is to provide detailed guidelines for department personnel training at NATC during live fire evolutions. These guidelines will also be applicable to all visitors for training and/or facility services.

This Standard applies to all agencies participating in live fire training at the Northeast AZ Training Center. It was promulgated to:

- Prevent occupational accidents, deaths, injuries, and illnesses.
- Ensure that all personnel are able to properly perform their assigned duties in a safe manner.

Live Fire Scheduling/Approval:

In an effort to provide a safer training environment for our students at NATC, the minimum standards have been set for any Instructor requesting to use the NATC facilities for a live burn:

1. Prior approval from the NATC Director and/or his designee will be required prior to any live fire exercise within the NATC Burn Room / Flash/ Fire Behavior Chamber/LP Gas Props.
2. The Lead Instructor will also be responsible for filling out the following forms and submitting such forms to the NATC Director and/or his designee for review and scheduling of the facility at least two weeks prior to any live fire exercise:
 - NATC Request for Use Form
 - Live Burn Training Incident Action Plan

Responsibilities of Personnel:

Incident Commander

Each burn that is conducted at NATC shall follow the Incident Management system in which at least one person will be designated as the Incident Commander. The Incident Commander will have the overall responsibility of making sure all facets of the incident are going the way they should. Prior to the burn the Incident Commander shall meet with all of the Instructors to discuss the assignments for the day and go over the Incident Action Plan. After the briefing, the entire cadre will meet with the participants to discuss the Incident Action Plan.

Lead Instructor

Lead Instructor (effective November 1, 2017):

1. Fire Instructor I/II or equivalent
2. Has attended a NATC and/or NFPA 1403 Live Fire Instructor class or briefing
3. Has participated as a Lead Instructor in an NPC FRS104 class or equivalent
4. Has prior live fire experience/participation in which ever prop the instructor is going to use/burn in (NATC Burn Room/ Flashover/Fire Behavior Chambers/LP Gas Props live fire)
5. The Lead Instructor will also be responsible for filling out the following forms and submitting such forms to the NATC Director and/or his designee for review *prior to any live fire exercise:*
 - NATC Request for Use Form
 - Live Burn Training Incident Action Plan

Prior to any burn, the Lead Instructor will be responsible for:

- Must verify that Participants in live fire training show proof of successful completion of Basic Firefighter Skills or Fire Fighter I Training Course. NFPA 1001 *Safety, Fire behavior, Portable extinguishers, Personal protective equipment, Ladder, Fire hose, appliance and streams, Overhaul, Water supply, Ventilation and force entry prior to being allowed in the live burn.*
- NATC Incident Action Plan has been completed
- NATC P.P.E. Checklist has been completed for each participant

- NATC Pre-Evaluation Survey has been completed
- NATC SCBA Mask Inspection form has been completed

The Lead Instructor along with the Safety Officer will inspect any of the burn rooms or equipment to be used at which time the following items will be checked (if applicable per burn room):

- Thermocouples are not broken and are in proper operating condition.
- Window hatches are in good working order and unlocked.
- Doors are in good working order and unlocked.
- Stairs and handrails are secured and unobstructed.
- Conduct a visual inspection of Burn Room panels.
- Adjust Burn Room panel screws (if needed).
- Inspect interior and exterior walls for heat and mechanical damage.
- Pre-Fire Briefing, involving all participants, including;
 - Safety tour of tower/chambers and grounds
 - Evolution assignments
 - Evacuation plan and signal
- A personnel accountability system is in place.
- Safety Officer has been assigned.
- Assistant Instructors have been assigned as needed (Some may have more than one assignment)
- Radio communications is in place between all Groups and Safety Officer.
- No burning will be allowed on Taylor Fire Department "No Burn Days" or Red Flag conditions.
- Notifications prior to live Fire Training
 - Snowflake/Taylor Fire and Police Dispatch (928-536-7500#0)
 - Taylor-Snowflake Fire and Medical Department (928-536-7900)

Instructor:

Instructor (effective November 20, 2017):

1. Fire Instructor I/II or equivalent
2. Has attended a NATC and/or NFPA 1403 Live Fire Instructor class or briefing
3. Has participated as an Instructor in an NPC FRS103/105 class or equivalent
3. Has prior live fire experience/participation in which ever prop the instructor is going to use/burn in (NATC Burn Room/ Flashover/Fire Behavior Chambers/LP Gas Props live fire)
4. Prior approval from the NATC Director and/or his designee will be required prior to any live fire exercise within the NATC Burn Room / Flash/ Fire Behavior Chamber.

- Monitor and supervise assigned students (no more than five)
- Inspect students' protective clothing and equipment
- Account for assigned students, both before and after evolutions

Safety Officer Responsibilities:

- A safety Officer is required at all NATC training activities
- Insure that a form of Incident Management is in place

- Eliminate unsafe conditions
- Intervene and terminate unsafe acts
- Supervise additional safety personnel as needed
- Coordinate lighting of fire with instructor in-charge
- Ensure compliance of participant's personnel protective equipment
- Ensure all participants are accounted for before and after each evolution
- Thermocouples are not broken and are in proper operating condition
- Window hatches are in good working order and unlocked
- Doors are in good working order and unlocked
- Stairs and handrails are secured and unobstructed
- Conduct a visual inspection of burn room panels
- Adjust burn room panel screws as needed
- Inspect interior and exterior walls of tower for heat and mechanical damage
- Monitor thermocouples
- Insure all water supply requirements are met
- Insure Basic Life Support Equipment and personnel are available on site for high risk activities

EMT/CEP

- Check in with Lead Instructor/Incident Commander
- Perform blood pressure checks on all participants "prior" to students participating in live burn
- Notify Lead Instructor/Incident Commander of any abnormalities in blood pressure checks
- Monitor students during fire ground exercises
- Provide treatment for any fire ground injuries

Student:

- Acquire prerequisite training
- Become familiar with building layout
- Wear approved full protective clothing
- Wear approved SCBA
- Obey all instructions and safety rules
- Prevent unsafe acts
- Will not be allowed to participate if not blood pressure is abnormal per EMT/CEP on site

Spectators

An area for spectators should be designated and appropriately marked. No visitors are to be allowed within the designated hazard zone.

Preburn Procedures:

- All participants briefed
- All participants will view training structure layout
- Crew and instructor assignments
- Safety rules
- Training structure evacuation procedure
- Evacuation signal (demonstrate)
- All hose lines checked:

- Minimum of a 1 ½ for all lines
- Charged and test flowed
- Supervised by qualified instructor
- Adequate number of personnel
- Necessary tools and equipment positioned
- Participants checked:
- Approved full protective clothing
- Self-contained breathing apparatus
- Adequate SCBA air volume
- All equipment properly donned

Live-fire training:

During Live-fire training, participants located in the hazard zone (live-fire areas) will have at minimum structural personal protective equipment (PPE) and self-contained breathing apparatus (SCBA) completely donned prior to engaging in structural live-fire training activities.

