**Drills in Acquired Structure Risk Control Checklist**

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| Administrative Preparations |
|  | Evidence of clear title, proof of cancellation of insurance, and written permission from the owner(s) are on file. |
|  | Signed Hold Harmless Agreement is on file and reviewed by Risk Management Consultant.  |
|  | A clear description of the anticipated condition of the structure at the completion of the training evolution(s) and the method of returning the property to the owner are in writing and has been acknowledged by the owner(s). |
|  | Properties and streets adjacent to the training site that could be affected by training activities have been identified and persons in charge of those properties have been informed of the date and time of the training evolution(s). Local authorities are informed in writing of activities that could affect traffic on roadways. |
|  | A written Training Plan has been prepared. All features of the training area(s) and structure are indicated on the Plan. The Plan is in accordance with relevant sections of NFPA 1403, *Standard on Live Fire Training Evolutions*. A copy of NFPA 1403 is available. |
|  | A NJ Certified Fire Service Level 2 with Drill Ground endorsement is identified as Lead Instructor. Additional Instructors are identified to maintain at least a 1:5 instructor to student ratio. |
|  | A written Communication Plan has been established to enable coordination among the Incident Commander, the Interior and Exterior Commanders, the Safety Officer, and external resources.* Designated drill frequency, non-drill frequency, and emergency frequency
* Designated Emergency Stop of Drill signal
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|  | A Safety Officer has been identified, whose duties shall be in accordance in NFPA 1403. |
|  | All tasks assigned to firefighters, student firefighters, and junior firefighters are in accordance with limitation of State laws, members’ training, and physical capabilities. |
| Building Preparations |
|  | All hazardous structural condition have been removed or repaired so as to not present a safety hazard during the training evolutions. Buildings that cannot be made safe as required by NFPA 1403 shall not be used for interior training |
|  | All forms of asbestos deemed hazardous to personnel have been removed by a qualified asbestos removal contractor |
|  | Utilities have been disconnected or locked in the ‘OFF’ position. Safe state has been verified. |
|  | Extraordinary weight above training areas have been removed. |
|  | Trees, brush, and surrounding vegetation that may create a hazard have been removed. Toxic or noxious weeds, insect hives, or vermin that could present a hazard have been removed. |
|  | All hazardous conditions have been removed from the structure or neutralized in such a manner as to not present a safety hazard during training.* Hazardous materials and storage containers have been removed
* Floor openings are covered
* Missing stair treads and railings repaired or replaced
* Other conditions as outlined in NFPA 1403
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|  | Exits from the building have been identified and evaluated |
| Training Day Preparations |
|  | Areas for staging, operating, and parking of fire apparatus have been designated. If any apparatus is in-service to respond to an emergency, it is located to facilitate a prompt response. |
|  | Prior to the training evolution, a Pre-Drill Briefing has conducted or participants where each training evolution is discussed and assignments made for crews participant in the session. |
|  | Pre-Drill Briefing includes review of Accountability System for drill |
|  | Prior to the training evolution, all participants will be required to conduct walk-through of the structure in order to have familiarity with the layout of the building and evacuation procedures. |
|  | The building’s Evacuation Plan will be explained and the evacuation signal DEMONSTRATED to all participants of the interior training evolutions. |
|  | Sufficient emergency medical services (EMS) are available on site to handle injuries.  |
|  | Firefighter Rehab Policy with physiological criteria for returning firefighters to drill. Provisions for rehydration are available. |

*This summary checklist may not adequately cover all the hazards associated with training in an acquired structure. NFPA 1403 should be consulted for a more comprehensive discussion of the safety requirements for conducting drills in acquired structures.*

**NFPA 1403 Acquired Structure Fire Training Checklist**

Any building that is considered for structural fire training exercises should be prepared for the live training evolution to help ensure the safety of the participants. The following checklist has been developed to assist fire departments in properly evaluating and preparing acquired structures for practical training evolutions. It has been adapted from NFPA 1403 *Standard on Live Fire Training Evolution.* Fire Departments must evaluate the list and modify to adequately control the hazards presented by the training building and evolutions.

