SOP 1305 – **Live Fire Training Building**

1. Purpose

To establish procedures and responsibilities for the use, control, maintenance, and safe operation of the Dix Hills Fire District Training Building. The Fire Department and Fire District will follow to the standards set forth in NFPA 1403, Standard on Live Fire Training Evolutions, to the best of their ability.

2. Scope

This SOP applies to all members of the Dix Hills Fire Department and any outside agency utilizing the Training Building for training exercises, particularly those involving live-fire scenarios.

3. General Guidelines

3.1 Scheduling & Notification

- All live-fire training evolutions must be scheduled in advance.
- Notification must be provided to:
  - Chief of the Department
  - District Manager
  - Board of Fire Commissioners
- Approval from all three parties is required prior to use.

4. Supervision Requirements

No live-fire training shall commence without:

- At least one (1) Chief Officer on scene.
- Minimum instructor-to-firefighter ratio: 1:5
- Staffing must include:
- At least one Fire Instructor II or III
- Sufficient number of Fire Instructor I personnel, based on participants.

5. Pre-Burn Planning and Safety Procedures

Before any live-fire evolution:

- The Lead Instructor must develop and submit a Burn Plan to the Chief(s),
- District Manager, and Board of Fire Commissioners. This plan must include:
  - A scheduled walk-through of the facility
  - A safety briefing for all personnel
  - Inspection of each participant's PPE by a designated Safety Officer
  - Assignment of a dedicated person to:
    - Monitor interior temperatures.
    - Track quantity and placement of fuel.
- Compliance with burn placement rules:
  - No fuel or fire shall be ignited within 12 inches of any structural wall or component.

6. Safety Officer Requirements

- At least one (1) Safety Officers must be present at all live-fire training evolutions.

- Adequate Safety Officer staffing must be maintained relative to the number of participants.
- At least one Safety Officer or Training committee member must be assigned to monitor interior temperatures continuously during the evolution.

7. Building Conditions Reports

The Chief of the Department shall submit regular reports regarding:

- Structural condition of the Training Building
- Contents and integrity of training props and systems

8. Drill Inspection Responsibilities

The Chief Officer in charge of the training evolution shall:

- Inspect the facility before, during, and after the drill.
- Ensure:
  - Safety compliance
  - Operational effectiveness
  - Proper use of the structure
  - Cleanup and reset of the building.

9. Burn Materials

- Only Class A combustibles (e.g., ordinary wood, straw) are permitted.
- Use only the minimum quantity of fuel necessary to meet training objectives.
- Prohibited materials include:
  - Pressure-treated wood
  - Rubber
  - Plastics
  - Flammable/combustible liquids
- This policy is strictly enforced.

10. EMS Standby Requirements

- An EMS standby crew must be present for the full duration of all live-fire training evolutions.

11. Personal Protective Equipment (PPE)

- All participants are required to wear full PPE compliant with department standards during live-fire training.

12. **Injury Reporting**

All injuries must be:

- Immediately documented.
- Reported following Department injury reporting protocols.

13. **Post-Training Reporting**

- A Post-Training Report must be submitted online after each live-fire evolution.
- The District Manager will:

- Review temperature logs and sensor data
- Advise the Chief(s) and Board of Fire Commissioners on any findings.

14. **Outside Agency Requirements**
    - Any outside agency wishing to use the Training Building must comply with the following:
    - Provide a current Certificate of Insurance naming Dix Hills Fire District as additional insured, prior to training.
    - Ensure EMS standby coverage.
    - Assign a Safety Officer from their agency for the duration of the drill.
    - The agency's Officer in Charge (OIC) must verify:
        - All personnel are trained and qualified for their roles.
    - Provide certified Fire Instructor I and II personnel, when available.
    - Immediately report all injuries to Dix Hills Fire District personnel.
    - Obtain written approval from the host agency for any use of helmet cameras or video recording equipment.

15. **Enforcement**

    Non-compliance with any part of this SOP may result in:
    - Suspension or revocation of Training Building privileges
    - Disciplinary action in accordance with Department and District policy