The structural PPE ensemble will be in accordance with NFPA 1971 Standard on Protective Ensemble for Structural Fire Fighting, 1997 Edition or the NFPA standard in affect at the time the PPE was manufactured. The ensemble will include the following:

- Structural fire fighting helmet with chinstrap and ear flaps
- Structural firefighting coat
- Structural firefighting trousers
- Structural firefighting gloves
- Structural firefighting footwear
- Structural firefighting hood

Participants include: Law enforcement, firefighters, fire officers, department members, and students located at the training site.

Procedures for Live-fire training evolutions

NATC is equipped with five (5) areas to perform live-fire training. The locations are:

- The first and second floor tiled area burn rooms of the tower
- The tiled flashover chamber prop
- The tiled fire behavior chamber prop
- LP Gas props

ALL LIVE FIRE DRILLS CONDUCTED AT NATC WILL ADHERE TO THE NFPA 1403 “STANDARD ON LIVE FIRE TRAINING EVOLUTIONS” GUIDELINES.

Live-fire training will only be conducted in the above listed locations. **At no time will live-fire training be conducted at any other location (with the exception of wildland training).**

At no time will students, visitors, or other personnel be used as rescue victims during live fire evolutions.

Minimum levels of PPE are designated in this training standard. These levels of PPE will be adhered to in order to ensure a safe training environment.

An Incident Safety Officer (ISO) will be established for all live-fire training evolutions. The radio designation for the ISO will be "Safety". Prior to engaging in any live-fire training evolutions, the ISO will conduct a pre-burn briefing with all participants involved in the training. The pre-burn briefing is located in attachment of this Training Standard and was taken from NFPA 1403 Standard on Live Fire Training Evolutions, 2002 Edition. Following the live-fire training evolution, the ISO will conduct a post-burn briefing. The post-burn briefing is also located in attachments of this Training Standard and was taken from NFPA 1403 Standard on Live Fire Training Evolutions, 2002 Edition. **The ISO will have the authority to immediately cease any live-fire training evolution that is not conducted in a safe manner.**

An Instructor-in-charge will be designated for all fire and rescue Department live-fire training evolutions. The radio designation for Instructor-in-Charge will be "Command". The Instructor-in-Charge may designate additional instructors as necessary. The Instructor-in-Charge will assist the ISO with the pre- and post-burn briefings and conduct the Instructor-in-Charge briefing as outlined in attachments of this guideline taken from NFPA 1403 Standard on Live Fire Training Evolutions, 2002 Edition. The Instructor-in-Charge will also complete the pre-burn planning also found in the attachments with the NATC Directors or his designee approval. **The Instructor-in-Charge will have the authority to immediately cease any live-fire training evolution that is conducted in a safe manner.** The live-fire training evolutions will operate under **the Incident Command System (ICS).**

Materials that may be burned in the burn areas include wood, wood pallets, straw, or roofing paper. **At no time will any flammable or combustible liquids be burned in pans/containers or thrown inside the burn room.** Materials that may be used to ignite fires within the burn areas include matches, lighters, propane torches, drip torches, or fuses.

The ISO and Incident commander will ensure that roof temperatures within the burn areas do not exceed 900 degrees F. The floor temperature should not exceed 400 degrees F. The incident commander, ISO, and instructor will ensure the duty of temperature monitoring is completed by using either the Thermal Imager Camera and or the temperature monitoring system.

BURN BUILDING USE AND SAFETY:

Heat will build quickly within each of the Burn Rooms. The intent of the Burn Rooms is to teach nozzle use, nozzle application, hose maneuvering and thermal balance and fire behavior. As each unit has different fire behaviors, the following guidelines will be used:

Tower Burnroom: *A maximum of three (3) pallets will be used during the training evolution.* It is recommended that one (1) pallet be used to start the initial fire, then the two extra pallet can be placed onto the coals once students enter the room to demonstrate fire behavior. Instructors are reminded the intent of the live fire drill is to expose the students to fire behavior and not extreme heat. At no time should the heat ever become excessive to damage personal protective equipment.

Instructors shall make certain the proper ventilation/water usage takes place to protect both Instructors/students within the chamber during the live fire event. Every effort should be made to have a Thermal Imaging Camera inside the unit to monitor temperatures. Direct application of water in a straight stream should be avoided at all times as this could damage the Pagenite© panels.

At no time should the fire temperatures reach more than 300 Fahrenheit degrees at the student level within the burn room after the initial fire is set. DO NOT EXCEED 900 Fahrenheit degrees at the ceiling level within the burn room. Failure to observe these rules will result in the live burn operation being stopped by the Safety Officer and all participants removed from the burn room. The Safety Officer shall be responsible for monitoring the burn room temperatures via the monitoring system located on the outside of the burn room.

Flashover Chamber: The front of the chamber will be “loaded” with either OSB or plywood on both sides and ceiling of the chamber via the chains mounted within the chamber. The fire barrel will be loaded with cut up pallets and ignited which should result in the ignition of the plywood to demonstrate the “flashover” effect for the students. The live fire will be contained within the burn cradle within the Burn Room. **Do not build fires on the concrete floor.**

Instructors shall make certain the proper ventilation/water usage takes place to protect both Instructors/students within the chamber during the live fire event. Every effort should be made to have a Thermal Imaging Camera inside the unit to monitor temperatures. Direct application of water in a straight stream should be avoided at all times as this could damage the Pagenite© panels.

At no time should the fire temperatures reach more than 300 Fahrenheit degrees at the student level within the flash chamber after the initial fire is set. DO NOT EXCEED 900 Fahrenheit degrees at the ceiling level within the burn room. Failure to observe these rules will result in the live burn operation being stopped by the Safety Officer and all participants removed from the burn room. The Safety Officer shall be responsible for monitoring the burn room temperatures via the monitoring system located on the outside of the burn room.

Fire Behavior Chamber: The front of the chamber will be “loaded” with either OSB or plywood on both sides and ceiling of the chamber via the chains mounted within the chamber. The fire barrel will be loaded with cut up pallets and ignited which should result in the ignition of the plywood to demonstrate fire behavior and the “flashover” effect for the students. The live fire will be contained within the burn barrel within the Burn Room. **Do not build fires on the concrete floor.**

Instructors shall make certain the proper ventilation/water usage takes place to protect both Instructors/students within the chamber during the live fire event. Every effort should be made to have a Thermal Imaging Camera inside the unit to monitor temperatures. Direct application of water in a straight stream should be avoided at all times as this could damage the Pagenite© panels.

At no time should the fire temperatures reach more than 300 Fahrenheit degrees at the student level within the fire behavior chamber after the initial fire is set. DO NOT EXCEED 900 Fahrenheit degrees at the ceiling level within the burn room. Failure to observe these rules will result in the live burn operation being stopped by the Safety Officer and all participants removed from the burn room. The Safety Officer shall be responsible for monitoring the burn room temperatures via the monitoring system located on the outside of the fire behavior chamber.

The Instructor and/or his designee will also be responsible for monitoring the temperature within the room by using either a thermal imaging camera (TIC) if available. Personnel will be located next to the windows to provide proper ventilation as required by the interior crew. Ventilation crew will maintain radio contact with the Interior crew at all times once they are inside the burn room.

