

# DEPARTMENT OF FIRE AND RESCUE SERVICES



| Originating From                          | Issue Date        | Revision Date | Attachments  |
|---|-------------------|---------------|--------------|
| <b>Bureau of Education &amp; Training</b> | <b>09-30-2011</b> |               | <b>A - L</b> |

**SUBJECT: Live Fire Acquired Structures Training**

**APPLICABILITY: All Personnel**

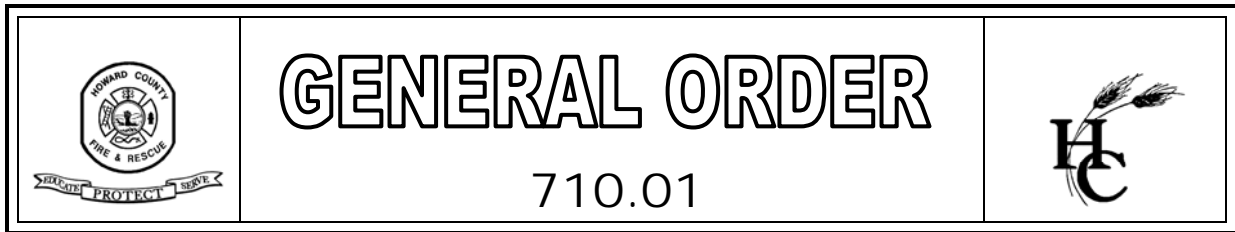
## POLICY

1. The Howard County Department of Fire and Rescue Services (DFRS) shall conduct Live Fire Acquired Structures Training (LFAST) in order to prepare its career and volunteer members for actual fire conditions in a variety of structures, as it is imperative that our members train in an environment that will best prepare them for actual fire ground conditions.
2. By using live fire training in acquired structures, in addition to providing training to the current standard of the National Fire Protection Agency (NFPA) 1001, Standard for Fire Fighter Professional Qualifications, the Department intends to provide its personnel with enhanced understanding of how real-life building construction and layout affect firefighting (in particular, its affects on search and rescue, smoke travel, fire travel, and proper water application), and provide experience with finding and extinguishing fire extension in commonly encountered building types throughout Howard County.
3. DFRS will conform to NFPA 1403 Standard on Live Fire Training Evolutions, as supplemented by Departmental policies and procedures.

## ADHERENCE TO NFPA 1403

4. Howard County Fire and Rescue shall use the 2007 (or current) edition of NFPA 1403, Standard on Live Fire Training Evolutions (NFPA 1403) when conducting LFAST exercises. This standard shall be complied with at all times. All references in this document refer to that edition.
5. The *Training Site Incident Commander* shall at all times be the *Instructor-In-Charge* as referenced in the NFPA 1403 standard and this General Order.
6. All LFAST exercises shall be managed in accordance with established Incident Command System procedures as outlined in this policy.
7. Accountability procedures shall be utilized as outlined in this policy and in congruence with the current DFRS operational policy for accountability during live-fire immediately dangerous to life and health (IDLH) incidents.

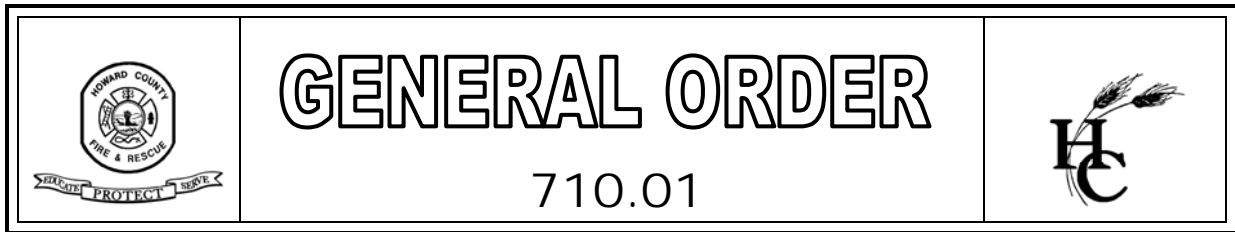
# DEPARTMENT OF FIRE AND RESCUE SERVICES



### LIVE FIRE ACQUIRED STRUCTURES TRAINING COMMITTEE

8. The committee shall consist of the following personnel:
  - 8.1. One representative from each volunteer corporation (6)
    - 8.1.1. Volunteer corporations may elect to not provide a representative to the committee at their discretion.
  - 8.2. Two representatives from Emergency Services Bureau (2)
  - 8.3. One representative from Health Wellness and Safety Office (1)
  - 8.4. Two representatives from Bureau of Education & Training (E&T) (2)
  - 8.5. Battalion Chief from Bureau of E&T All-Hazards Training Branch (1)
  - 8.6. The Committee Chair shall be the Assistant Chief of E&T
9. Committee members should meet the criteria as stated in the Instructional Staff Credentials Summary for Training-Site Incident Commander (Attachment K). In the event that a representative does not meet the criteria as referenced above, they must at minimum be a career or volunteer Fire Lieutenant.
10. The Committee shall be responsible to ensure that when opportunities to acquire a structure for LFAST are brought to the Committee, the Committee shall ensure that the limited opportunities for participation in those training exercises are distributed equitably across all Howard County Fire organizations, and/or focused toward personnel with limited experience or new firefighting course graduates. Once an LFAST exercise is requested and the planning approved, one of the above committee members who has authorization to be a *Training-Site Incident Commander* shall be designated the *Training-Site Incident Commander / Instructor in Charge* for that LFAST exercise. This committee member is then responsible for leading all planning, documentation, and operations leading up to the exercise, during the exercise, and after the exercise, to include leading the Post-Incident review.
11. The Committee shall be responsible for the continued assessment for compliance with NFPA 1403 2007 (or current) edition as well as State, County, and Department policies and procedures relating to LFAST exercises. For purposes of assessing operational effectiveness and policy compliance, the committee shall conduct a Post-Incident review of each LFAST exercise within 30 days following the training, focusing on the training benefits achieved, the costs of the training, 1403 compliance, policy compliance, and the formation of recommendations for policy updates and other improvements.
12. The Committee shall submit their Post-Incident review and any recommendations for improvement to the E&T Bureau Chief within 30 days following an LFAST exercise. The report shall then be forwarded to the Fire Chief for further distribution.
13. The Howard County DFRS shall be the “**Authority Having Jurisdiction**” (AHJ) as defined by NFPA 1403 for any training involving interior live-firefighting in an acquired structure that occurs where participants are covered under County worker’s compensation insurance.

# DEPARTMENT OF FIRE AND RESCUE SERVICES



## GUIDELINES FOR THE PROCUREMENT OF ACQUIRED BUILDINGS

14. For any building offered to the Department for a live fire training exercise pursuant to this policy, all appropriate agreements must be fully executed and all required permits obtained prior to conducting the exercise. This includes completion of the LFAST Request (Attachment A). If approved, the appropriate *Training-Site Incident Commander* will be assigned to handle the remainder of the training preparation.
15. The building owner will secure and provide the appropriate demolition and/or razing permits.
16. Written permission shall be secured from the building owner via the Permission to Burn/Demolish Form (Attachment B). DFRS shall provide the building owner with Division of Responsibilities Regarding Burning of Acquired Structure (Attachment C) so that the owner is fully aware of the required state of the building prior to relinquishing it to DFRS. A clear indication of the required conditions of the acquired building at the completion of the evolution(s) shall be indicated in writing by the building owner on the Permission to Burn/Demolish Form (Attachment B). The owner shall complete the Agreement between the Owner and Howard County Maryland form (Attachment D).
17. A Burn Permit shall be secured through the Howard County Department of Environmental Health by E&T as part of the preparation process, prior to the commencement of the training exercise. This burn permit shall be part of the evolution documentation packet that shall be onsite during the training burn. DFRS will provide copies of all permits upon request. See Attachment J (Burn Permit Guidelines) for instruction on obtaining a burn permit.
18. The *Training-Site Incident Commander* will be responsible for completing the initial and final building inspection forms. (Attachment E). The final building inspection form must be completed and reviewed as indicated in order for the training burn procedure to proceed.
19. The *Training-Site Incident Commander* shall complete the LFAST Operations Packet (Attachment F). This packet includes forms for a site plan, building pre-plan, fire flow calculations, water supply plan, and pre-burn procedures. Also included is a Practical Evolutions Plan, for which one plan must be completed for each individual burn evolution.
20. The following ICS forms (some are DFRS versions) and other documents are available for download on the E&T Bureau intranet site, and must also be completed:
  - 20.1. Training-Site Incident Commander Tactical Operations Guide
  - 20.2. ICS 202 Incident Objectives
  - 20.3. ICS 203ET LFAST Organizational Assignments / IAP
  - 20.4. ICS 204 Assignment List
  - 20.5. ICS 205 Incident Radio Communications Plan
  - 20.6. ICS 206 Medical Plan
  - 20.7. ICS 208 Safety Message
  - 20.8. ICS 218 Support Equipment Inventory

# DEPARTMENT OF FIRE AND RESCUE SERVICES

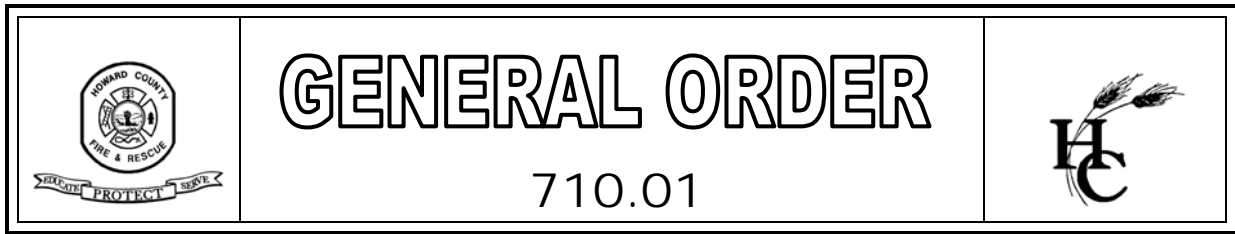


21. All appropriate and/or required documentation and/or permits shall be completed AT LEAST three business days prior to the date of the exercise. All documentation required by this policy, including all County permits, written permissions, and other associated documentation shall be on site for the duration of the training exercise. Following the training exercise and Post-Incident Review, E&T shall maintain all records of the exercise in accordance with established records retention guidelines.

## REQUIRED INSTRUCTOR AND OTHER POSITIONS

22. The following positions and/or roles must be clearly identified on the *ICS203ET* form prior to authorization of a LFAST exercise, and must be assigned for the duration of the evolution. It is the responsibility of the Training-Site Incident Commander to ensure that these assignments are made with qualified individuals as directed in this policy. See Attachment K for the credentials required for authorization to fill these roles, and the *ICS203ET* form for a graphical representation for these roles. A list of qualified personnel for the following positions shall be maintained by the Bureau of E&T in cooperation with the LFAST Committee. Persons filling these Training Site roles must appear on the “Live Fire Acquired Structures Staff Credentials” authorized list, as maintained and posted on the intranet by the Bureau of E&T. Credentials of instructor and other personnel shall be verified by E&T in advance of any participation as Training Site staff for an evolution. Prior to the commencing of the evolutions the Training-Site Incident Commander shall secure an Instructor Responsibilities form for each instructor operating on the training site (Attachment G).
23. *Live Fire Acquired Structures Training: Administrative Authority* – This position is required by DFRS policy in order to conduct a LFAST exercise. This individual is authorized by and serves as a direct representative of the Chief of the DFRS at the site of the LFAST exercise during the Training and any necessary Stabilization modes of the exercise. As an administrative representative of the Fire Chief, this person must convey the Fire Chief’s authority to conduct the live-fire training while on-site during the training evolution. This representative is a resource to the *Training-Site Incident Commander* (who is also the designated “Instructor in Charge”), and will help to assure and facilitate that all facets of the training evolution comply with all existing policy and procedure. Authority to conduct the training can be withdrawn by this designated Administrative Authority at any time during the exercise, should activities fall out of policy compliance.
24. *Training-Site Incident Commander / Instructor In-Charge*: Individual qualified by the AHJ to be in charge of the live fire training evolution, assigned as the Training Site Incident Commander for the entire evolution. Must be an active member of the HCFR Live Burn Committee. Shall be responsible for all documentation leading up to, during and after the evolution is terminated, and is responsible for filling all the required positions to conduct a live fire training evolution in an acquired structure. Must establish a ‘hot zone’ in conjunction with the *Supervising Safety Officer*. Shall ensure a review of the training evolution be conducted by the LFAST Committee within 30 days of the completion of the

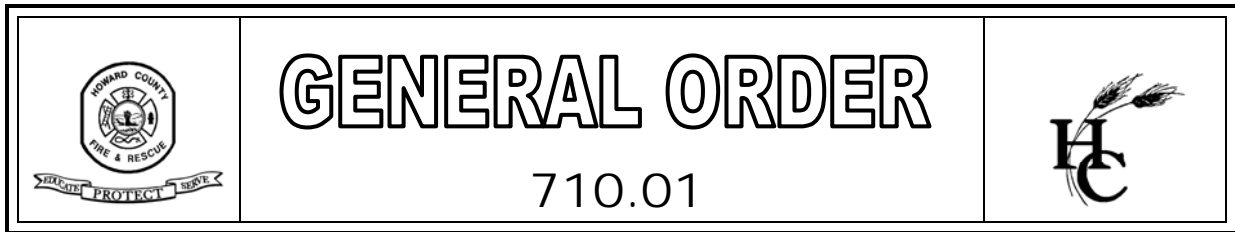
# DEPARTMENT OF FIRE AND RESCUE SERVICES



burn evolutions. Continually monitor participants and the training site for compliance.