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|  | **4.1.1** Prior to being permitted to participate in fire training evolutions, firefighters shall have received sufficient training to meet the requirements for New Jersey Firefighter 1 |
|  | **4.1.2** Written evidence of NJ Firefighter 1 certifications for all fire training participants are on file |
|  | **4.2.3** Ownership of the acquired building shall be determined prior to acceptance by the AHJ |
|  | **4.2.4** Evidence of clear title shall be required for all structures acquired for fire training  |
|  | **4.2.5** Written permission shall be secured from the owner of the structure |
|  | **4.2.6** A clear description of the anticipated condition of the acquired structure at the completion of the evolution)s) and the method of returning the property to the owner shall be put in writing and shall be acknowledged by the owner of the structure. |
|  | **4.2.7** Proof of insurance cancellation or signed statement of nonexistence of insurance shall be provided by the owner of the structure |
|  | **4.2.9** All hazardous storage conditions shall be removed from the structure or neutralized in such a manner as to not present a safety hazard during live fire training |
|  | **4.2.9.1** Closed containers and highly combustible materials shall be removed from the structure |
|  | **4.2.9.2** Oil tanks and similar closed vessels that cannot be removed shall be vented sufficiently to prevent an explosion or over pressurization |
|  | **4.2.9.3** Any hazardous or combustible atmosphere within the tank or vessel shall be rendered inert |
|  | **4.2.10** All hazardous structural conditions shall be roved or repaired so as to not present a safety hazard during the training evolution(s).  |
|  | **4.2.10.1** Floor openings shall be covered |
|  | **4.2.10.2** Missing stair treads and railings shall be repaired or replaced |
|  | **4.2.10.3** Dangerous portions of chimneys shall be removed |
|  | **4.2.10.4** Holes in walls and ceilings shall be patched |
|  | **4.2.10.6** Extraordinary weight above training area(s) shall be removed |
|  | **4.2.11** All hazardous environmental conditions shall be removed prior to training evolutions |
|  | **4.2.11.1** Debris creating or contributing to unsafe conditions shall be removed |
|  | **4.2.11.2** Roof ventilation openings that are normally closes but can be opened in the event of an emergency shall be permitted to be utilized |
|  | **4.2.11.3** Utilities shall be disconnected |
|  | **4.2.11.4** Any toxic weeds, insect hives, or vermin that could present a hazard shall be removed |
|  | **4.2.11.5** All forms of asbestos deemed hazardous to personnel shall be removed by a qualified asbestos removal contractor. |
|  | **4.2.12** Exits from the building shall be identified and evaluated prior to each training evolution |
|  | **4.2.12.1** Participants of the training evolution shall be made aware of the exits prior to each training burn |
|  | **4.2.13** Buildings that cannot be made safe as required by NFPA 1403 shall not be used for interior training |
|  | **4.2.16** Trees, brush, and surrounding vegetation that may create a hazard shall be removed |
|  | **4.2.17** Combustible materials other than those intended for the live fire evolutions shall be removed or stored in a protected area to preclude accidental ignition |