Ignition Officer Responsibilities:

The Ignition Officer wearing full protective gear will light the props using the propane torch. A crew with a charged hose line will accompany him. Fire will only be set in the designated Burn Room in the provided cradle. ***AT NO TIME WILL ANY FLAMMABLE OR COMBUSTIBLE LIQUIDS BE USED TO START FIRES OR TO BURN WITHIN THE BURN ROOM and/or the FLASH CHAMBER.*** Use only dry, non-treated Class "A" materials (i.e.: wood, paper, hay, etc...)

Before and after each burn, an inspection of the burn building will be conducted. Any deterioration of the Pagenite® panels or other surfaces will need to be noted. If significant damage is found, all burns will be stopped until the building has been inspected and repaired per the manufacturers' recommendations.

Training Structure Preparation

- Burn areas inspected to determine structure integrity
- Ventilation hatch inspected for proper operation
- Window checked and operated
- Doors checked and operated
- Interior panels and crawl through props removed (exception of designated areas)
- Unnecessary inside and outside debris removed
- Insure all safety chains and railings are in place
- No more than 1 pallet stock piled inside
- Fire "sets" prepared:
- Class A materials only
- No flammable or combustible liquids

No contaminated materials

Hose line Water Supply requirements

Crews will flow water from all hose lines prior to entering any of the burn rooms to verify proper pressure and nozzle pattern.

Prior to entering any of the burn rooms, the Instructors should take a head count and check each participant to make sure they have the appropriate level of PPE and that it is properly worn.

A minimum of two firefighters per hose line, with an instructor will be required. A ratio of one instructor for 5 students will be used.

A back up crew, consisting of two personnel and one instructor, will be available with a charged hose line at operating pressure at all times while attack crews are inside any of the burn rooms.

Fog nozzles that may be shut off or changed to FLUSH while changing the patterns should be avoided.

Dual water supplies will be available and monitored by the Water Supply Officer.

Each hose line should be capable of flowing a minimum of 125 gpm.

All fire hose that is to be used in training activities will be service tested prior to the training date.

Fire Attack Checklist

- All apparatus supply and attack lines, and exposure lines have been positioned approximately. (Charge all lines and test flow each.)
- All ladders and other necessary tools and equipment have been obtained and placed in appropriate locations.
- All attack and back-up lines are of sufficient size for the area of involvement, minimum of 1 1-3/4".
- All attack and back-up lines are adequately staffed. Adequately trained Personnel supervise all lines.
- All "free burning" stage fires will be adequately ventilated before entering the "smoldering" stage.
- Only one fire will be allowed to propagate at a time.
- All fire attacks will be coordinated with ventilation functions or other offensive attack activities.

Post burn procedures:

- All personnel accounted for
- Remaining fires overhauled, as needed
- Training critique conducted
- Records and reports
- Account of all activities
- List of instructors and assignments
- List of other participants
- Documentation of unusual conditions or events
- Documentation of injuries
- Documentation of changes or deterioration of training structure
- Student training records
- All panels and props stacked neatly back inside

POST FIRE (After Action Review-AAR)

A post-training critique session (AAR), complete with documentation, will be conducted to evaluate student performance and to reinforce the learning experience of all participants.

The Tower will be left in a safe condition upon completion of the training evolutions. All class "A" materials must thoroughly extinguish and properly disposed of.

The following records and reports will be maintained on all live fire training evolutions in accordance with this procedure. They are as follows:

- Accounting of the training activities conducted.
- A listing of instructors presents and their assignments.
- A listing of all participants.
- Documentation of unusual conditions encountered.
- Documentation on any injuries incurred and treatment rendered.
- Documentation of any changes or deterioration of the structure.
- Documentation of the condition of the premises and adjacent area at the conclusion of the training exercise.

SECTION 11: USE OF NPC ENGINE or NATC/NPC EQUIPMENT

ENGINE/EQUIPMENT USAGE:

Only person/s authorized by the Lead Instructor/Incident Commander or NATC Director are authorized to operate the NPC engine or NATC/NPC Equipment within the NATC premises.

SECTION 12: ROPE RESCUE TRAINING

SAFETY, SAFETY, SAFETY

Technical rescues will always involve some risk. The technical environment can be very unforgiving if rock solid safety rules are not followed by everyone on the team. Safety is everyone's responsibility. Safety is an attitude and forms the foundation for trust that must develop between rescuers.

In order to provide the utmost safety atmosphere, the following guidelines have been set for anyone using the NATC burn tower for Rope Rescue trainings:

1. No training class will be taught without a Rope Rescue Instructor that is qualified to instruct the level of Rope training being taught.
2. No student will be allowed on the upper tower portions without Instructor permission.
3. Personal Protective Equipment will be worn at all times while or around the tower.
4. Prior to repelling from the burn tower, the Instructor will make sure that:
 - ropes are tied near the edge and have two points of contact
 - Instructor will double check everyone before going over the edge.
 - double check every part of the rescue system.
 - pad all edges and protect software from abrasion.
5. Do not step on the ropes; take good care of the equipment as your life may depend on it!

SECTION 13: LAW ENFORCEMENT FIREARMS RANGE RULES

It is the goal of the Northeast Arizona Training Center to provide your organization with a clean and safe facility. We will continue to strive to accommodate your facility needs while working within our Training Center parameters.

Reservations:

1. The NATC Range is designed for law enforcement firearms training only.

2. The range will not be used unless prior reservations have been made with the Northeast Arizona Training Center (complete NATC Range Waiver of Liability form - Section 15).
3. All reservations will be accepted for up to one calendar year in advance. Reservations are scheduled on a first come, first served basis.
4. All reservations requests must be approved by the Executive Director of the Northeast Arizona Training Center based on scheduling availability.
5. Use of the range will be permitted in the following priority:
 - A. Northeast AZ Law Enforcement Training Academy (NALETA)
 - B. Other Law Enforcement Agencies
 - C. User hereby assumes and shall bear the entire risk of loss and or damage to the facility and-or equipment of the Northeast Arizona Training Center. In the event of loss or damage of any kind to the facility or equipment, User shall place the same in as good condition as when received or replace same with equal or better to the satisfaction of the Executive Director of the Northeast Arizona Training Center.
 - D. The Northeast Arizona Training Center reserves the right to cancel or suspend any and all events with little or no notification in the case of inclement weather, unsafe conditions or damage to the facility as well as but not limited to, repair and maintenance.
 - E. There is no shooting between 9:00 PM and 7:00 AM. **No exceptions.**

Range Rules:

1. The NATC Range is designed for law enforcement firearms training only.
2. Safety is the first priority. Events shall be conducted using the highest standards of safety for participants, spectators and others using this facility.
3. Any use of the range by a law enforcement agency will require that agency to supply an AZPOST certified firearms instructor who can act as the rangemaster. The rangemaster shall be present during "ALL" firearms training scenarios.
4. The rangemaster shall be responsible to hold a safety briefing prior to any range activity involving live firearms. The safety briefing shall include a review of all range rules and discussion of the Agency's procedure in case of an accident requiring emergency medical response (including helicopter landing zone). The rangemaster shall ensure a "trauma pack" is available at all times while on the range. Complete an Emergency Medical Action Plan.
5. **Student to instructor ratios: For safety reasons maintain an appropriate instructor/student ratio. The recommended instructor to student ratio is 1-5 for standard**

line training. The type of training may dictate adjusting this ratio: simple qualification lines may allow for a lower ratio; when conducting higher risk factor training the ratio may be adjusted to 1-1 or 1-3. At no time should the ratio exceed 1-8.