25. *Training-Site Supervising Safety Officer*: An individual appointed by the AHJ as having jurisdiction and qualifications for maintaining a safe working environment at all LFAST evolutions. The *Training-Site Supervising Safety Officer* shall have the authority, regardless of rank, to intervene and control any aspect of the operations when, in his or her judgment, a potential or actual danger, accident, or unsafe condition exists. Responsibilities include, but are not limited to, the prevention of unsafe acts and the elimination of unsafe conditions, providing for the safety of all persons on the scene including students, instructors, visitors, and spectators, establishing a 'hot zone' in conjunction with *Training-Site Incident Commander*, establishing a single point of entry into the IDLH zone for all instructors and students, conducting PPE inspections of all participants prior to commencement of the training evolutions, performing a walkthrough of the training site with all participants prior to conducting the training, coordinate the ignition of fire with the *Training-Site Incident Commander* and *Ignition Safety Officer*, ensuring the minimum number of additional safety officers are assigned as outlined on the *ICS203ET* form (assigning additional safety personnel as deemed necessary), continually monitor participants and the training site for compliance. Shall work closely with the *Training-Site Incident Commander* to ensure all proper documentation is completed prior to and after completion of evolutions, shall not be assigned other duties that interfere with safety responsibilities, and shall continually monitor participants and the training site for compliance with this policy.
26. *Assistant Safety Officer – Ignition Safety Officer*: An individual qualified by the AHJ. Shall function as a member of an Ignition Team. Responsibilities include, but are not limited to, coordinating the ignition of the fire with the *Training-Site Supervising Safety Officer*, ensuring that only the proper fuel types and loads are used for the desired fire, continually assessing the environment to ensure that the combustible nature of the environment is controlled and does not pose a potential hazard, extinguishing any fire that he or she feels poses a potential risk to the participants or structure, remaining in the structure until the fire is extinguished and all students have left the IDLH and been accounted for, and assisting with overhaul and fire extinguishment if necessary. Shall work closely with the *Training-Site Supervising Safety Officer* to ensure all proper documentation is completed prior to and after completion of evolutions, shall not be assigned other duties that interfere with safety responsibilities, and shall continually monitor participants and the training site for compliance with this policy.
27. *Assistant Safety Officer – Ignition Officer*: An individual qualified by the AHJ. Shall function as a member of an Ignition Team. Responsibilities include, but are not limited to, coordinating the ignition of the training fires with the *Ignition Safety Officer*, ensuring that only the proper fuel types and loads are used for the desired fire, continually assessing the environment to ensure that the combustible nature of the environment is controlled and does not pose a potential hazard, extinguishing any fire that he or she feels poses a potential risk to the participants or structure, remaining in the structure until the fire is extinguished and all

# DEPARTMENT OF FIRE AND RESCUE SERVICES



students have left the IDLH and been accounted for, and assisting with overhaul and fire extinguishment if necessary. Shall work closely with the *Training-Site Supervising Safety Officer* to ensure all proper documentation is completed prior to and after completion of evolutions, shall not be assigned other duties that interfere with safety responsibilities, and shall continually monitor participants and the training site for compliance with this policy.

28. *Assistant Safety Officers – Division Safety Officers:* An individual qualified by the AHJ. An *Exterior Division Safety Officer* is required for all LFAST evolutions. A *Roof Division Safety Officer* is required if there are any roof operations as part of an LFAST evolution. Other Division Safety officers are optional. Responsibilities include, but are not limited to, the prevention of unsafe acts and the elimination of unsafe conditions. Shall work closely with the *Training-Site Supervising Safety Officer* to ensure all proper documentation is completed prior to and after completion of evolutions, shall not be assigned other duties that interfere with safety responsibilities, and shall continually monitor participants and the training site for compliance with this policy.
29. *Crew Leader-Instructors:* An individual qualified by the AHJ to deliver fire fighter training, who has the training and experience to supervise and instruct students during LFAST evolutions. Only those *Crew Leader-Instructors* qualified by the AHJ shall be permitted to supervise or instruct participants within the established ‘hot zone’ during the LFAST evolutions. One *Crew Leader-Instructor* shall be assigned for each functional crew of participants, and a ratio not to exceed five students per State Certified Emergency Services Instructor *Crew Leader-Instructor* shall be maintained. Responsibilities include, but are not limited to, ensuring that the instructor to student ratio does not exceed five students, maintaining accountability for all assigned students, reporting a PAR to the *Training-Site Incident Commander* prior entering the structure and immediately after exiting the structure, taking aggressive action to mitigate risk in the event of a unplanned situation. Shall work closely with the *Training-Site Incident Commander* to ensure all proper documentation is completed prior to and after completion of evolutions, and shall continually monitor participants and the training site for compliance with this policy.
30. *Training-Site Accountability Officer:* An individual qualified by the AHJ to maintain accountability for all personnel operating within the designated Hot Zone. Responsibilities include, but are not limited to, maintain the Crew Personnel Tracking Plan (in attachment F) to ensure accountability of crews at all times to ensure radio identifiers can be immediately located. May assist the *Training-Site Incident Commander* with administrative duties, and in managing the training site and participants.
31. A minimum of one Ignition Team shall be established, consisting of two personnel, an *Ignition Safety Officer* and an *Ignition Officer*. The *Ignition Safety Officer* shall be the team leader, and shall report directly to the *Training-Site Supervising Safety Officer*. Consideration shall be given to assign additional teams as needed.

# DEPARTMENT OF FIRE AND RESCUE SERVICES



32. *Water Supply Officer*: A *Water Supply Officer* meeting the qualifications in Attachment K shall be designated for LFAST exercises where rural water supply is a primary or secondary source of water.

### REQUIRED OPERATIONAL ELEMENTS

33. ALS Transport Unit: A parking area for a staffed Paramedic level transport ambulance shall be designated and located where it will facilitate a prompt response in the event of personal injury to participants in the evolution. It shall be further ensured that the unit is able to facilitate an immediate transport without delay if required.
34. Rapid Intervention Crew: A Rapid Intervention Crew shall be established during any operations in an IDLH. The leader of the RIC crew shall be an approved *Crew Leader-Instructor*. The RIC team shall consist of a minimum of five personnel including the *Crew Leader-Instructor*. LFAST evolution participant crews may be combined to meet this minimum requirement.
35. Monitored fire ground channel: A monitored fire ground channel shall be secured through communications.

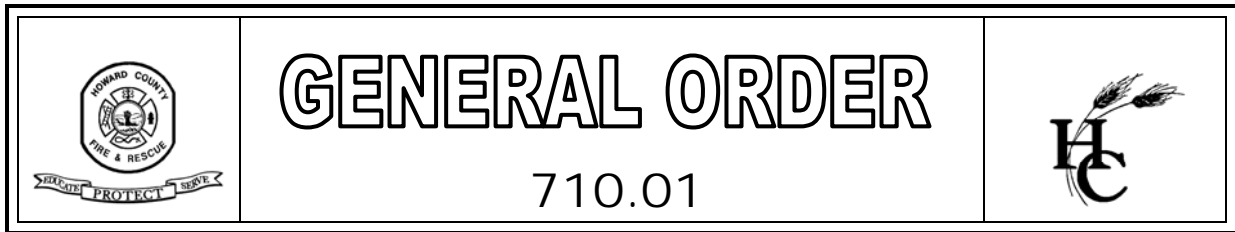
### GUIDELINES FOR STUDENT PARTICIPATION IN LIVE FIRE ACQUIRED STRUCTURES TRAINING

36. Prior to being permitted to participate in LFAST evolutions, the student shall have received training to meet the performance objectives for Firefighter I of NFPA (1001), Standard for Firefighter Professional Qualifications; latest edition. This shall be verified by evidence of successful completion of a MFRI Firefighter I course or MFSPQB or ProBoard certification as a Firefighter I.
37. Prior to the commencing of the evolutions the *Training-Site Incident Commander* shall secure a Student Statement of Training form for each student operating on the training site (Attachment H).
38. Only students qualified to participate in fire evolution exercises pursuant to this General Order shall be permitted within the “hot zone” during any such exercise.

### ESTABLISHMENT OF DEFINED MODES OF OPERATION

39. The *Training-Site Incident Commander* shall be responsible to declare to all participants the current mode of training operations. Three modes of operation shall be referred to: *Training Mode*, *Stabilization Mode* and *Free-Burn Mode*.
40. *Training Mode* shall be used whenever pre-planned evolutions are being conducted. The fire is under control and *all* events are going as planned. In accordance with NFPA 1403, section 4.5.6, instructors shall take a head count prior to entering the structure. This head count shall be given to the Instructor in Charge by means of a PAR. (e.g. “*Fire Attack to command we are entering side A with total of 5*”).

# DEPARTMENT OF FIRE AND RESCUE SERVICES



41. *Stabilization Mode* shall be used when there is a need to stabilize the training ground and or evolution. If fire has extended outside of the planned area of origin and is no longer controlled *Stabilization Mode* must be declared. Crews shall be limited to only what is needed to control the incident and bring the training evolution back under control. The Training-Site Incident Commander in coordination with the *Supervising Safety Officer* shall determine resources needed to control the situation. The *Instructor in Charge* and the *Supervising Safety Officer* shall continually monitor the incident to determine if it has been brought under control. Only after the situation is under control may you resume *Training Mode* operations. Prior to resuming *Training Mode* operations a PAR must be conducted and all instructors briefed on any changes. In the event the situation cannot be stabilized, the training shall be transitioned to the *Free-Burn Mode*.
42. *Free-Burn Mode* shall be used to complete demolition of the structure or if the training cannot be stabilized. Absolutely no interior operations shall be conducted once *Free-Burn Mode* is declared. Prior to a declaration of *Free-Burn* a complete PAR shall be conducted. The evacuation tones shall be activated. Defensive operations shall be in use to control the fire. Protecting exposures and limiting any unexpected damage.

## FUEL

43. The *Supervising Safety Officer* shall ensure that all fuels are class A type only, and that no more than three pallets and one-half bail of pine excelsior, bedding-straw, or hay is used for each training fire location within the structure. Fuel load shall be limited to avoid conditions that could cause flashover or backdraft conditions.

## MAYDAY SITUATIONS

44. Under no circumstances shall MAYDAY or RIC training be incorporated into an LFAST evolution.
45. RIC teams established on the training site are true RIC teams that should only be activated in the event of an actual declared MAYDAY situation.
46. In the event of an actual declared MAYDAY situation, the Training-Site Incident Commander shall coordinate the event with the *Supervising Safety Officer*, and follow MAYDAY procedures as outlined in the current DFRS operational policy for live-fire immediately dangerous to life and health (IDLH) incidents in conjunction with the Departmental MAYDAY Policy.
47. A request by the Training Site – Incident Commander for a first alarm assignment shall be made to Howard with instructions to report to the scene.
48. *Crew Leaders/Instructors* shall immediately take a head count of assigned personnel and prepare for a PAR.



# DEPARTMENT OF FIRE AND RESCUE SERVICES



49. It is assumed that *Stabilization Mode* is in effect for any MAYDAY situation.
50. After the MAYDAY is resolved it will be the combined decision of the *Training-Site Incident Commander*, the *Supervising Safety Officer*, and the *Administrative Authority* on site to determine the status of the LFAST exercise.

### SPECTATORS

51. The designation of a safe zone for spectators and personnel not involved in evolutions shall be established. At no time shall spectators or personnel not involved in an evolution be permitted inside the hot zone.

### POST BURN PROCEDURES

52. The *Training-Site Incident Commander* shall be responsible for completing the Post Training Release Form (Attachment I).
53. The *Training-Site Incident Commander* shall be responsible for ensuring that the required condition of building upon return is met as stated on the Permission to Burn/Demolish Form (Attachment B).
54. The *Training-Site Incident Commander* shall ensure the completion of all LFAST documentation (including, but not limited to, the student roster, and any accident or injury reports) and forward to E&T within three days. These records shall be kept on file by E&T in accordance with established records retention guidelines.