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|  | **4.2.18** Property adjacent to the training site that could be affected by the smoke from the training evolution(s) such as railroads, hospitals, airports, or similar facilities shall be identified |
|  | **4.2.19** Persons in charge of adjacent properties shall be informed of date & time of training evolution(s) |
|  | **4.2.20** Streets or highways in the vicinity of the training site shall be surveyed for potential effects from live fire training evolutions and safeguards shall be taken to eliminate possible hazards to motorists |
|  | **4.2.21** Fire lines shall be established to pedestrian traffic in the vicinity of the training site clear of the operational areas of the live burn |
|  | **4.2.22** Awareness of weather conditions, wind velocity and wind direction shall be maintained, including a final check for possible changes in weather conditions immediately before training evolutions |
|  | **4.4.16** The training session shall be curtailed, postponed, or canceled, as necessary, to reduce the risk of injury or illness caused by extreme weather conditions |
|  | **4.2.23** The lead instructor shall determine the rate and duration of water flow necessary for each live fire training evolution |
|  | **4.2.24** Areas for staging, operating, and parking of fire apparatus shall be designated |
|  | **4.2.24.2** If any apparatus is in service to respond to an emergency, it shall be located in an area to facilitate a prompt response |
|  | **4.2.24.3** Parking areas for police, visitors, spectators, press, etc. shall be designated |
|  | **4.2.2.24.4** Parking area(s) for EMS vehicles shall be designated and located where it will facilitate a prompt response |
|  | **4.2.24.5** Ingress / egress routes will be designated, identified, and monitored during the training session to ensure their availability |
|  | **4.2.25** Prior to conducting fire training evolution, a briefing shall be conducted for all participants, in which all facets of each evolution are discussed and assignments made for crews participating in the session |
|  | **4.2.25.1** The location of simulated victims shall not be required to be disclosed, provided that the possibility of victims is discussed during the briefing |
|  | **4.2.25.2** A written Plan shall be prepared an shall be utilized during the briefing |
|  | **4.2.25.3** All features of the training area(s) and structure shall be indicated on the Plan |
|  | **4.2.25.4** Prior to actual live fire training evolution, all participants shall be required to conduct walk-through of the structure in order to have familiarity with the layout of the building & evacuation procedures |
|  | **4.2.26** Spectators shall be restricted to and area outside the operation area’s perimeter |
|  | **4.2.26.1** Control measures such as rope or caution tape shall be posted to indicate operational perimeter |
|  | **4.2.26.2** Visitors who are allowed within the operation area shall be escorted at all times |
|  | **4.2.26.3** Visitors who are allowed within the operation area shall wear complete protective clothing |
|  | **4.2.27** All possible sources of ignition, other than those that are under the direct supervision of the person responsible for the start of the training fire, shall be removed from the operational area(s). |
|  | **4.4.1** One (or more) Safety Officer shall be appointed for all training evolutions |
|  | **4.4.2** The Safety Officer shall have the authority to intervene and control any aspect of the operations when, in their judgment, a potential or actual danger exists |
|  | **4.4.3** The responsibilities of the Safety Officer shall include, but not be limited to, (1) prevention of unsafe acts and (2) elimination of unsafe conditions |
|  | **4.4.4** The Safety Officer shall provide for the safety of all persons on the scene including students, instructors, visitors, and spectators |
|  | **4.4.5** The Safety Officer shall not be assigned other duties that interfere with their safety responsibilities |

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|  | **4.4.7** The Instructor-in-Charge shall assign the following personnel* + One instructor to each functional crew of no more than 5 students
	+ One additional instructor for each additional functional assignment
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|  | **4.4.8** Additional safety personnel shall be located within the structure to react to any unplanned or threatening situation or condition |
|  | **4.4.9** A method of fire ground communications shall be established to enable coordination among the Incident Commander, the interior and exterior sectors, the Safety Officer, and external requests for assistance |
|  | **4.4.10** A building evacuation plan shall be established, including an evacuation signal to be DEMONSTRATED to all participants in an interior structural training evolution |
|  | **4.4.11** Emergency medical services shall be available on site to handle injuries |
|  | **4.4.13** A search of the structure shall be conducted to ensure that no unauthorized persons., animals, or objects are in the building immediately prior to ignition |
|  | **4.4.14** No person’s shall play the role of victim in the building |
|  | **4.4.17** Each participant shall be wearing full protective clothing and self-contained breathing apparatus (SCBA) |
|  | **4.4.17.1** Protective gear shall be inspected by the Safety Officer prior to entry into a live fire training evolution |
|  | **4.4.17.2** Protective coats, trousers, hoods, footwear, and gloves shall meet NFPA 1971 |
|  | **4.4.17.4** Where station or work uniforms are worn by participants, the uniform shall be meet NFPA 1975 |
|  | **4.4.17.5** PASS devices shall meet NFPA 1982 and shall be activated |
|  | **4.4.17.7** SCBA must be used in known, suspected, or potential contaminated or oxygen-deficient atmospheres |
|  | **4.5.1** Instructors shall be qualified to deliver training. Lead instructor must be Fire Service Instructor Level 2 with Drill Ground designation. |
|  | **4.5.2** The participating student-to-instructor ratio shall not be greater than 5:1 |
|  | **4.5.3** Additional instructors shall be designated when factors such as extreme temperatures, large groups, and classes of long duration are planned |
|  | **4.5.6** Instructors shall take a head count when entering and exiting the building during an actual live fire evolution |
|  | **4.5.8** The Instructor-in-Charge shall provide for rest and rehabilitation of members operating at the scene, including necessary medical evaluation and treatment, food and fluid replenishment, and relief from climatic conditions. |

New Jersey prohibits live fire training in acquired structures.

Call the Division of Fire Safety at 609-633-6424 with questions.