6. Use of the range will be allowed only with the express permission of the NATC Director or his designee. Use of the range will require law enforcement agencies to be scheduled on the NATC calendar prior to use.
7. Law enforcement agencies shall be responsible to assure that all of the NATC Range rules are adhered to in the strictest manner. Each law enforcement agency conducting firearms training on the range shall assume all liabilities for any and all accidents that occur during the course of their firearms training.
8. Each law enforcement agency using the range for firearms training shall be required to follow their individual agencies standard operating guidelines for firearms training while using the NATC range.
9. Obey all Rangemaster commands and range signage.
10. If you see an unsafe condition, immediately call a "Cease Fire".
11. The command "Cease Fire" means to stop fire immediately and await further instructions from the Rangemaster.
12. Eye & Ear protection is **MANDATORY** on the firing range when the range is "HOT".
13. **Berms:** No one may climb the berms or backstop for any reason (with the exception of placing "red" range flags) and all shots must impact the backstop (berm) without exception. User Groups shall position the target frames as close as possible to the backstop (berm). Climbing on berms is prohibited. Persons shall not be on the sides or tops of the berms (impact or lateral) for any reason at any time. All shots must strike the backstop of impact berm. Shooting above the berm at the hillside is prohibited.
14. **Targets:** Frames and targets shall be provided by the User Group. Only authorized targets shall be used.
 - Authorized Targets
 - Paper targets supplied by the User Group
 - Steel targets (must have a 45-degree cant)
 - Prohibited Targets
 - Bottles, rocks, cans, glass, bowling pins, **exploding targets**, etc.
15. The rangemaster is responsible for making sure the cleanup of the range is performed at the end of the event. Cleanup includes of the following: policing brass, removing shotgun wads, removing paper targets from the target frames, returning target frames to holders, putting away any moving tables and stools back to their original positions, ensuring all trash is placed in trash receptacles by the burn tower and leaving the range in good condition for the next User Group.

16. Vehicles are prohibited from being on the Range except to load/unload equipment, targets, etc. Vehicles must be removed from the Range prior to any shooting, unless such vehicles are being used to facilitate specific training focused on patrol tactics and are being monitored by a qualified rangemaster. Violation of this policy may result in suspension and/or revocation of your privileges.

17. **No alcohol or smoking is permitted on NATC Property.**

18. The rangemaster shall not allow anyone to remain on the range premises upon his departure.

Prior to Using Range:

1. **The rangemaster shall be responsible for making sure the 4 red flags are placed upon each corner of the range berms to indicate the range is "in use".**
2. **The appropriate "Firearms Training" signs and cones are placed at the end of the driving track by the "dirty" classroom, and by the entrance gate.**
3. **The rangemaster shall be responsible for notifying the Regional Dispatch at 537-4365 to make them aware of the times you will be shooting for the day to avoid police response to shots fired calls.**
4. **The rangemaster shall be responsible for conducting a pre-training safety briefing and review the completed Emergency Medical Action Plan.**

GUN SAFETY

1. **SAFE GUN HANDLING IS YOUR PERSONAL RESPONSIBILITY AT ALL TIMES.** Firearms are dangerous and can cause serious injury and death if they are misused or use inappropriately. Safety must be the prime consideration of anyone who owns or handles firearms.
2. **ALWAYS TREAT EVERY FIREARM AS IF IT WERE LOADED AND WOULD FIRE IF THE TRIGGER IS PULLED.** Do not take anyone's word that the firearm is unloaded - always check for yourself. Never pass your firearm to another person until the cylinder or action is open and you visually check that it is unloaded. Keep your firearm unloaded and safely stored when not in use.
3. **ALWAYS KEEP YOUR FIREARM POINTED IN A SAFE DIRECTION.** Never point a firearm at anyone or anything you do not intend to shoot whether or not it is loaded. This is particularly important when loading, unloading, or field stripping the gun. ALWAYS control the direction of the firearm. AKA "the laser rule".
4. **NEVER PLACE YOUR FINGER INSIDE THE TRIGGER GUARD UNLESS YOU INTEND TO FIRE.** Your firearm cannot fire unless the trigger is pulled. Ensure that other objects do not touch or engage the trigger.
5. **ALWAYS BE SURE OF YOUR TARGET AND WHAT IS BEYOND IT.** Always be sure of where the bullet will strike and shoot only towards the backstop making sure it is free of obstructions, water or other surfaces which can cause ricochets. Do not fire into the sky.

SECTION 14: Northeast AZ Training Center Fee Schedule: effective April 5, 2016 (for non-paid members)

PROPS

Burn Room	\$120.00/hour
Classroom	\$50.00/hour
Confined Space Prop	\$55.00/hour
Driving Track	\$50.00/hour
Fire Behavior Chamber	\$120.00/hour
Flash Chamber	\$120.00/hour
Forcible Entry Props	\$30.00/hour
Haz-Mat Tank Props	\$50.00/hour
LP Gas Props	\$120.00/hour
Pump Pit Test	\$100.00 per test
Six-story Training Tower	\$100.00/hour
Ventilation Prop	\$50.00/hour

SUPPLIES/EQUIPMENT

Apparatus - Type 1 Engine	\$100.00/hour
Hay Bales	Current Market price
Liquid Smoke	Current Market price
Natural Gas	Current Market price
Propane gas	Current Market price
SCBA Compressor	\$138.00/hour
Sheetrock	Current Market price
Smoke Generator	\$25.00/hour + Liquid Smoke
Steel for Forcible Entry Prop	Current Market price

* An Incident Commander and Safety Officer are required for all live fire training and other training deemed necessary by the NATC Director

** Proof of Liability Insurance will be required of all non-members prior to using the facility for any reason

***Agencies using the facilities are responsible for providing their own materials that will be needed for the training exercise

SECTION 15: NATC Forms

Northern Arizona Training Center Agency Request for Use Form

Agency/Department Requesting Use: _____

Date(s) of Training: _____

Will you be conducting live fire training? ☐ Yes ☐ No

Facilities Requested:

☐ Tower - Date(s) & Time(s) _____

☐ Burn Room/ Flash Chamber/ Fire Behavior Chamber - Date(s) & Time(s)

☐ Classroom - Date(s) & Time(s) _____

☐ Range: _____

☐ Driving Track:

☐ Other:

Date(s) & Time(s) _____

Class/Course Description

Number of participants: Students _____ **Instructors** _____ **Total #:** _____

Are other agencies participating? ☐ Yes ☐ No

If yes, please list all:

Will you need audio/visual equipment? ☐ Yes ☐ No
If yes, what will be needed?