Approved:



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William F. Goddard, III  
Chief



**Bureau of Education & Training**  
***710.01 LFAST General Order: Included Attachments***

**INCLUDED ATTACHMENTS**

- Attachment A: LFAST Request
- Attachment B: Permission to Burn
- Attachment C: Division of Responsibilities
- Attachment D: Liability Agreement (Interior)
- Attachment E-1: Initial Building Inspection
- Attachment E-2: Final Building Inspection
- Attachment F: Operations Packet
- Attachment G: Instructor Responsibilities
- Attachment H: Student Statement of Training
- Attachment I: Post Training Release Form
- Attachment J: Burn Permit Guidelines
- Attachment K: LFAST Instructional Staff Credentials Summary
- Attachment L: LFAST Administrative Authority Designation

**Official DFRS Intranet Posted LFAST Operational Documents**

- LFAST Approval Tracking Form
- LFAST Incident Commander Tactical Operational Guidelines Checklist
- ICS 202 LFAST Incident Objectives
- ICS 203ET LFAST Organizational Assignment List
- ICS 204 LFAST Assignment List
- ICS 205 LFAST Communications Plan
- ICS 206 LFAST Medical Plan
- ICS 208 LFAST Safety Plan
- ICS 218 LFAST Support Equipment Inventory



# HOWARD COUNTY DEPARTMENT OF FIRE AND RESCUE SERVICES

6751 Columbia Gateway Drive, Suite 400, Columbia, Maryland 21046

410-313-6000 • www.hcdfrs.org

William F. Goddard, III, *Fire Chief*

Ken Ulman, *County Executive*

## Attachment A

### Request to Plan a Live Fire Acquired Structures (LFAST) Training

In accordance with DFRS policy and the NFPA 1403 Standard on Live Fire Training Evolutions 2007 Edition, I, \_\_\_\_\_ would like permission to proceed with planning a live fire acquired structures training exercise.

*Complete the following information and forward to the Battalion Chief of Education and Training All-Hazards Training Branch. Once request is approved the Instructor in Charge may proceed with completing attachments A – E.*

**STRUCTURE ADDRESS:** \_\_\_\_\_

**EXERCISE DATE:** \_\_\_\_\_

**BATTALION OR VOLUNTEER CHIEF:** \_\_\_\_\_

**INSTRUCTOR- IN - CHARGE:** \_\_\_\_\_

**LFAST COMMITTEE MEMBER**

***This person will be responsible for assuring completion of all associated paperwork, and must be present and function as the Instructor in Charge on the day of the training.***

*Attach a memo explaining the intent of your training. Explain who will be attending and provide a brief overview of the objectives (e.g. to whom do you proposed the training be targeted, what type of skills or experiences do you hope to teach or reinforce, etc.)*

Reviewed: \_\_\_\_\_  
Battalion Chief Education and Training Date

\_\_\_\_\_  
Assistant Chief Education and Training Date

\_\_\_\_\_  
Deputy Chief Support Services Command Date

Permission: \_\_\_\_\_  
Fire Chief (or designee) Date





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William F. Goddard, III, *Fire Chief*

Ken Ulman, *County Executive*

Attachment B

## PERMISSION TO BURN / DEMOLISH NFPA 4.2.5

Dear Sir:

This letter will certify that; \_\_\_\_\_ are/is offering to Howard County Fire and Rescue the structure(s) located at \_\_\_\_\_ for the purpose of training and hereby grant permission to destroy the said structure(s) by burning or demolishing.

It must be understood that \_\_\_\_\_ will not be liable for any injury occurring to any member(s) of Howard County Fire and Rescue and/or any persons participating in the training exercise.

As the owner(s), I/we agree to comply with the following documentation:

1. Have all utilities disconnected and/or shut off. Water (public and/or private), electric, gas (public and/or private), telephone and cable.
2. Closed containers and highly combustible materials shall be removed from the structure.
3. Oil tanks and similar closed vessels that cannot be removed shall be vented to prevent an explosion or overpressure rupture.
4. Remove all hives and vermin from the structure
5. Submit a certificate from the appropriate insurance company verifying that said structure has no insurance coverage on the day of the burn.
6. Remove all forms of asbestos deemed hazardous, removal is to be accomplished by an approved asbestos removal contractor.

Required Condition of Building upon return (to be completed by owner(s)) NFPA 4.2.6

\_\_\_\_\_  
\_\_\_\_\_

Respectfully,

\_\_\_\_\_  
owner(s)



Approved: FOR BURNING/DEMOLISHING

\_\_\_\_\_  
Instructor in Charge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Battalion Chief Education and Training

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Chief Education and Training

\_\_\_\_\_  
Date



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William F. Goddard, III, *Fire Chief*

Ken Ulman, *County Executive*

Attachment C

## Division of Responsibilities Regarding Burning of Acquired Structure

TO:

FROM: Bureau of Education and Training  
Howard County Fire and Rescue

Owner(s) shall obtain a Howard County Demolition Permit

Owner(s) shall have all utilities disconnected and/or shut off. Water (public and/or private), electric, gas (public and/or private), telephone, cable.

Owners(s) shall have all closed containers and highly combustible materials removed from the structure.

Owners(s) shall have oil tanks and similar closed vessels that cannot be removed vented to prevent an explosion or overpressure rupture.

Owner(s) shall remove all hives and vermin from the structure.

Owner(s) shall submit a certificate from the appropriate insurance company verifying that said structure has no insurance coverage on the day of the burn.

Owner(s) shall remove all forms of asbestos deemed hazardous; removal is to be accomplished by an approved asbestos removal contractor.

Owner(s) shall have wells, septic tanks, cisterns, etc. backfilled or sealed

Owner(s) shall, if required, provide up to 20 bales of excelsior or bedding straw, 50 wooden pallets, port-o-pot, and plywood to be delivered to the site the day before the day of the burn. Other materials may be required as identified below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HCFR will contact the appropriate fire stations to control the exercise.



Owner(s) shall complete the following documents:

- A. Howard County Fire and Rescue Permission to Burn / Demolish Form (Signed by Property owner/owners)
- B. Howard County Fire and Rescue Division of Responsibilities Form (Signed by Property owner/owners)
- C. Howard County Fire and Rescue Liability Agreement

Owner(s) will be contacted by a department representative approximately one (1) week before the training exercise to verify all the requirements have been completed.

Owner(s) may contact the Bureau of Education and Training at any time to answer questions or problems. (410.313.1361)

It shall be understood by the property owner(s) / contractor that the site shall be put into an environmentally safe condition and all resulting debris is to be removed in accordance with Howard County policies and procedures regarded debris removal and disposal (See Licenses and Permits and Environmental Health). In addition, a machine may be required to be on site to ensure no free standing portions of the structure pose a safety risk. Failure to agree will result in the burning exercise being canceled.

The mailing address for the Howard County Fire and Rescue Bureau of Education and Training is:

Howard County Fire and Rescue Services  
Bureau of Education and Training  
2200 Scott Wheeler Drive  
Marriottsville, MD 21104

Approved:

\_\_\_\_\_  
Instructor in Charge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Battalion Chief  
Bureau of Education and Training

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Chief  
Bureau of Education and Training

\_\_\_\_\_  
Date



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William F. Goddard, III, *Fire Chief*

Ken Ulman, *County Executive*

Attachment D

## AGREEMENT

**THIS AGREEMENT** is made this ("**the Date**") , by and between ("**the Owner**") and Howard County, Maryland, 3430 Court House Drive, Ellicott City, Maryland, 21043 ("**the County**").

**WHEREAS**, the Owner has represented to the County that it solely owns and holds title to certain improved real property in designated and known as ("**the Property**"); and **WHEREAS**, the Owner has represented to the County that the Owner will, on or about the month of , demolish and remove all interior improvements upon the Property; and

**WHEREAS**, the County has expressed its interest in using the property to conduct search and rescue training exercises for fire and rescue personnel ("**Training Exercises**") between the date of this Agreement, up to and including ("**the Date**"); and

**WHEREAS**, the Owner has given the County express permission to conduct such Training Exercises and in connection with the Training Exercises to demolish certain interior improvements ("**Designated Areas**") as shall be clearly identified in advance of the training;

**NOW, THEREFORE**, in consideration of the mutual promises, agreements, and covenants expressed in this Agreement, it is agreed by each party to this Agreement and with the other as follows:

1. The recitals set forth above are incorporated here by reference and are made a part of this Agreement.
2. The Owner hereby grants the County permission and the right to enter upon the Property between the date of this Agreement through and including ("**the Date**") , for the purpose of conducting the Training Exercises. Training Exercises shall consist of **interior** live fire training in accordance with NFPA 1403, 2007 edition Standard on Live Fire Training Evolutions.
3. The Owner shall hold harmless the County, its agents, volunteers, and employees, and the fire and rescue personnel participating in the Training Exercises for any property damage caused to the Designated Areas, and that the Owner shall not pursue any suit or legal action against the County, its agents, volunteers and employees, and the fire and rescue personnel participating in the Training Exercises for any damage to the Designated Areas.





4. To the extent permitted by the Local Government Tort Claims Act, found at Sections 5-301 through 5-304 of the Courts and Judicial Proceedings Article of the Annotated Code of Maryland, as supplemented from time to time, the County shall indemnify and hold harmless the Owner, its representatives, agents, and employees, for any injury or claim of loss (except as provided in Paragraph 3) arising from the County's use of the Property for the purposes of conducting the Training Exercises, and the County shall not pursue any suit or legal action against the Owner and its representatives for any such injury of claim of loss.
5. This Agreement has been drafted both by the Owner and County, and no provision of this Agreement shall be interpreted for or against any party by reason that said party drafted all or any part hereof.
6. The parties agree that they do, with appropriate authorization, enter into this Agreement freely and voluntarily.

«Donator\_Name»

By: \_\_\_\_\_

ATTEST:

HOWARD COUNTY, MARYLAND

\_\_\_\_\_  
Lonnie Robbins  
Chief Administrative Officer

BY : \_\_\_\_\_ ( SEAL)  
Ken Ulman  
County Executive

APPROVED:

\_\_\_\_\_  
William F. Goddard III  
Fire Chief, Howard County Department of Fire & Rescue Services

APPROVED FOR LEGAL SUFFICIENCY

This \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Margaret Ann Nolan  
County Solicitor



# HOWARD COUNTY DEPARTMENT OF FIRE AND RESCUE SERVICES

6751 Columbia Gateway Drive, Suite 400, Columbia, Maryland 21046

410-313-6000 • www.hcdfrs.org

William F. Goddard, III, *Fire Chief*

Ken Ulman, *County Executive*

## Attachment E-1

### BUILDING INSPECTION: (INITIAL)

|     | OK                       | PROBLEM   | NFPA<br>1403<br>2007 Edition |
|-----|--------------------------|---|------------------------------|
| 1.  | <input type="checkbox"/> | <input type="checkbox"/> Building inspected to determine structural integrity.  | 4.2.10                       |
| 2.  | <input type="checkbox"/> | <input type="checkbox"/> All utilities disconnected from acquired building.   | 4.2.11.3                     |
| 3.  | <input type="checkbox"/> | <input type="checkbox"/> Highly combustible interior wall and ceiling coverings removed.                                    | 4.2.10.5                     |
| 4.  | <input type="checkbox"/> | <input type="checkbox"/> Holes in walls, floors and ceilings patched.<br>(HVAC vents and returns)                           | 4.2.10.1<br>4.2.10.4         |
| 5.  | <input type="checkbox"/> | <input type="checkbox"/> Materials of exceptional weight removed from above training area ( or area selected for activity). | 4.2.10.6                     |
| 6.  | <input type="checkbox"/> | <input type="checkbox"/> Ventilation openings of adequate size precut for each separate roof area.                          | 4.2.11.2                     |
| 7.  | <input type="checkbox"/> | <input type="checkbox"/> Window checked and operated, openings closed.  | 4.2.12.1                     |
| 8.  | <input type="checkbox"/> | <input type="checkbox"/> Doors checked and operated, opened or closed as needed (but never nailed or barricaded closed).    | 4.2.12.1                     |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> Stairways made safe with railing in place.   | 4.2.10.2                     |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> Chimney checked for stability (do not weaken or undercut chimney prior to free burn).              | 4.2.10.3                     |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> Fuel tanks and closed vessels removed or adequately vented.  | 4.2.9.2                      |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> Unnecessary inside and outside debris removed.   | 4.2.11.1                     |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> Porches and outside steps made safe.   | 4.2.10                       |



- |     |     |     |  |                  |
|-----|-----|-----|--|------------------|
| 14. | ( ) | ( ) | Cisterns, walls, cesspools or other ground openings fenced or filled.  | 4.2.11           |
| 15. | ( ) | ( ) | Hazards from toxic weeds, hives, and vermin eliminated.  | 4.2.11.4         |
| 16. | ( ) | ( ) | Hazardous trees, brush and surrounding vegetation removed.   | 4.2.16           |
| 17. | ( ) | ( ) | Exposures such as buildings, trees and utilities removed or protected.   | 4.2.14<br>4.2.15 |
| 18. | ( ) | ( ) | All extraordinary exterior and interior hazards remedied.  | 4.2.11           |
| 19. | ( ) | ( ) | All forms of asbestos deemed hazardous to personnel should be removed by an approved asbestos removal contractor | 4.2.11.5         |

Photographic documentation shall be provided for any and all hazards identified. Pre and Post photos of those hazards shall be included. Photos shall include at minimum – All sides, all interior rooms, attic and basement spaces, egress points, exposures, utilities, aerial views, access roads, any and all problems as noted on the *Initial and Final Building Inspection*