Will you have an EMT/CEP on site with BLS equipment?
☐ Yes ☐ No

Other requests:

Contact Name: _____

E-Mail: _____

Phone: _____ Cell: _____

Send completed form to Chad Kreuger @ chadley.kreuger@npc.edu for final approval.
Please check NATC calendar at: <https://www.npc.edu/natc> to make sure the dates you
are requesting are available.

Approved by: _____ Date: _____

Placed on NATC Calendar: _____

NATC Live Burn Training
Incident Action Plan Example

Date: _____

Time: _____

Incident Commander: _____

Safety Officer: _____

Ignitions Officer: _____

Safety Message: Rehab will be set up in the garage – remember to hydrate!

Medical Emergencies: Contact COMMAND – Taylor -Snowflake EMS will be on-site

Communications: Channel 9

Company 1 – Instructor: _____

Student: _____

Student: _____

Student: _____

Company 2 – Instructor: _____

Student: _____

Student: _____

Student: _____

Company 3 –Instructor: _____

Student: _____

Student: _____

Student: _____

Company 4 – Instructor: _____

Student: _____

Student: _____

Student: _____

Burn Tower Rotation (15 minutes per burn)

(1) Interior to (2) rehab (garage – fill bottles) to (3) ventilation (extra personnel will supply pallets for ignition) to (4) RIC to (1) Interior

Flash Chamber Rotation (45 minutes per burn) if your Company isn't burning go to garage

Division 1: Companies 1/2 then Companies 3/4

Morning Rotation:

Burn Tower Rotation: Company 1- interior, Company 2- rehab, Company 3- ventilation, Company 4- RIC

Flash Chamber rotation: Company 1/2- interior, then rehab; then Company 3/4- interior, then rehab

Safety Officers responsible for checking PPE before students enter burn tower/ flash chamber

NATC Live Burn Operational Period

Date: _____

(Example as your times may vary)

- 730a-800a: Ops briefing for Instructors (classroom 1)
800a-815a: Students Check in, get blood pressures taken; PPE Inspected (classroom 2)
815a-845a: Operational Briefing with everyone (classroom 2)
845a-915a: Safety Walk through/ start pre-burn on flash chamber/burn room after walk through
915a-1130: Live Burn begins – Give out company assignments (i.e. - Company 1 assigned to Burn Tower; Company 2 assigned to Rehab; Company 3 assigned to Ventilation; Company 4 assigned to RIC)
1130a-12p: Lunch on-site
12p-215p: Live Burn begins – Give out company assignments (i.e. - Company 1 assigned to Flash/ Fire Behavior Chamber/ Company 2 assigned to RIC)
230p-3p: End of burn – clean up facilities/ AAR -After Action Review in garage

Safety Message:



Remember to hydrate throughout the day, if you are not feeling well – TELL YOUR INSTRUCTOR!!!!

[illegible]

NATC COURSE & MANIPULATIVE SKILLS TESTING LIABILITY FORM

(Required for all non-members using the burn facilities)

Course Name: _____

Last Name: _____ First Name: _____ Initial: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Home/Cell: _____

Fire Department or Employer: _____

Agreement & Waiver

By my signature below and my attendance in this program, I confirm my understanding of and agree to the following statements:

The Northeast Arizona Training Center attempts to conduct its training programs in the safest and most efficient manner possible. However, it is not always possible to eliminate all of the potential hazards to a student's safety. Before any student participates in a training program involving the teaching of firefighting skills, he/she should be familiar with the level of physical/mental stresses and other hazards involved. Please read the following explanations of the physical and mental requirements required of and by this course and sign the form acknowledging you have read and understand the information. Students who cannot comply with any or all of the requirements will not be allowed to participate in any portion of the training involving physical exertion or the use of protective equipment so as to provide for their personal well-being and safety of other students and instructors. They may attend lectures and observe evolutions from a safe distance.

I hereby acknowledge that I have read the following and understand the implications and/or consequences as stated below:

- I am 18 years of age or older and am an active member of a fire department, fire brigade, fire protection related business or have been referred by my employer as listed above to attend this training. The employer listed above is aware of and supports my participation in this training program.
- The information on this registration form is correct and truthful to the best of my knowledge. I hereby agree to abide by the rules, policies and regulations of the Northeast Arizona Training Center. I understand that any falsification of information or any violation of the rules, regulations or procedures may result in my being denied admission to the course, and/or dismissal for the class result in loss of course credits. I hereby authorize the release of any information concerning my enrollment and completion of this course only to me or to the Chief Officer or proper designee of the organization that I represent in this program.
- Fire Fighting training is a physically and mentally stressful activity requiring physical exertion, exposure to sudden temperature changes (Changes of greater than 50° or more either way) and/or rapid changes in the humidity levels, exposure to toxic atmospheres (gases, fumes, solvents, pesticides, herbicides, sprays, etc.), exposure to infection (germs, bacteria, viruses, etc.) and/or silica or asbestos dust (cement or concrete powder), contact with oils or other petroleum products, exposure to x-rays or radioactive isotopes, working at higher than average heights and in confined spaces, the possibility of (not sure this is needed) elevated body temperatures, increased pulse, respiration and blood pressures and the ability to react quickly to emergency situations.

- Students/participants must also be cognizant of the health risks of receiving anywhere from a minor injury (minor cuts, bruises, scrapes and/or burns, etc.) up to and including major injuries (broken bones, major burns, deep cuts, heart related issues, etc.) which could possibly result in death.
- Individuals with known heart or lung disease, hypertension, who are or may become pregnant or have other medical or mental conditions which may affect their health and safety while participating in training under these conditions are advised to check with their personal or fire department physician before participating in the activity.
- I understand that my employer is required to conduct a medical evaluation of my physical and/or mental capacity to use a Self-Contained Breathing Apparatus (SCBA) and has found me fit to do so pursuant to 29 CFR Parts 1910.134(c)(1)(ii).
- Protective clothing and self-contained breathing apparatus (SCBA) meeting appropriate NFPA standards at the time of manufacture shall be worn during all practical exercises and live fire training as required and directed by the instructor in charge. Protective equipment must be in serviceable condition.
- Individuals with facial hair, jewelry or other impediments(s) obstructing the proper seal of the face piece on self-contained breathing apparatus (SCBA) will not be allowed to participate in evolution where the atmosphere is toxic or may become so.
- The use of alcohol and other drugs, which affect mental or physical reaction immediately preceding or during training, is prohibited.
- I understand that the Northeast Arizona Training Center and his representatives/agents are not authorized to provide travel, medical or health insurance. I verify that I or my agency maintains appropriate and necessary coverage. I understand that I or my agency will be responsible for any medical expenses that I may incur as a result of my participation in this program. Both my employer and I acknowledge we are responsible for lodging, travel expenses, per diem, etc.
- I waive any and all claims for myself or my heirs or agents against the Northeast Arizona Training Center, or employees which may result from my participation in this program. I hereby relieve them and the Northeast Arizona Training Center representative and all agencies, individuals, or agents furnishing equipment or services in connection with this program as well as any other student or instructor from any and all liability of any sort or nature whatsoever that may occur as a result of accident, injury or damage to my person during my participation in this program. By my presence, both my employer and I, assume whatever risks, apparent and unapparent, that training of this type entails.

Signed (Form Must Be Signed): _____ Date: _____

Witness (Course Instructor): _____ Date: _____

**NATC Fitness Evaluation
Pre-Evaluation Survey**

Instructions: Each member must complete the following questions. If a member answers questions 1-7 'yes', the assessment shall be deferred after medical clearance.

Today's Date: _____ Member Name: _____

Phone _____

Fire Department _____

Question	YES	NO
1. Do you have chest pain during or in the absence of physical activity?		
2. Have you had any recent unexplained loss of consciousness?		
3. Do you have any chest pain or shortness of breath at this time?		
4. Do you have any loss of balance due to dizziness at this time?		
5. Are you having any severe headaches or blurred vision at this time?		
6. Is there any other reason that would prohibit you from participating in today's evaluation process? If yes, list reason(s) and include the information below. _____ _____ _____ _____		
7. Do you take any medications currently that inhibit physical activity? If yes, list:		

Signature: _____ Date _____

NATC SCBA Mask Inspection Form

Date: _____ Last: _____ First: _____
 Fire Department _____
 Current Mask Size: (Circle One) S M L XL
 SCBA Type _____

Inspection Item		Meets Standard	Needs Repair
	<u>Standard</u>		
<u>Head Harness</u>	<u>Harness netting without rips or tears.</u>		
Elastic Webbing Straps	Straps without cracks or rubber degradation. Pliable, elasticity intact.		
Face Shield	Shield without cracks or excessive scratches. Visibility not impaired. NOTE: If the face shield is cracked, mask must be placed out of service immediately.		
Regulator Coupler	Regulator mount without cracks or chips. NOTE: If the mount is cracked, mask must be placed out of service immediately.		
Rubber Seal (Outside Edge)	Seal on outside edge of mask elastic, pliable and not torn or cracked.		
Inhalation Valves	Inhalation valves in nose cup in place.		
Retaining Ring	Nose cup retaining ring in place and installed properly.		
Screws & Fasteners	All screws and fasteners in place and tight.		
SCBA Bottle	Current Hydrostat Date		

Please read the following statements. Check each box.

- ☐ I have been instructed how to don the SCBA mask.
- ☐ I have been instructed how to clean and maintain the SCBA mask and valve.
- ☐ I understand that head or facial hair in contact with the mask seal will interrupt the seal and is not permissible.
- ☐ I understand that annual fit testing is required.
- ☐ I understand that if I lose or gain more than 15 pounds, or my face structure changes, I must request another fit test to assure a proper seal.
- ☐ The member has properly demonstrated how to don the SCBA mask and perform a negative seal check.

 Check One

Official Use

- ☐ Pass – Meets inspection standard.
- ☐ Fail – Doesn't meet standard

 Member Signature

 Fit Tester Signature

NATC RANGE WAIVER OF LIABILITY AND HOLD HARMLESS/INDEMNITY AGREEMENT:

In consideration of my application and permitting the Organization to reserve and use the Northeast Arizona Training Center Law Enforcement Range, I hereby take responsibility for myself and for all participants in said Organization, including but not limited to instructors, participants and spectators (hereinafter referred to collectively as "participants") and any participants' assigns as follows: (A) Waive, release and discharge the Northeast Arizona Training Center and its directors, officers, employees, volunteers, representatives and agents of any kind (hereinafter referred to collectively as "Releasees") from any and all liability for any incidents that occur while on the property that I am requesting to reserve. Incidents include but are not limited to death, disability, personal injury, property damage, property theft or actions which hereinafter accrue to myself or any participants; (B) Indemnify and hold harmless Releasees from any and all liabilities or claims made by other individuals or entities as a result of any of the Applicant's and Organization's actions during any reserved event(s). This Waiver of Liability and Hold Harmless/Indemnity Agreement includes death, disability, personal injury, property theft or property damage caused or alleged to be caused in whole or in part by the negligence of the Releases.

I am not under any legal disabilities that prevent me from being legally bound by this Waiver of Liability and Hold Harmless/Indemnity Agreement. I understand that this Waiver of Liability and Hold Harmless/Indemnity Agreement is intended to be as broad and inclusive as is permitted by the laws of Arizona and that if any portion hereof is held to be invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I understand that I am signing as the representative for the below stated Organization and, as the representative, I am responsible for communicating the guidelines, rules and regulations set forth herein to the Organization members including, but not limited to instructors, participants and spectators.

NAME OF ORGANIZATION: _____

BY: _____
(PRINT NAME)

SIGNATURE: _____

DATE: _____

Received by: _____
Executive Director NATC (or designee)

Date: _____

Northeast Arizona Training Center

Firearms Training Emergency Medical Plan

Instructor responsible for plan: _____

Date(s): _____

Location of Training: NATC

Address: 1840 W. Papermill Rd, Taylor, AZ 85939

NEAREST HOSPITAL	
Summit Health Care Regional Med 3401 S White Mountain Rd, Show Low, AZ 85901	928-537-5437
Quickest Route: From the range left on Papermill Rd, to SR 77 right to US 60 in Show Low. Right to SR 260 and left to 3401 S White Mountain Rd (SR 260).	

NEAREST TRAUMA CENTER	
Flagstaff or Phoenix	
Route: Air Evacuation	

ASSIGNMENTS	
Primary Medical Attention	
Transport Driver	
Transport Vehicle	
Communications (9-1-1, NATC Director, Chain of Command)	

Transport vehicle cleared and ready: ☐ Yes ☐ No

Helicopter Landing Zone Identified: ☐ Yes ☐ No

Emergency medical bag present and accessible: ☐ Yes ☐ No

Emergency plan briefed prior to training: ☐ Yes ☐ No

EMT/Paramedic present: ☐ Yes ☐ No

Name: _____



HOUSING APPLICATION

NATC OFFICE - (928) 536-6263
 NPC BUSINESS OFFICE – (928) 524-7
 EMAIL CONTACT – chadley.kreuger@nptc.org

Date App. Rec'd _____

Date Deposit Rec'd _____

ATC Housing Unit #	RENT (\$200 per wk.) \$4000 PER 20 wk. SEMIESTED	RT DATE ____-____	SPONSORING AGENCY
AST NAME	FIRST NAME	M.I.	SN
			RIVER'S LICENSE #
ENDER (CIRCLE ONE) MALE/FEMALE		RACE (CIRCLE ONE) WHITE/AMERICAN INDIAN/AFRICAN AMERICAN/NATIVE HAWAIIAN/HISPANIC OR LATINO/OTHER	
TREET ADDRESS		CITY	STATE ZIP
GENCY'S POINT OF CONTACT	AGENCY PHONE	NCY ALT. NE	EMAIL
AME	RESS	HONE	RELATIONSHIP
AME	RESS	HONE	RELATIONSHIP
_____, AUTHORIZE THE ABOVE-NAMED PERSON/S TO TAKE POSESSION OF MY PERSONAL BELONGINGS IN CASE OF AN EMERGENCY			
and Access office located at the White Mountain Campus. The coordinator, Sandy Manor, travels to all campuses and centers and an appointment can be scheduled to meet with her by calling: 532-6178 (Local in Show Low) –or- 1-800-266-7845 ext. 6178 list medical condition/s (previous and/or current) that may require accommodations: or circle NO and initial _____			

Room, Roommate Preference:

Room/Roommate preferences are **not guaranteed**. NATC Housing Units are not made for more than two students per unit. Housing Units include two bedroom/half bath. Showers will be available in the Training Center Locker room.