Problems found and corrective action necessary

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\_\_\_\_\_  
Date Inspected

\_\_\_\_\_  
Rank & Signature of Instructor in Charge

Approved: INITIAL BUILDING INSPECTION

\_\_\_\_\_  
Battalion Chief Education and Training  
All-Hazards Training Branch

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Chief Education and Training

\_\_\_\_\_  
Date



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William F. Goddard, III, *Fire Chief*

Ken Ulman, *County Executive*

## Attachment E-2

### BUILDING INSPECTION: (FINAL)

|     | OK  | PROBLEM   | NFPA<br>1403<br>2007 Edition |
|-----|-----|---|------------------------------|
| 1.  | ( ) | ( ) Building inspected to determine structural integrity.   | 4.2.10                       |
| 2.  | ( ) | ( ) All utilities disconnected from acquired building.  | 4.2.11.3                     |
| 3.  | ( ) | ( ) Highly combustible interior wall and ceiling coverings removed.                                     | 4.2.10.5                     |
| 4.  | ( ) | ( ) Holes in walls, floors and ceilings patched.<br>(HVAC vents and returns as well)                    | 4.2.10.1<br>4.2.10.4         |
| 5.  | ( ) | ( ) Materials of exceptional weight removed from above training area ( or area selected form activity). | 4.2.10.6                     |
| 6.  | ( ) | ( ) Ventilation openings of adequate size precut for each separate roof area.                           | 4.2.11.2                     |
| 7.  | ( ) | ( ) Window checked and operated, openings closed.   | 4.2.12.1                     |
| 8.  | ( ) | ( ) Doors checked and operated, opened or closed as needed (but never nailed or barricaded closed).     | 4.2.12.1                     |
| 9.  | ( ) | ( ) Stairways made safe with railing in place.  | 4.2.10.2                     |
| 10. | ( ) | ( ) Chimney checked for stability (do not weaken or undercut chimney prior to free burn).               | 4.2.10.3                     |
| 11. | ( ) | ( ) Fuel tanks and closed vessels removed or adequately vented.   | 4.2.9.2                      |
| 12. | ( ) | ( ) Unnecessary inside and outside debris removed.  | 4.2.11.1                     |
| 13. | ( ) | ( ) Porches and outside steps made safe.  | 4.2.10                       |



- |     |     |     |  |                  |
|-----|-----|-----|--|------------------|
| 14. | ( ) | ( ) | Cisterns, walls, cesspools or other ground openings fenced or filled.  | 4.2.11           |
| 15. | ( ) | ( ) | Hazards from toxic weeds, hives, and vermin eliminated.  | 4.2.11.4         |
| 16. | ( ) | ( ) | Hazardous trees, brush and surrounding vegetation removed.   | 4.2.16           |
| 17. | ( ) | ( ) | Exposures such as buildings, trees and utilities removed or protected.   | 4.2.14<br>4.2.15 |
| 18. | ( ) | ( ) | All extraordinary exterior and interior hazards remedied.  | 4.2.11           |
| 19. | ( ) | ( ) | All forms of asbestos deemed hazardous to personnel should be removed by an approved asbestos removal contractor | 4.2.11.5         |

Photographic documentation shall be provided for any and all hazards identified. Pre and Post photos of those hazards shall be included. Photos shall include at minimum – All sides, all interior rooms, attic and basement spaces, egress points, exposures, utilities, aerial views, access roads, any and all problems as noted on the *Initial and Final Building Inspection*

Problems found and corrective action necessary

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Date Inspected

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Rank & Signature of Instructor in Charge

Approved: FINAL BUILDING INSPECTION

\_\_\_\_\_  
Battalion Chief Education and Training  
All-Hazards Training Branch

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Chief Education and Training

\_\_\_\_\_  
Date



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William F. Goddard, III, *Fire Chief*

Ken Ulman, *County Executive*

## Attachment F

# Live Fire Acquired Structures Training Operations Packet

*(NFPA 1403 2007 Edition)*

|   |  |
|---|--|
| <b>STRUCTURE ADDRESS:</b>   |  |
| <b>EXERCISE DATE:</b>   |  |
| <b>ON-SITE ADMINISTRATIVE AUTHORITY</b>   |  |
| <b>TRAINING-SITE INCIDENT COMMANDER</b><br><i>(INSTRUCTOR-IN-CHARGE and</i><br><i>LFAST COMMITTEE MEMBER)</i> |  |
| <b>T-S SUPERVISING SAFETY OFFICER:</b>  |  |
| <b>COURSE NUMBER:</b>   |  |



## ADDITIONAL REQUIRED FORMS

The following forms that are **NOT INCLUDED IN THIS PACKET** (available for download on the E&T intranet site) shall also be completed:

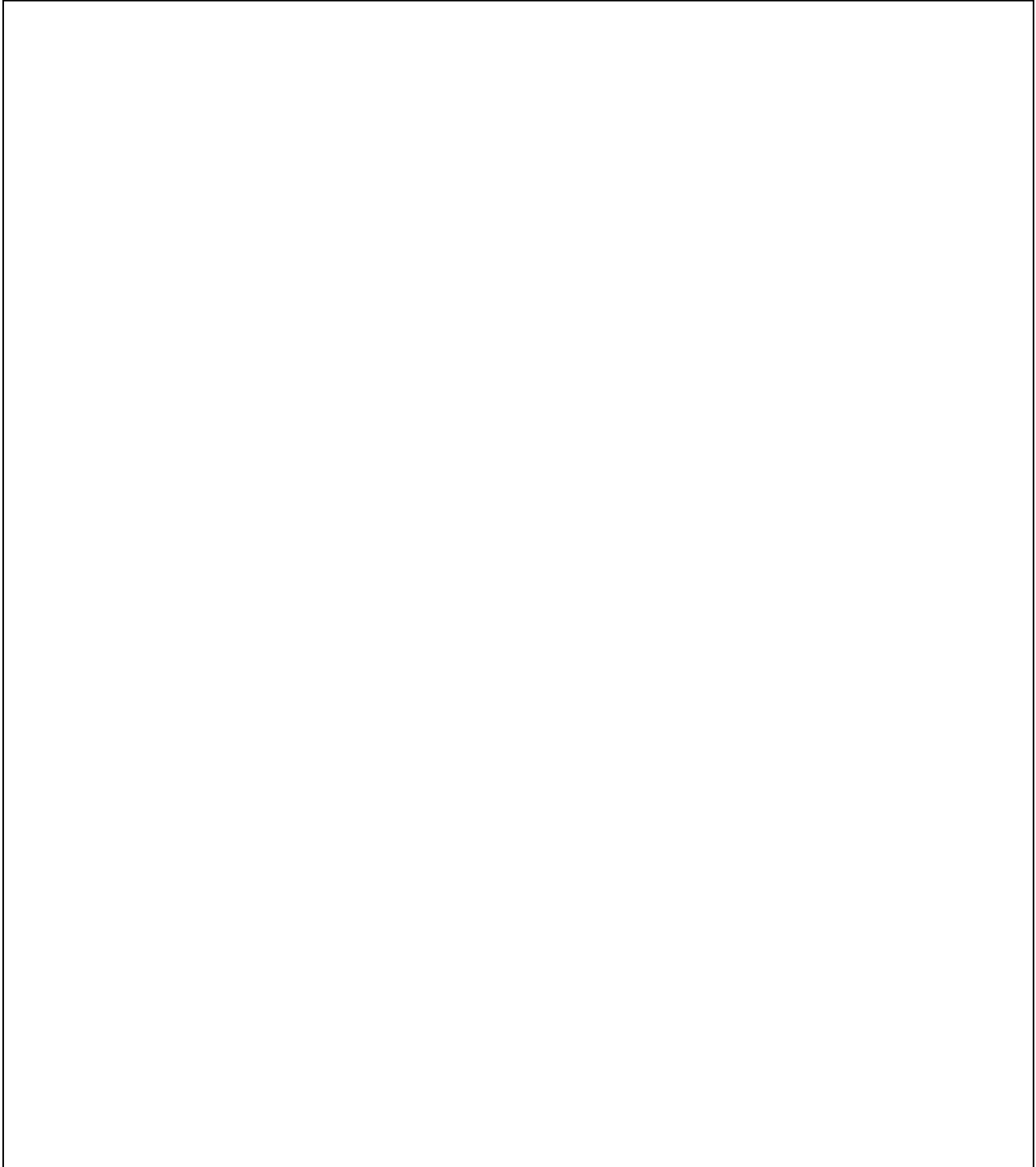
|        |   |
|--------|---|
| -----  | Training-Site Incident Commander Tactical Operations Guide  |
| 201*   | <i>(*Not Required. For ICS 201 Information, see Site Plan and Building Pre-Plan in this packet)</i> |
| 202    | Incident Objectives   |
| 203E&T | E&T LFAST Organization Assignments / IAP  |
| 204    | Assignment List   |
| 205    | Incident Communications Plan  |
| 206    | Medical Plan  |
| 208    | Safety Message  |
| 218    | Support Vehicle Inventory   |

## SITE PLAN

A site plan is required for all live fire training. The site plan may be hand drawn or computer generated but must include all of the following:

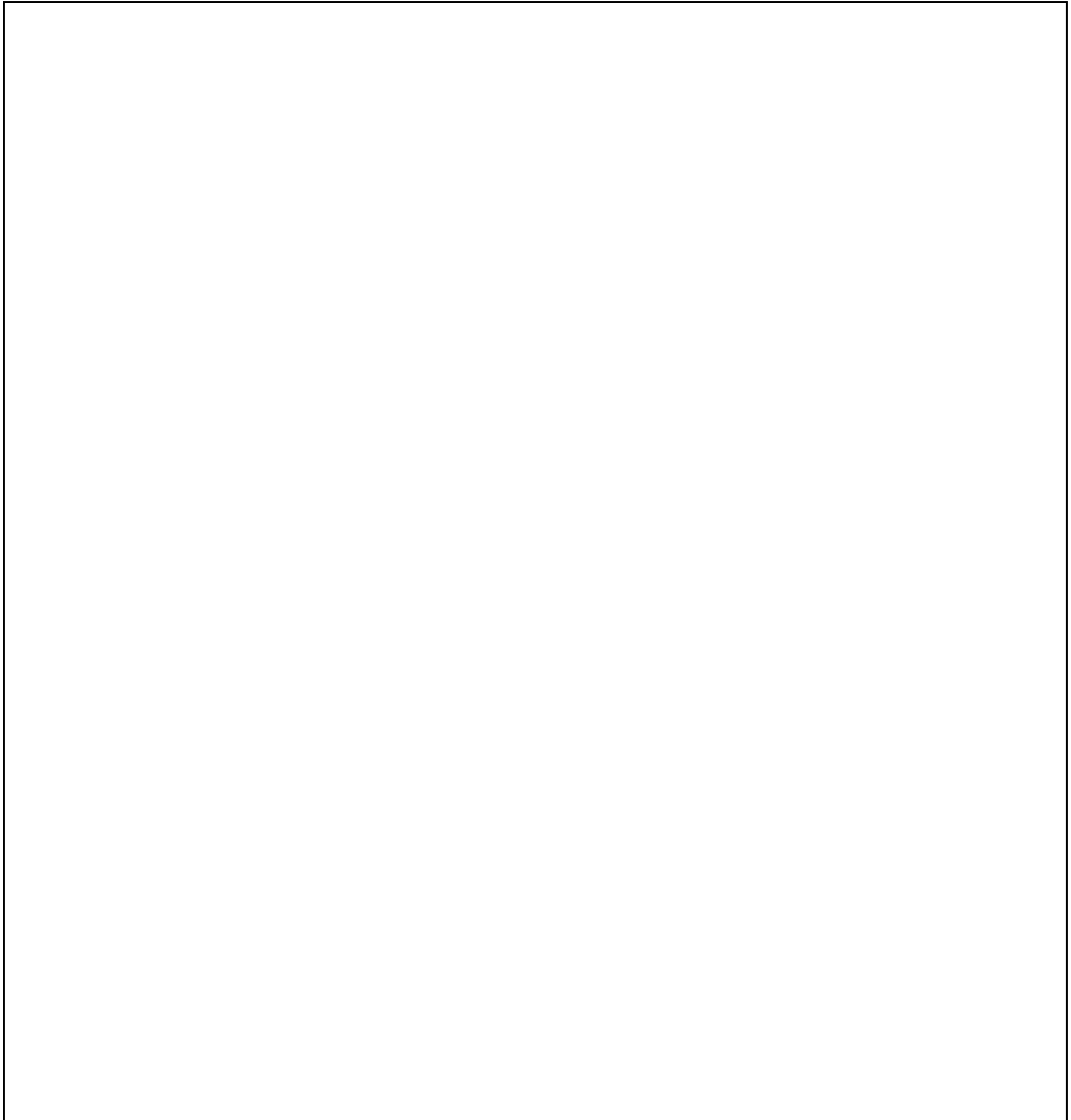
- All exposures included in the fire flow calculation 4.2.18
- Roads affecting ingress, egress, positioning of apparatus for training 4.2.20
- Fire Attack access 4.2.24
- Emergency Egress routes 4.2.24.5
- Command post location 4.2.24
- Personnel staging area 4.2.24
- Equipment staging area 4.2.24
- Rehab location 4.5.8
- Any other operational areas

# SITE PLAN



## **BUILDING PRE-PLAN**

A sketch or computer generated pre-plan must be created for the structure and each floor that will be used for training. The plan must identify emergency exits 4.2.12, fire locations 4.3.8 and any other associated safety concerns.