Policy and Procedures/Social Standards:

You will receive a Policy and Procedure handbook at check-in. You are responsible for knowing and understanding all the guidelines included in the Manuel and to follow all policies. A copy of this handbook is available online <http://natc.info/> for your reference. The following is a summary of regulations you are required to follow immediately upon check-in (not full list).

1. Northeast Arizona Training Center is drug and alcohol free regardless of age or medical conditions. This includes tobacco products as well.
2. Possession, consumption/use, sale or distribution of alcohol or drugs is prohibited on the grounds of the Campus. Residents may not have any drug paraphernalia on the NATC and /or any NPC campus.
3. Sexual Misconduct of any kind (including but not limited to, sexual harassment, sexual assault, domestic violence) is not tolerated at Northland Pioneer College and/or NATC. Any student found responsible for violating these policies will be subject to REMOVAL from the Residence IMMEDIATELY. Please refer to NPC Title IX - Procedure 2110 in your handbook or follow our link @ <https://www.npc.edu/procedure-2110> for further inquiries on Equal Opportunity, Harassment, and Nondiscrimination.
4. All weapons, simulated weapons must comply with NATC and Academy Policies and Procedures.
5. Behavior that may result in personal injury or damage to property is not tolerated.
6. Loss of any issued/assigned keys will result in a fine, \$20.00 per key. Students that are locked out of their room multiple times will be subject to the NATC discipline matrix. Please refer to NPC Procedure 2520 @ <https://www.npc.edu/procedure-2520> for further inquiries.
7. You are responsible for the security of your own room. The College and/or NATC is not responsible for loss, damage, or theft of personal property. LOCK IT OR LOSE IT!!
8. Cohabitation is not permitted. (A student co-living in a room not assigned to him/her)
9. Students are responsible to read and review the Code of Conduct that reflects the college's mission and identity. Students are required to understand the responsibilities they assume by enrolling in the college. Please refer to NPC Student Conduct Code – Procedure 2625 in your handbook or follow our link @ <https://www.npc.edu/procedure-2625> for further inquiries.

The College and NALETA Staff members reserves the right to inspect rooms for cleanliness, safety, repairs, and/or compliance with policies and regulations at any time.

Agencies will be required to submit a deposit of \$2000, along with the completed application to reserve a room for their cadet. Rent for rooms are \$200 per week, equaling \$4000 for the 20-week academy session. If housing is no longer needed, please contact the NATC office immediately to cancel. Failure to notify the NATC Office of your intentions prior to the cancellation deadline may result in the forfeiture of your deposit. The final \$2000 will be required within the tenth week of the academy. Failure to do so may result in dismissal from residence.

I have read and agree to abide by the provisions included in this Housing Application Form and the Housing Contract. I understand that my failure to comply with the terms of this contract or any College and/or NATC Policy may result in the loss of my housing reservation deposit, room, or NATC housing privileges. Permission is granted to use photos for College and/or NATC purposes.

(Signature of Applicant)

(Date)

(Signature of Responsible Party)

(Date)

Northeast Arizona Training Center Resident Contract (Terms and Conditions)

This contract serves as a binding agreement between the Northland Pioneer College, NATC, Agency and Student, also referred to as “resident.” The signed Contract is effective upon receipt of complete application and \$2000 deposit. NATC grants the student permission to occupy a NATC Housing Unit for the Academy time period indicated on the application, unless terminated sooner under the provisions of this contract. (Please note that NATC is part of the College campuses)

Financial obligations/terms are involved – PLEASE READ CAREFULLY

1. ELIGIBILITY

Rent for rooms is \$200 per week, equaling \$4000 for the 20-week academy session. The student must complete a current academic semester Housing Application, have a signed contract and a \$2000 deposit on file. Students must enroll at the College. NATC Staff will aid with enrollment.

2. CONTRACT TERM

This contract is valid for the current academic semester according to the 20-week schedule and cannot be terminated except under the conditions of this agreement. Occupancy periods will be limited to academy scheduled dates of operation.

Please plan accordingly as early arrivals and late check outs are prohibited.

3. PAYMENT OF CHARGES

- a) The agency agrees to make payment of all Housing fees established by the NATC according to the current fee schedule.
- b) Rates are available online at <http://nadc.info/> and subject to change by the NATC Governing Board. Notice of such changes will be given in advance of any semester.
- c) Student agrees to pay for any damages to the building, including fire damage and for damaged/missing furniture, or service repair costs caused due to student action or negligence (action/inaction). Where two or more residents are associated with a room or common area and responsibility for the damage or loss cannot be determined the cost of the damage/loss will be divided and assessed equally between or among the residents of the housing unit.
- d) Property belonging to the NATC may **NOT** be removed from any building without specific written authorization from the Director of NATC. Each student of a living unit is subject to joint liability for property damage in common areas.

4. DEPOSIT

The payment of the initial \$2000 (\$200 per week) deposit along with a complete current Housing Application/Contract is required to secure a room assignment.

Although normally refundable, the remaining deposit or a portion of the deposit on the circumstances, is subject to forfeiture under the following conditions:

- a) Failure to notify the NATC Office in writing (from student’s NPC email) of contract cancellation by the cancellation deadlines of Fall and Spring semester. Failure to meet the cancellation deadline dates will result in a loss of the entire \$2000 deposit.
- b) Failure to check in with NATC staff.
- c) Failure to follow all Proper Check-Out Procedures, including, but not limited to, submitting an online “Check out Form” prior to the end of semester, signing paperwork, returning keys, properly cleaning, and/or being assessed damage charges.
- d) Breach of any of the terms and conditions of this Contract, including removal for Disciplinary reasons.
- e) To satisfy any other unpaid charges and assessed fees owed to the College.

5. ROOM ASSIGNMENT

- a) Priority consideration for room assignments are based on the date which the \$2000 deposit and completed application/contract are received.

- b) Subject to availability, the NATC Staff will assign accommodations according to student preferences, however NATC Staff cannot guarantee assignment to a chosen building, type accommodation, or roommate request. Failure to honor preferences will not void this contract.
- c) The NATC and NALETA Staff reserves the right to temporarily assign additional residents above the original capacity of rooms until permanent space becomes available. NO Room rate adjustments will be made during this process.
- d) The College reserves the right to refuse housing to any student whose agency is delinquent in the payment fees, students who has demonstrated an unwillingness to abide by Housing policies and procedures, or exhibits behavior which is incompatible with the maintenance of order, sanitation and the welfare of other students in the residence homes, or as deemed necessary by the Director of NATC and/or the Dean of Student Services.
- e) The NATC or NALETA Staff reserves the right to make reassignments or consolidations of room accommodations as deemed necessary.
- f) Students who find themselves without a roommate may be required to consolidate.
- g) Room Changes may only occur with prior approval from the Director of NATC. Unauthorized room changes or failure to move out of a room at a designated time may result in being required to move back to the authorized assignment and/or disciplinary action/fines may be imposed.
- h) Upon check-in students are expected to report any damages or missing items as indicated on the Room Condition Report. Failing to report any defects within 24 hours of check-in will result in the College's and/or NATC's assumption there are no issues, and this will be used as a reference at the time of check-out.