A large, empty rectangular box with a thin black border, occupying the lower two-thirds of the page. It is intended for a sketch or computer-generated drawing of a building pre-plan, as specified in the text above.

## FIRE FLOW CALCULATIONS

Using the NFPA fire flow formula (Length x width/3 x Number of floors = GPM for structure) identify the required fire flow necessary for the part of the structure being used for training. Show work below 4.2.23.1.

1. Identify fire flow from above \_\_\_\_\_ GPM
2. Identify fire flow for exposures \_\_\_\_\_ GPM  
(This is 25% of fire flow for each exposure using NFPA formula)
3. Add both fire flows from above \_\_\_\_\_ GPM
4. Add additional 50% for unforeseen situations \_\_\_\_\_ GPM
5. Add line 3 & 4 for **total fire flow required** \_\_\_\_\_ GPM

Using the guidelines outlined in NFPA 14 “Standard for the Installation of Standpipe, Private Hydrants, and Hose Systems”, determine fire flow capacity of hydrants to be used as water sources. If static water sources will be used, determine the available water in the source.

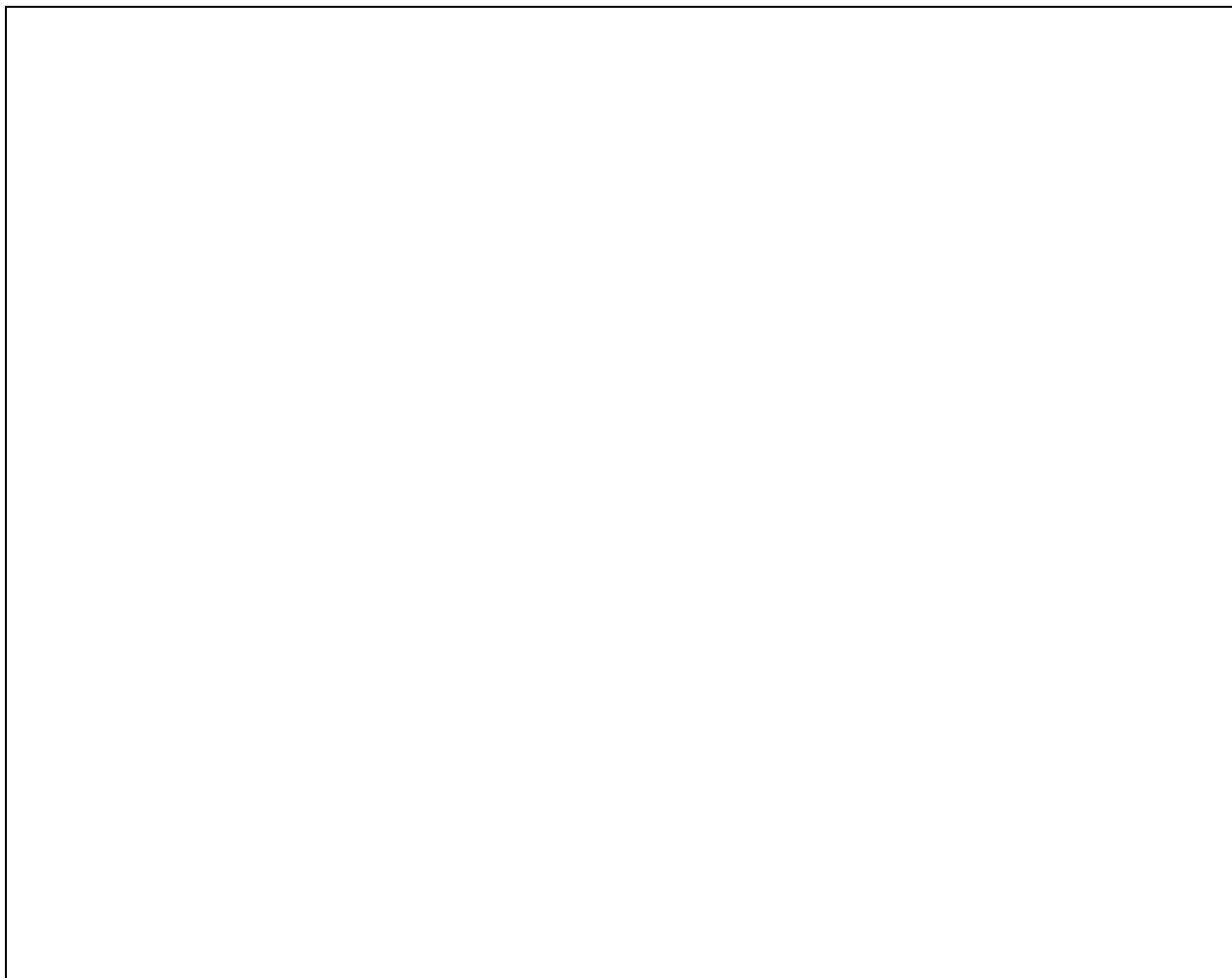
| Hydrant Location | Main Size | NFPA 14 Flow |
|------------------|-----------|--------------|
| _____            | _____     | _____        |
| _____            | _____     | _____        |
| _____            | _____     | _____        |

| Static Water Source | Capacity |
|---------------------|----------|
| _____               | _____    |
| _____               | _____    |
| _____               | _____    |

Show fire flow calculations below. (Length x width/3 x Number of floors)

## WATER SUPPLY PLAN 4.2.23

- Identify the primary and secondary water sources by location 4.2.23.3
- Identify the water supply plan for training. Location of pumpers, relays, shuttles, tanker operations.
- Identify the water supply plan for exposures, secondary water supply.
- 4 hoselines required as a minimum from two separate sources 4.2.23.3
  - o Source one dedicated to Fire Attack and RIC
  - o Source two dedicated to Back up and Ignition Back up
- A Water Supply Officer shall be dedicated for rural water supply operations and may be considered for hydrant supply operations



***NOTE: All water supply systems must be independently capable of delivering 100% of the total fire flow.***

## **PREBURN BRIEFING PROCEDURES 4.2.25.2**

1.  All participants briefed on:
  - Command Structure
  - Crew Assignments
  - Rehab / EMS location
  - Planned Evolutions
  - Safety rules
  - Radio Procedures
  - Building evacuation procedure
  - Evacuation signal (Demonstrate)
  - MAYDAY operations (no MAYDAY drills to be conducted)
2.  Hose lines and Water Supply:
  - Charge and flow hose line(s) or hydrant(s), as applicable
  - Supervised by qualified instructors with adequate personnel
  - Separate water supplies
3.  Necessary tools and equipment positioned.
4.  Participants checked for:
  - Approved full protective clothing
  - Self-contained breathing apparatus
  - Adequate SCBA air volume.
  - All equipment properly donned.
5.  Location of command post established
6.  Review position of all apparatus
7.  PAT tags secured by IC at command post
8.  Location of emergency escape routes established
9.  ALS unit on location - dedicated to exercise and located near evolution with clear path of egress
10.  Apparatus in use on location meet or exceed the required fire flows for the building and exposures
11.  Location of apparatus staging determined
12.  Location of police vehicles determined (if applicable)
13.  Location of press vehicles determined (if applicable)
14.  Communications channel established for exercise
15.  Final check of weather conditions made prior to ignition
16.  Complete search of structure to ensure that no unauthorized persons, animals or objects are inside the building
17.  All participants in burning exercise attired in long- sleeved cotton shirts and pants underneath turnout gear

|  |  |              |
|--|--|--------------|
| <b>T-SITE INCIDENT COMMANDER / INSTRUCTOR IN CHARGE SIG:</b> | <b>SUPERVISING SAFETY OFFICER SIG:</b> | <b>DATE:</b> |
|--|--|--------------|

# PRACTICAL EVOLUTIONS

*One form to be completed for each planned evolution.*

|   |
|---|
| <b>Date:</b>                              |
| <b>Location:</b>                          |
| <b>T-Site INCIDENT COMMANDER/I-I-C:</b>   |
| <b>T-Site SUPERVISING SAFETY OFFICER:</b> |

| EVOLUTION #                       | IGNITION SAFETY OFFICER | IGNITION OFFICER |
|-----------------------------------|-------------------------|------------------|
| STATION 1: CREW INSTRUCTOR/LEADER |                         |                  |
| STATION 1: OBJECTIVE              |                         |                  |
| STATION 2: CREW INSTRUCTOR/LEADER |                         |                  |
| STATION 2: OBJECTIVE              |                         |                  |
| STATION 3: CREW INSTRUCTOR/LEADER |                         |                  |
| STATION 3: OBJECTIVE              |                         |                  |
| STATION 4: CREW INSTRUCTOR/LEADER |                         |                  |
| STATION 4: OBJECTIVE              |                         |                  |
| STATION 5: CREW INSTRUCTOR/LEADER |                         |                  |
| STATION 5: OBJECTIVE              |                         |                  |



## Objectives should come from the LFAST list of JPR's

### LFAST JPR's

#### NFPA 1001, 2008 Edition

**5.3.4\*** Force entry into a structure, given personal protective equipment, tools, and an assignment, so that the tools are used as designed, the barrier is removed, and the opening is in a safe condition and ready for entry.

**5.3.6\*** Set up ground ladders, given single and extension ladders, an assignment, and team members if needed, so that hazards are assessed, the ladder is stable, the angle is correct for climbing, extension ladders are extended to the necessary height with the fly locked, the top is placed against a reliable structural component, and the assignment is accomplished.

**5.3.8\*** Extinguish fires in exterior Class A materials, given fires in stacked or piled and small unattached structures or storage containers that can be fought from the exterior, attack lines, hand tools and master stream devices, and an assignment, so that exposures are protected, the spread of fire is stopped, collapse hazards are avoided, water application is effective, the fire is extinguished, and signs of the origin area(s) and arson are preserved.

**5.3.9\*** Conduct a search and rescue in a structure operating as a member of a team, given an assignment, obscured vision conditions, personal protective equipment, a flashlight, forcible entry tools, hose lines, and ladders when necessary, so that ladders are correctly placed when used, all assigned areas are searched, all victims are located and removed, team integrity is maintained, and team members' safety — including respiratory protection — is not compromised.

**5.3.10\*** Attack an interior structure fire operating as a member of a team, given an attack line, ladders when needed, personal protective equipment, tools, and an assignment, so that team integrity is maintained, the attack line is deployed for advancement, ladders are correctly placed when used, access is gained into the fire area, effective water application practices are used, the fire is approached correctly, attack techniques facilitate suppression given the level of the fire, hidden fires are located and controlled, the correct body posture is maintained, hazards are recognized and managed, and the fire is brought under control.

**5.3.11** Perform horizontal ventilation on a structure operating as part of a team, given an assignment, personal protective equipment, ventilation tools, equipment, and ladders, so that the ventilation openings are free of obstructions, tools are used as designed, ladders are correctly placed, ventilation devices are correctly placed, and the structure is cleared of smoke.

**5.3.12** Perform vertical ventilation on a structure as part of a team, given an assignment, personal protective equipment, ground and roof ladders, and tools, so that ladders are positioned for ventilation, a specified opening is created, all ventilation barriers are removed, structural integrity is not compromised, products of combustion are released from the structure, and the team retreats from the area when ventilation is accomplished.

**5.3.13** Overhaul a fire scene, given personal protective equipment, attack line, hand tools, a flashlight, and an assignment, so that structural integrity is not compromised, all hidden fires are discovered, fire cause evidence is preserved, and the fire is extinguished.

**5.3.17** Illuminate the emergency scene, given fire service electrical equipment and an assignment, so that designated areas are illuminated and all equipment is operated within the manufacturer's listed safety precautions.

**6.2.2\*** Communicate the need for team assistance, given fire department communications equipment, SOPs, and a team, so that the supervisor is consistently informed of team needs, departmental SOPs

**6.3.2\*** Coordinate an interior attack line for a team's accomplishment of an assignment in a structure fire, given attack lines, personnel, personal protective equipment, and tools, so that crew integrity is established; attack techniques are selected for the given level of the fire (e.g., attic, grade level, upper levels, or basement); attack techniques are communicated to the attack teams; constant team coordination is maintained; fire growth and development is continuously evaluated; search, rescue, and ventilation requirements are communicated or managed; hazards are reported to the attack teams; and incident command is apprised of changing conditions.

## **PRACTICAL EVOLUTIONS PRE-PLAN**

*A Pre-plan shall be completed for the planned evolution and should include at minimum: Floor Plan, Fire Location, Fuel Used, Egress, and Emergency Exits. Photographic documentation of fire sets ups shall be attached. 4.3*

A large, empty rectangular box with a thin black border, occupying the lower half of the page. It is intended for the user to provide the details of the practical evolution pre-plan, including floor plans, fire locations, fuel used, egress routes, and emergency exits, as well as photographic documentation of the fire setups.

# Crew-Personnel Tracking Plan

A sample of a method to track students and instructors through the planned evolutions shall be used.

IMPORTANT: This is the primary means for the IC to determine the ***location of a given RADIO IDENTIFIER*** at any point in time during the evolutions. The Training Site Commander should have this document available for immediate reference during operations. 4.4.9

| Evolution  | Fire Attack | Back Up | RIC1    | RIC2    | Rehab   |  | Ignition Team | Notes: |
|--|-------------|---------|---------|---------|---------|--|---------------|--------|
| 1  | Squad 1     | Squad 2 | Squad 3 | Squad 4 | Squad 5 |  | Team 1        |        |
| 2  | Squad 2     | Squad 3 | Squad 4 | Squad 5 | Squad 1 |  | Team 1        |        |
| 3  | Squad 3     | Squad 4 | Squad 5 | Squad 1 | Squad 2 |  | Team 1        |        |
| 4  | Squad 4     | Squad 5 | Squad 1 | Squad 2 | Squad 1 |  | Team 1        |        |
| 5  | Squad 5     | Squad 1 | Squad 2 | Squad 1 | Squad 2 |  | Team 2        |        |
| 6  | Squad 1     | Squad 2 | Squad 1 | Squad 2 | Squad 3 |  | Team 2        |        |
| 7  | Squad 2     | Squad 1 | Squad 2 | Squad 3 | Squad 4 |  | Team 2        |        |
| 8  | Squad 1     | Squad 2 | Squad 3 | Squad 4 | Squad 5 |  | Team 2        |        |
| 9  | Squad 2     | Squad 3 | Squad 4 | Squad 5 | Squad 1 |  | Team 1        |        |
| 10   | Squad 3     | Squad 4 | Squad 5 | Squad 1 | Squad 2 |  | Team 1        |        |
| 11   | Squad 4     | Squad 5 | Squad 1 | Squad 2 | Squad 1 |  | Team 1        |        |
| 12   | Squad 5     | Squad 1 | Squad 2 | Squad 1 | Squad 2 |  | Team 1        |        |
| 13   | Squad 1     | Squad 2 | Squad 1 | Squad 2 | Squad 3 |  | Team 2        |        |
| 14   | Squad 2     | Squad 1 | Squad 2 | Squad 3 | Squad 4 |  | Team 2        |        |
| 15   | Squad 1     | Squad 2 | Squad 3 | Squad 4 | Squad 5 |  | Team 2        |        |
| 16   | Squad 2     | Squad 3 | Squad 4 | Squad 5 | Squad 1 |  | Team 2        |        |
| 17   | Squad 3     | Squad 4 | Squad 5 | Squad 1 | Squad 2 |  | Team 1        |        |
| 18   | Squad 4     | Squad 5 | Squad 1 | Squad 2 | Squad 1 |  | Team 1        |        |
| 19   | Squad 5     | Squad 1 | Squad 2 | Squad 1 | Squad 2 |  | Team 1        |        |
| 20   | Squad 1     | Squad 2 | Squad 1 | Squad 2 | Squad 3 |  | Team 1        |        |
| <p>This form is an example of a way to track each training group as they rotate through the planned training evolutions. Tracking all assigned groups will assist the IC in locating any and all personnel in the event of an emergency. In the event of a radio identifier activation the IC can quickly determine where the assigned radio is during the training evolution. A second RIC team shall be considered if the crew sizes are less than 4 students.</p> |             |         |         |         |         |  |               |        |

Notes:



# HOWARD COUNTY DEPARTMENT OF FIRE AND RESCUE SERVICES

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William F. Goddard, III, *Fire Chief*

Ken Ulman, *County Executive*

## Attachment G

### TRAINING-SITE COMMANDER / INSTRUCTOR - IN - CHARGE RESPONSIBILITIES

1.           ( ) Plan and coordinate all training activities.   3.3.6 & 4.5.9
2.           ( ) Monitor activities to ensure safe practices.   3.3.6 & 4.5.9
3.           ( ) Inspect building integrity prior to each fire.   3.3.6 & 4.5.9
4.           ( ) Assign instructor(s):   4.4.7
  - ( ) Attack lines
  - ( ) Back up lines
  - ( ) Functional assignments.
  - ( ) Teaching assignments.
5.           ( ) Brief instructors on responsibilities:   4.2.25
  - ( ) Accounting for assigned students.
  - ( ) Assessing student performance.
  - ( ) Clothing and protective equipment inspection.
  - ( ) Monitoring safety.
  - ( ) Achieving tactical and training objectives.
6.           ( ) Assigning coordinating personnel, as needed.   4.4.7
  - ( ) Emergency medical personnel.
  - ( ) Water supply.
  - ( ) Apparatus staging.
  - ( ) Equipment staging.
  - ( ) SCBA supplies and filling.
  - ( ) Rehab of personnel.
  - ( ) Public relations(If applicable).
7.           ( ) Ensure no more than 3 student crews are in the building at any given time.  
- *This shall include the anticipation of needing the back-up crew*
8.           ( ) Ensure compliance by all participants to appropriate NFPA standard and  
Departmental policies and procedures.
9.           ( ) Establish zones - Hot zone and spectator safe zone.                                     4.2.26
10.          ( ) Establish and maintain documentation.



**TRAINING-SITE COMMANDER / INSTRUCTOR - IN - CHARGE**  
**RESPONSIBILITIES**

- 11.        ( )     Ensure that all participants are accounted for both when entering and exiting the building and during actual attack evolution(s).     4.5.6
  
- 12.        ( )     Establish ignition teams as needed. (*Ignition Officer* and *Ignition Safety Officer*)                                     4.4.19
  
- 13.        ( )     Coordinate the ignition of fires in conjunction with the *Supervising Safety Officer* and *Ignition Team*                     4.4.19.3
  
- 14.        ( )     Intervene and terminate any aspect of the operation which is deemed unsafe.                                     4.4.2

I understand that the above listed items outline my responsibilities and I have taken all necessary steps to ensure compliance with all applicable standards.

|   |              |
|---|--------------|
| <b>T-SITE-COMMANDER / INSTRUCTOR IN CHARGE SIG:</b> | <b>DATE:</b> |
|---|--------------|

COMMENTS:

## TRAINING-SITE SUPERVISING SAFETY OFFICER

### RESPONSIBILITIES

1.       ()    Prevent unsafe acts.   4.4.3
2.       ()    Eliminate unsafe conditions.   4.4.3
3.       ()    Intervene and terminate any aspect of the operation which is deemed  
              unsafe.   4.4.2
4.       ()    Provide for the safety of all persons on the scene including students,  
              instructors, visitors, and spectators.                                 4.4.4
5.       ()    Supervise any additional safety personnel.   4.4.8
6.       ()    Control the type and quantity of materials being burned and the ignition of  
              the training fire.   4.3.4 & 4.3.5
7.       ()    Ensure that the protective clothing, SCBA and PASS are being properly  
              worn during the evolution(s).   4.4.18.1 & 4.4.18.5
8.       ()    Ensure no more than 3 student crews are in the building at any given time.  
              - This shall include the anticipation of needing the back-up crew
9.       ()    Ensure that all participants are accounted for both when entering and  
              exiting the building and during actual attack evolution(s).     4.5.6
10.      ()    Assign a Division Safety Officer for each division when multiple crews  
              are operating inside the building.   4.4.8
11.      ()    Assign an Exterior Safety Officer   4.4.8
12.      ()    Coordinate the ignition of fires in conjunction with the *Instructor in*  
              *Charge* and *Ignition Team*   4.4.19.3 & 4.4.19.4
13.      ()    Responsible for maintaining accountability of ignition team 4.4.19.4
14.      ()    Assign assistant safety officers as deemed necessary                             4.4.8
15.      ()    Ensure gear inspections are completed for all participants. 4.4.18.1

**TRAINING-SITE SUPERVISING SAFETY OFFICER**

**RESPONSIBILITIES**

I understand that the above listed items outline my responsibilities and I have taken all necessary steps to ensure compliance with all applicable standards.

|  |              |
|--|--------------|
| <b>SUPERVISING SAFETY OFFICER SIG:</b> | <b>DATE:</b> |
|--|--------------|

\_COMMENTS:

## CREW LEADER- INSTRUCTOR

### RESPONSIBILITIES

1.            ( )     Monitor and supervise assigned students (No more than five (5) per instructor). 4.5.2
  
2.            ( )     Inspect students clothing and protective equipment. 4.5.5
  
3.            ( )     Account for assigned students, both before and after evolutions. 4.5.6
  
4.            ( )     Be alert for unsafe or hazardous conditions. 4.5.7
  
5.            ( )     Report to the Instructor in Charge when assigned crew is entering and exiting the structure.
  
6.            ( )     Take aggressive action in the event of a unplanned situation.
  
7.            ( )     Intervene and terminate any aspect of the operation which is deemed unsafe. 4.4.2

I understand that the above listed items outline my responsibilities and I have taken all necessary steps to ensure compliance with all applicable standards.

|                                      |       |                                      |       |
|--------------------------------------|-------|--------------------------------------|-------|
| CREW LEADER/INSTRUCTOR SIG AND RANK: | DATE: | CREW LEADER/INSTRUCTOR SIG AND RANK: | DATE: |
| CREW LEADER/INSTRUCTOR SIG AND RANK: | DATE: | CREW LEADER/INSTRUCTOR SIG AND RANK: | DATE: |
| CREW LEADER/INSTRUCTOR SIG AND RANK: | DATE: | CREW LEADER/INSTRUCTOR SIG AND RANK: | DATE: |
| CREW LEADER/INSTRUCTOR SIG AND RANK: | DATE: | CREW LEADER/INSTRUCTOR SIG AND RANK: | DATE: |

COMMENTS:





**ASSISTANT SAFETY OFFICER - IGNITION SAFETY OFFICER**

**RESPONSIBILITIES**

- 1.           ()    Prevent unsafe acts.    4.4.3
- 2.           ()    Eliminate unsafe conditions.                                       4.4.3
- 3.           ()    Responsible for manning a charged hose line for the ignition officer while  
the fire is ignited.   4.4.19.2
- 3.           ()    Intervene and terminate any aspect of the operation which is deemed  
unsafe.   4.4.2
- 4.           ()    Control the type and quantity of materials being burned and the ignition of  
the training fire.   4.3.4 & 4.4.19.4
- 5.           ()    Ensure that the protective clothing, SCBA and PASS are being properly  
worn during the evolution(s).   4.4.18.6
- 6.           ()    Coordinate the ignition of fires in conjunction with the *Instructor in  
Charge and Supervising Safety Officer*                                       4.4.19.4
- 7.           ()    Extinguishes any fire that he or she feels poses a potential risk to the  
participants or structure.   4.3.7
- 8.           ()    Remains in the structure until the fire is extinguished and all students have  
left the IDLH and been accounted for.   4.5.7
- 9.           ()    Assists with overhaul and fire extinguishment if necessary.
- 10.          ()    Shall function as a member of an *Ignition Team*

I understand that the above listed items outline my responsibilities and I have taken all necessary steps to ensure compliance with all applicable standards.

|                                       |       |                                       |       |
|---------------------------------------|-------|---------------------------------------|-------|
| IGNITION SAFETY OFFICER SIG AND RANK: | DATE: | IGNITION SAFETY OFFICER SIG AND RANK: | DATE: |
|                                       |       |                                       |       |
| IGNITION SAFETY OFFICER SIG AND RANK: | DATE: | IGNITION SAFETY OFFICER SIG AND RANK: | DATE: |
|                                       |       |                                       |       |

COMMENTS:



# HOWARD COUNTY DEPARTMENT OF FIRE AND RESCUE SERVICES

6751 Columbia Gateway Drive, Suite 400, Columbia, Maryland 21046

410-313-6000 • www.hcdfrs.org

William F. Goddard, III, *Fire Chief*

Ken Ulman, *County Executive*

Attachment H

## STUDENT STATEMENT OF TRAINING FOR LIVE FIRE ACQUIRED STRUCTURES TRAINING (LFAST)

- A. Prior to being permitted to participate in LFAST evolutions, the student shall have received training to meet the performance objectives for Firefighter I of NFPA (1001), *Standard for Firefighter Professional Qualifications*: latest edition 4.1. This shall be verified by evidence of successful completion of a MFRI Firefighter I course or MFSPQB or ProBoard certification as a Firefighter I 4.1.2
- *Verification shall be attached to this document or on file with HCDFRS Bureau of Education and Training.*
- B. Students participating in LFAST evolutions shall be employed by The Howard County Department of Fire and Rescue Services or shall be a member of a Howard County Volunteer Fire Department.
- C. Students must meet the Minimum Operational Standards as outlined in General Order #120.03 section 2 *General* and section 6 *Firefighter Operational Status Minimum Standards*.
- D. Each participant shall be equipped with full protective clothing and self-contained breathing apparatus (SCBA) 4.4.18
- E. All students, instructors, safety officers and other personnel shall properly wear all protective clothing and equipment while in the hot zone as defined by the safety officer 4.4.18.1.
- F. All protective clothing and equipment shall meet the applicable NFPA and/or OSHA standards relating to each item worn or used by the firefighter during the training evolutions. A gear inspection of all protective clothing and SCBA shall be completed prior to the student being permitted to participate in a live burn evolution. That documentation shall be attached to this document 4.4.18.2 & 4.4.18.3.
- G. All personnel participating in any evolution or fire suppression activity during LFAST exercises shall breathe from an SCBA air supply when one or more of the following conditions exist 4.4.18.7.
- (a) Operating in an atmosphere that is oxygen deficient or contaminated by products of combustion, or both;



- (b) Operating in an atmosphere that is suspected of being oxygen deficient or contaminated by products of combustion, or both;
- (c) Operating in any atmosphere that may become oxygen deficient or contaminated, or both;
- (d) Operating below ground level.
- (e) When directed to do so by any instructor.