6. AUTHORIZED ROOM ENTRY/PROHIBITED ITEM

- a) The College/NATC reserves the right to make repairs or improvements to the facilities during occupancy periods. When possible the NATC shall provide 24-hour advance notice.
- b) Announced Health & Safety Checks will occur throughout the semester, residents do not need to be present. Property may be seized and removed from a student room when it constitutes an immediate danger, when it is deemed illegal, it is College and/or NATC property, or is in violation of policies (e.g. alcohol, drugs, unauthorized firearms, cooking appliances, pets, etc.)
- c) The NATC or NALETA Staff reserves the right to enter a student room for the purpose of inspecting the premises when an authorized agent of the College has reasonable belief, including but not limited to the following: An occupant of the room be physically/emotionally in harm or a danger to others or themselves, College property is being destroyed, Violations of State or College policies are occurring.

7. MEALS

All residents will be required to purchase their own food. Meals will not be provided unless it is a special occasion. Accommodations for food storage will be discussed during Academy Orientation.

8. TERMINATION BY THE COLLEGE

The College may terminate this contract under the following circumstances:

- a) Exigency – The College may terminate or temporarily suspend performance of any part of this contract without notice in the event of an exigency/emergency that would make continued operation for student housing not feasible or when the NATC Staff believes a resident of a temporary assignment cannot be placed in a permanent assignment within a reasonable time period.
- b) Violation of Policies and Procedure – If a student is found to have violated NPC and/or NATC Policies listed or referred to in this contract, Social Standards, and/or College Handbook. Disciplinary dismissal from the College or NATC Housing will result in full room charges and forfeiture of deposit – no proration, no refunds.
- c) The College reserves the right to deny or cancel a Contract to an individual whose conduct and/or proven criminal record indicates a potential threat or danger to the College community including students, faculty, or staff. Failure to disclose a prior criminal record may be subject to immediate termination of this contract.

9. REFUND AND FORFEITURE PROCEDURE

- a) Agencies with a withdrawing resident from the College may be eligible for a room refund, prorated on a weekly basis after the start of the academy. (assuming proper check-out procedures are followed, see Deposit above)

- b) Residents departing after the tenth-week are eligible for refunds, prorated on a weekly basis, from the second \$2000 residence fee.
- c) Any requests for a refund exception to this policy must be made in writing to the Director of the NATC and must contain the rationale for the request along with any documentation requested by the Director. Requests for exceptions will not be accepted after 15 working days from the departure of the resident.

10. CHECK-OUT/VACATING

- a) Residents will vacate the NATC Housing within 24-hours of his/her last scheduled in person day of the academy, withdrawal from all classes, end of the contract term (as referenced above) or as agreed upon due to an outcome of a conduct/disciplinary hearing, whichever happens first. Failure to properly notify the NATC Staff will result in the forfeiture of deposit.
- b) The student agrees that the College may terminate this contract and take possession of a room at any time for violation of the contract, of the College and/or NATC Policies and Procedures, or for health/safety/security reasons.
- c) Each student is issued two (2) main keys: Gate Card and House key. Failure to return all keys at check out or the loss of the key(s) will result in a charge to the student based on the current fee schedule.
- d) Residents leaving at the end of the term, must complete an Online "Check-Out" Form, properly clean housing unit and follow all procedures to be eligible for a deposit refund.
- e) Alterations or changes to the premises will result in fines based on the circumstance.

Additional Conditions

- Guest(s) is prohibited from the grounds (significant other, children, etc.) unless scheduled events, emergency, or written authorization from the Director is in place. Failure to obey may result in immediate dismissal from residence.
- Appliances: Discussion will take place concerning appliances during Academy Orientation.
- Resident housing, buildings, or adjacent grounds may not be used for unapproved commercial enterprise.
- Although the College does not currently implement an Immunization Policy, it is recommended that residents have receive (or have proof of) MMR1, MMR2, Meningococcal Vaccine (by the CDC). If an outbreak was to occur on the College campus and/or NATC, students without proof may be required to self-quarantine or to vacate the premises for the benefit of his/her health.
- Animals are prohibited on campus.
- Students must leave campus when class is not in session, including off class scheduled Holidays. Housing is only available to students when class is in session.
- Students will be required to take laundry to a laundry mat or place of residency other than the campus. Machines will not be on premises for these purposes.

LIABILITY RELEASE/INSURANCE

I RELEASE NORTHLAND PIONEER COLLEGE AND/OR NATC, IT'S EMPLOYEES AND REPRESENTATIVES FROM MY RESPONSIBILITY FOR INCIDENTS WHICH CAUSE ME OR MY FAMILY MEMBERS PHYSICAL, MENTAL OR MONETARY LOSS OR DAMAGE, EXCEPT IN THOSE INCIDENTS WHERE THE COLLEGE AND/OR NATC CAN BE SHOWN NEGLIGENT AND DIRECTLY RESPONSIBLE FOR THE LOSS OR DAMAGE. NORTHLAND PIONEER COLLEGE DOES NOT MAINTAIN INSURANCE ON ANY PERSONAL PROPERTY OF RESIDENTS. THE COLLEGE HIGHLY RECOMMENDS THAT THE STUDENTS OBTAIN THEIR OWN INSURANCE SUCH AS RENTER POLICY.

Upon signing this contract, I hereby agree to comply with all College regulations. Any violation of local, state, or federal laws deemed serious by the College's administration, could result in immediate interim removal/suspension from the housing unit. I agree that the information provided in this document is true and accurate to the best of my knowledge.

I, _____ (print name), have read and agree to abide by the provisions included in this Housing Application and Housing Contract, I understand my failure to comply with the terms of this contract or any College Policy may result in the loss of my housing deposit, room, or campus privileges.

Signature of Applicant: _____ **Date:** _____

Signature of Agency's Responsible Party: _____ **Date:** _____

Section 16: APPLICABLE NFPA DOCUMENTS

National Fire Protection Association Standards:

NFPA 1001 Standard for Fire Fighter Professional Qualifications

NFPA 1041 Standard for Fire Service Instructor Professional Qualifications

NFPA 1403 Standard on Live Fire Evolutions

NFPA 1500 Fire Department Occupational Safety and Health Program

NFPA 1962 Standard for Inspection Care and Use of Fire Hose, Couplings and Nozzles

NFPA 1971 Standard on Protective Ensembles for Structural Fire Fighting

NFPA 1981 Standard on Open Circuit SCBA for Fire and Emergency Services

NFPA 1982 Standard on Personal Alert Safety Systems PASS

NFPA 1901 Standard for Automotive Fire Apparatus