I, \_\_\_\_\_, acknowledge that I meet the above performance objectives and other criteria, and understand the operational requirements I must comply with as outlined in this *Student Statement of Training*.

\_\_\_\_\_  
Student

\_\_\_\_\_  
\* Command Authorization

\_\_\_\_\_  
Date

*\*Volunteer Chief of participant affiliating volunteer corporation*

*\*Bureau Chief of Education & Training*

*\*Training-Site Incident Commander (after obtaining evidence of criteria A, B, and C)*



# HOWARD COUNTY DEPARTMENT OF FIRE AND RESCUE SERVICES

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William F. Goddard, III, *Fire Chief*

Ken Ulman, *County Executive*

Attachment I

## POST TRAINING RELEASE FORM

The Howard County Department of Fire and Rescue, Bureau of Education and Training, is hereby notifying the owner(s) that the training exercise at \_\_\_\_\_ has concluded and that the control of the site / property is now being returned to the owner(s).

Furthermore, the property / site is being returned to the owner(s) as stated in the *Required Condition of Building Upon Return* section of the **PERMISSION TO BURN / DEMOLISH FORM**.

\_\_\_\_\_  
Instructor in Charge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Battalion Chief Education and Training

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Chief Education and Training

\_\_\_\_\_  
Date





# HOWARD COUNTY DEPARTMENT OF FIRE AND RESCUE SERVICES

6751 Columbia Gateway Drive, Suite 400, Columbia, Maryland 21046

410-313-6000 • www.hcdfrs.org

William F. Goddard, III, *Fire Chief*

Ken Ulman, *County Executive*

Attachment J

## **BURN PERMIT GUIDELINES**

1. During the initial contact call with the representative of the property:
  - a. Determine the:
    - i. Name and telephone numbers of the property owner
    - ii. Address of the property
    - iii. Date the property will become available to the department
    - iv. Dates during which the department will have access to the property
    - v. Deadline for use of the property
    - vi. Schedule a date to visit the property
  - b. Explain:
    - i. A demolition permit must be applied for, by the property owner or an authorized representative, and issued by Howard County Department of Inspections, Licenses, and Permits. This process requires that letters be submitted, by the corresponding companies, confirming the disconnection and termination of all utilities and insurance coverage
    - ii. HCDFRS Bureau of Education and Training will assume responsibility of applying for the Burn permit
    - iii. All environmental hazards must be removed (ex: Asbestos Shingles)
    - iv. If well and septic exist, they must be abandoned or capped
    - v. A letter is necessary, from the property owner, indicating the intent to donate the property to Howard County Fire and Rescue for training purposes. *Attachment B Permission to Burn / Demolish*
    - vi. The owner may be required to have a heavy piece of equipment (ex: Loader, Bobcat, etc.) available, at the property, on the day of the final burn. This will assist the property owner by eliminating any hazards associated with the products resulting from the final demolition.
2. Visit the property to
  - a. Verify the address
  - b. Assess its feasibility in serving the purpose for which it is intended
  - c. Identify potential hazards both on the interior and exterior
  - d. Estimate the size of the structure for water flow calculations
  - e. Determine the nearest water supply and whether or not it's rural or urban
  - f. Sketch the exterior layout, and interior floor plan
  - g. Identify who the first due company is



3. Inform the property owner of our decision to use the property
4. A copy of the Demo Permit and the letter reflecting the donation of the property to Howard County Fire and Rescue, **FROM THE PROPERTY OWNER**, must be forwarded to the HCDFRS Bureau of Education and Training
5. Set up the date(s) for the burn(s)
6. HCDFRS Bureau of Education and Training will place a call to Bert Nixon, Assistant Director of Howard County Bureau of Environmental Health, at (410)313-1785 with the following information:
  - a. Property information
  - b. Demolition Permit verification
  - c. Confirmation that all environmental hazards have been removed
  - d. Confirmation that well and septic have been abandoned or capped
  - e. Dates during which the burn(s) will take place
  - f. Confirm that companies have been instructed to inform communications of the activity taking place on the day(s) of the burn(s)
  - g. Set a date to pick up the permission grant letter and the application from his office at  
7178 Columbia Gateway Drive  
Columbia, MD 21045
7. To pick up the Burn Permit, you need to make sure that you have available with you the:
  - a. Copy of the Demo Permit
  - b. Copy of the Donation Letter
  - c. Property and owner information
8. Pick up the permission grant letter and the application from Bert Nixon
9. Fill out the following sections on the Permit Application as highlighted in the sample:
  - a. Building Address in the Building Information box (if not already filled out by Health Department)
  - b. Use Information box
  - c. Property Owner's Information box
  - d. Contractor Information Box
10. Hand carry the Permit Application to Howard County Department of Planning and Zoning, at 3430 Court House Drive, Ellicott City, Maryland, for zoning clearance.

11. Submit the following to the Department of Inspections, License, and Permits for the Final Burn Permit
  - a. Permit Application
  - b. Copy of Demo Permit
  - c. Permission grant letter from Bert Nixon
  - d. Donation Letter
  
12. You should be issued:
  - a. A copy of the permission grant letter from Bert Nixon
  - b. A copy of the Burn Permit
  - c. The original Burn Permit wrapped in plastic
  
13. The Instructor in Charge ends up with the copies of the
  - a. Burn Permit
  - b. Permission grant letter from Bert Nixon
  - c. Donation Letter
  
14. The Burn Permit must be on sight at all times during the training exercise.
  
15. Insure that all the appropriate notifications required for the evolution(s) are made.



DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS  
 3430 COURT HOUSE DRIVE  
 ELLICOTT CITY, MD 21043  
 PERMITS (410)313-2455 INSPECTIONS (410)313-1810  
 AUTOMATED INFORMATION (410) 313-3800

**HOWARD COUNTY  
 PERMIT APPLICATION**

**PERMIT NUMBER**

Building Address 123 House to Burn Alley  
Columbia, MD 21045  
 Suite/Apt. #: \_\_\_\_\_ SDP/WP/Petition #: \_\_\_\_\_  
 Census Tract \_\_\_\_\_ Subdivision \_\_\_\_\_  
 Section \_\_\_\_\_ Area \_\_\_\_\_ Lot \_\_\_\_\_  
 Tax Map \_\_\_\_\_ Parcel \_\_\_\_\_ Grid \_\_\_\_\_  
 Zoning \_\_\_\_\_ Map Coordinates \_\_\_\_\_ Lot size \_\_\_\_\_

Property Owner's Name John Smith  
 Address 123 Burning House Way  
 City Columbia State MD Zip Code 21046  
 Home Phone (410)992-0000 Work Phone (410)992-0001  
 Applicant's Name & Mailing Address, (if other than stated hereon):  
Lt. John Firefighter  
6751 Columbia Gateway Drive  
Columbia, MD 21045  
 Phone (410)313-6000 Fax (410)313-6027

Existing Use VACANT  
 Proposed Use TRAINING  
 Estimated Construction Cost \$ \$0.00  
 Description of Work Open Burn Exercise

Contractor Company Howard County Fire and Rescue  
 Contact Person Lt. John Firefighter  
 Address 6751 Columbia Gateway Drive  
 City Columbia State MD Zip Code 21045  
 License No. \_\_\_\_\_  
 Phone (410)313-6000 Fax (410)313-6027

Occupant or Tenant  
 Contact Name N  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State A Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

Engineer or Architect Company  
 Contact Person N  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State A Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

**BUILDING DESCRIPTION - COMMERCIAL**

|  |   |
|--|---|
| <p><u>Building Characteristics</u></p> <p>Height: _____</p> <p>No. of stories: _____</p> <p>Gross area, sq. ft. per floor: _____</p> <p>Use group: _____</p> <p>Construction type:<br/> <input type="checkbox"/> Reinforced Concrete<br/> <input type="checkbox"/> Structural Steel<br/> <input type="checkbox"/> Masonry<br/> <input type="checkbox"/> Wood Frame<br/> <input type="checkbox"/> State Certified Modular</p> | <p><u>Utilities</u></p> <p>Water Supply:<br/> <input type="checkbox"/> Public<br/> <input type="checkbox"/> Private</p> <p>Sewage Disposal:<br/> <input type="checkbox"/> Public<br/> <input type="checkbox"/> Private</p> <p>Electric Yes <input type="checkbox"/> No <input type="checkbox"/><br/>                 Gas Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Heating System:<br/>                 Electric <input type="checkbox"/> Oil <input type="checkbox"/><br/>                 Natural Gas <input type="checkbox"/><br/>                 Propane Gas <input type="checkbox"/></p> <p>Sprinkler system: N/A <input type="checkbox"/><br/> <input type="checkbox"/> Full<br/> <input type="checkbox"/> Partial<br/> <input type="checkbox"/> Other Suppression<br/>                 # of Heads _____</p> |
|--|---|

**BUILDING DESCRIPTION - RESIDENTIAL**

|   |   |
|---|---|
| <p><u>Building Characteristics</u></p> <p>SF Dwelling <input type="checkbox"/> SF Townhouse <input type="checkbox"/><br/>                 Depth _____ Width _____</p> <p>1st floor: _____<br/>                 2nd floor: _____<br/>                 Basement: _____</p> <p>Finished Basement <input type="checkbox"/> Unfinished Basement <input type="checkbox"/><br/>                 Crawl space <input type="checkbox"/> Slab on Grade <input type="checkbox"/><br/>                 No. of Bedrooms _____</p> <p>Multi-family dwellings:<br/>                 No. of efficiency units: _____<br/>                 No. of 1 BR units: _____<br/>                 No. of 2 BR units: _____<br/>                 No. of 3 BR units: _____</p> <p>Other Structure: _____<br/>                 Dimensions: _____<br/>                 Footings: _____<br/>                 Roof: _____<br/> <input type="checkbox"/> State Certified Modular<br/> <input type="checkbox"/> Manufactured Home</p> | <p><u>Utilities</u></p> <p>Water Supply:<br/> <input type="checkbox"/> Public<br/> <input type="checkbox"/> Private</p> <p>Sewage Disposal:<br/> <input type="checkbox"/> Public<br/> <input type="checkbox"/> Private</p> <p>Electric Yes <input type="checkbox"/> No <input type="checkbox"/><br/>                 Gas Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Heating System:<br/>                 Electric <input type="checkbox"/> Oil <input type="checkbox"/><br/>                 Natural Gas <input type="checkbox"/><br/>                 Propane Gas <input type="checkbox"/></p> <p>Sprinkler system: N/A <input type="checkbox"/><br/> <input type="checkbox"/> NFPA #13D<br/> <input type="checkbox"/> NFPA #13R<br/> <input type="checkbox"/> Other:</p> |
|---|---|

THE UNDERSIGNED HEREBY CERTIFIES AND AGREES AS FOLLOWS: (1) THAT HE/SHE IS AUTHORIZED TO MAKE THIS APPLICATION; (2) THAT THE INFORMATION IS CORRECT; (3) THAT HE/SHE WILL COMPLY WITH ALL REGULATIONS OF HOWARD COUNTY WHICH ARE APPLICABLE THEREON; (4) THAT HE/SHE WILL PERFORM NO WORK ON THE ABOVE REFERENCED PROPERTY NOT SPECIFICALLY DESCRIBED IN THIS APPLICATION; (5) THAT HE/SHE GRANTS COUNTY OFFICIALS THE RIGHT TO ENTER ONTO THIS PROPERTY FOR THE PURPOSE OF INSPECTING THE WORK PERMITTED AND POSTING NOTICES.

John Firefighter  
 Applicant's Signature  
Lieutenant  
 Title/Company

John Firefighter  
 Print Name  
August 9, 2004  
 Date

Checks payable to: **DIRECTOR OF FINANCE OF HOWARD COUNTY**  
 \*\* PLEASE WRITE NEATLY AND LEGIBLY. \*\*  
 - FOR OFFICE USE ONLY -

| AGENCY   | DATE | SIGNATURE APPROVAL | DPZ SETBACK INFORMATION                                  | PROPERTY ID#:           |
|--|------|--------------------|--|-------------------------|
| Land Development, DPZ                                    |      |                    | Front: _____   | Filing fee \$ _____     |
| State Highways   |      |                    | Rear: _____  | Permit fee \$ _____     |
| Building Official  |      |                    | Side: _____  | Excise tax \$ _____     |
| Dev. Engineering, DPZ                                    |      |                    | Side St.: _____  | Add'l per. fee \$ _____ |
| Health   |      |                    | All minimum setbacks met?                                | TOTAL FEES \$ _____     |
| Fire Protection  |      |                    | YES <input type="checkbox"/> NO <input type="checkbox"/> | Sub-total paid \$ _____ |
| Is Sediment Control approval required prior to issuance? |      |                    | Is Entrance Permit required?                             | Balance due \$ _____    |
| YES <input type="checkbox"/> NO <input type="checkbox"/> |      |                    | YES <input type="checkbox"/> NO <input type="checkbox"/> | Check # _____           |
| CONTINGENCY CONSTRUCTION START: <input type="checkbox"/> |      |                    | Historic District?                                       | Validation # _____      |
| ONE STOP SHOP: <input type="checkbox"/>                  |      |                    | YES <input type="checkbox"/> NO <input type="checkbox"/> |                         |
|  |      |                    | Lot Coverage for New Town Zone _____                     |                         |
|  |      |                    | SDP/Red-line approval date _____                         | Accepted by _____       |

GO 710.01 Live Fire Acquired Structures Training (LFAST): Instructional Staff Credentials Summary

Update 2011-05-20

| Credentials                          | Training Site Incident Commander (LFAST)  | Training Site Supervising Safety Officer & Asst. Safety Officers (Division)   | Ignition Safety Officer (LFAST)   | Ignition Officer (LFAST)  | Crew Leader-Instructor (LFAST)  | Water Supply Officer (LFAST)  |
|--------------------------------------|---|---|---|---|---|---|
| <b>Instructor</b>                    | <ul style="list-style-type: none"> <li>MICRB State Emergency Services Instructor</li> <li>MICRB Fire Instructor Skills course (12-24hr)*</li> <li>Fire Service Instructor II certification</li> <li>Conducting Safe Live Fire Training Evolutions course (MFRI, 6hr)</li> </ul> | <ul style="list-style-type: none"> <li>Fire Service Instructor II certification</li> <li>Conducting Safe Live Fire Burns course (MFRI, 6hr)</li> </ul>  | <ul style="list-style-type: none"> <li>MICRB State Emergency Services Instructor</li> <li>MICRB Fire Instructor Skills course (12-24hr)*</li> <li>Fire Service Instructor II certification</li> <li>Conducting Safe Live Fire Training Evolutions course (MFRI, 6hr)</li> </ul> | <ul style="list-style-type: none"> <li>MICRB Fire Instructor Skills course (12-24hr)</li> <li>Fire Service Instructor II certification</li> <li>Conducting Safe Live Fire Burns course (MFRI, 6hr)</li> </ul>   | <ul style="list-style-type: none"> <li>MICRB State Emergency Services Instructor</li> <li>MICRB Fire Instructor Skills course (12-24hr)*</li> <li>Fire Service Instructor II certification</li> <li>Conducting Safe Live Fire Training Evolutions course (MFRI, 6hr)</li> </ul>                   | <ul style="list-style-type: none"> <li>None</li> </ul>  |
| <b>Live Fire Acquired Structures</b> | <ul style="list-style-type: none"> <li>MCOFRA Acquired Structures Live Fire Instructor course</li> <li>DFRS 710.01 General Order Review Course</li> <li>Acquired Structural Burn Live Fire Instructor MFSPQB certification**</li> </ul>   | <ul style="list-style-type: none"> <li>MCOFRA Live Fire Acquired Structures Instructor course</li> <li>DFRS 710.01 General Order Review Course</li> <li>Acquired Structural Burn Live Fire Instructor MFSPQB certification**</li> </ul> | <ul style="list-style-type: none"> <li>MCOFRA Live Fire Acquired Structures Instructor course</li> <li>DFRS 710.01 General Order Review Course</li> <li>Acquired Structural Burn Live Fire Instructor MFSPQB certification**</li> </ul>   | <ul style="list-style-type: none"> <li>MCOFRA Live Fire Acquired Structures Instructor course</li> <li>DFRS 710.01 General Order Review Course</li> <li>Acquired Structural Burn Live Fire Instructor MFSPQB certification**</li> </ul>   | <ul style="list-style-type: none"> <li>MCOFRA Live Fire Acquired Structures Instructor course</li> <li>DFRS 710.01 General Order Review Course</li> <li>Acquired Structural Burn Live Fire Instructor MFSPQB certification**</li> </ul>   | <ul style="list-style-type: none"> <li>None</li> </ul>  |
| <b>Safety (Any ONE item)</b>         | <ul style="list-style-type: none"> <li>Fire Dept Safety Officer (MFRI, 30hr)</li> <li>Fire Department Safety Officer (FDISAO, 30hr)</li> <li>Safety Officer – Fire Suppression Certification</li> </ul>   | <ul style="list-style-type: none"> <li>Safety Officer – Fire Suppression Certification</li> </ul>   | <ul style="list-style-type: none"> <li>Safety Officer – Fire Suppression Certification</li> </ul>   | <ul style="list-style-type: none"> <li>Fire Dept Safety Officer (MFRI, 30hr)</li> <li>Fire Department Safety Officer (FDISAO, 30hr)</li> <li>Safety Officer – Fire Suppression Certification</li> </ul>   | <ul style="list-style-type: none"> <li>Fire Dept Safety Officer (MFRI, 30hr)</li> <li>Fire Department Safety Officer (FDISAO, 30hr)</li> <li>Safety Officer – Fire Suppression Certification</li> </ul>   | <ul style="list-style-type: none"> <li>None</li> </ul>  |
| <b>Firefighter &amp; Officer</b>     | <ul style="list-style-type: none"> <li>Career or Volunteer Captain or above</li> <li>Fire Officer I certification</li> <li>Minimum oper standards and auth to engage in interior firefighting</li> </ul>  | <ul style="list-style-type: none"> <li>Career or Volunteer Lieutenant or above</li> <li>Fire Officer I certification</li> <li>Minimum oper standards and auth to engage in interior firefighting</li> </ul>                             | <ul style="list-style-type: none"> <li>Career or Volunteer Lieutenant or above</li> <li>Fire Officer I certification</li> <li>Minimum oper standards and auth to engage in interior firefighting</li> </ul>   | <ul style="list-style-type: none"> <li>Firefighter II (Certification or course completion)</li> <li>Fire Officer I certification</li> <li>Minimum oper standards and auth to engage in interior firefighting</li> <li>4 years fire suppression experience in HoCo beyond the age of 18</li> </ul> | <ul style="list-style-type: none"> <li>Firefighter II (Certification or course completion)</li> <li>Fire Officer I certification</li> <li>Minimum oper standards and auth to engage in interior firefighting</li> <li>4 years fire suppression experience in HoCo beyond the age of 18</li> </ul> | <ul style="list-style-type: none"> <li>Career or Volunteer authorized Heavy Vehicle Operator</li> <li>Fire Officer I (Certification or course completion)</li> <li>Pumps course (MFRI)</li> <li>Minimum oper standards and auth to engage in interior firefighting</li> </ul> |
| <b>Other</b>                         | <ul style="list-style-type: none"> <li>Added to DFRS Authorized List for position</li> </ul>  | <ul style="list-style-type: none"> <li>Added to DFRS Authorized List for position</li> </ul>  | <ul style="list-style-type: none"> <li>Added to DFRS Authorized List for position</li> </ul>  | <ul style="list-style-type: none"> <li>Added to DFRS Authorized List for position</li> </ul>  | <ul style="list-style-type: none"> <li>Added to DFRS Authorized List for position</li> </ul>  | <ul style="list-style-type: none"> <li>Added to DFRS Authorized List for position</li> </ul>  |

\*MICRB Certified instructors without a Skills Weekend course but with an interim Firefighter I course shall be considered equivalent.

\*\*Until MFSPQB certification is available, DFRS shall assure proposed certification requirements are met using DFRS developed curriculum.

MFSPQB=Maryland Fire Service Professional Qualifications Board, MCOFRA=Maryland Council of Fire Rescue Academies, "Certification" implies either MFSPQB or NPQS (ProBoard) certification.

- 1 The following positions and/or roles must be clearly identified on the ICS203ET form prior to authorization of a Live Fire Acquired Structures Training. See Attachment K for the credentials required for authorization to fill these roles. Persons filling these Training Site roles must be on the "Live Fire Acquired Structures Staff Credentials" authorized list, as maintained and posted on the intranet by E&T. Staff credentials shall be verified by E&T in advance of any participation as Training Site staff for an evolution.

1.1 Mandatory ICS positions

- 1.1.1 Administrative Authority
- 1.1.2 Training Site Commander (Instructor In Charge)
- 1.1.3 Training Site Accountability Officer
- 1.1.4 Training Site Supervising Safety Officer
- 1.1.5 Training Site Division Safety Officer - Exterior
- 1.1.6 Ignition Safety Officer/s
- 1.1.7 Ignition Officer/s
- 1.1.8 Crew Leader-Instructors
  - 1.1.8.1 Fire Attack
  - 1.1.8.2 Back-Up
  - 1.1.8.3 RIC 1 (5 person minimum)
  - 1.1.8.4 If necessary to attain 5-person RIC minimum, RIC 2
  - 1.1.8.5 Rehab/Medical
  - 1.1.8.6 Other crews optional (S&R, Vent, etc.)

1.2 Optional ICS positions

- 1.2.1 Training Site Division Safety Officer/s (Division One, Roof, Division Two, etc.)
- 1.2.2 Water Supply Officer and Branch
- 1.2.3 Public Information Officer
- 1.2.4 Documentation Officer (or Unit)
- 1.2.5 Logistics Section
- 1.2.6 TS Incident Commander Aide

1.3 Mandatory Apparatus

- 1.3.1 Paramedic transport unit
- 1.3.2 Engine 1 and HVO
- 1.3.3 Engine 2 and HVO

GO 710.01 Live Fire Acquired Structures Training (LFAST): Attachment K: Instructional Staff Credentials Summary

Update 2011-09-29

| Credentials                          | Training Site Incident Commander (LFAST)   | Training Site Supervising Safety Officer & Asst. Safety Officers (Division)   | Ignition Safety Officer (LFAST)   | Ignition Officer (LFAST)  | Crew Leader-Instructor (LFAST)  | Water Supply Officer (LFAST)  |
|--------------------------------------|--|---|---|---|---|---|
| <b>Instructor</b>                    | <ul style="list-style-type: none"> <li>MICRB State Emergency Services Instructor</li> <li>Fire Service Instructor II certification</li> <li>MICRB Fire Instructor Skills course (12-24hr)*</li> <li>Conducting Safe Live Fire Training Evolutions course (MFRI, 6hr)</li> </ul>  | <ul style="list-style-type: none"> <li>Fire Service Instructor II certification</li> <li>Conducting Safe Live Fire Burns course (MFRI, 6hr)</li> </ul>  | <ul style="list-style-type: none"> <li>MICRB State Emergency Services Instructor</li> <li>Fire Service Instructor II certification</li> <li>MICRB Fire Instructor Skills course (12-24hr)*</li> <li>Conducting Safe Live Fire Training Evolutions course (MFRI, 6hr)</li> </ul> | <ul style="list-style-type: none"> <li>Fire Service Instructor II certification</li> <li>MICRB Fire Instructor Skills course (12-24hr)</li> <li>Conducting Safe Live Fire Burns course (MFRI, 6hr)</li> </ul>   | <ul style="list-style-type: none"> <li>MICRB State Emergency Services Instructor</li> <li>Fire Service Instructor II certification</li> <li>MICRB Fire Instructor Skills course (12-24hr)*</li> <li>Conducting Safe Live Fire Training Evolutions course (MFRI, 6hr)</li> </ul>                   | <ul style="list-style-type: none"> <li>None</li> </ul>  |
| <b>Live Fire Acquired Structures</b> | <ul style="list-style-type: none"> <li>MCOFRA Acquired Structures Live Fire Instructor course (<i>not yet available</i>)</li> <li>DFRS 710.01 General Order Review Course (<i>not yet available</i>)</li> <li>MFSPQB Acquired Structural Burn Live Fire Instructor certification** (<i>not yet available</i>)</li> </ul> | <ul style="list-style-type: none"> <li>MCOFRA Live Fire Acquired Structures Instructor course</li> <li>DFRS 710.01 General Order Review Course</li> <li>MFSPQB Acquired Structural Burn Live Fire Instructor certification**</li> </ul> | <ul style="list-style-type: none"> <li>MCOFRA Live Fire Acquired Structures Instructor course</li> <li>DFRS 710.01 General Order Review Course</li> <li>MFSPQB Acquired Structural Burn Live Fire Instructor certification**</li> </ul>   | <ul style="list-style-type: none"> <li>MCOFRA Live Fire Acquired Structures Instructor course</li> <li>DFRS 710.01 General Order Review Course</li> <li>MFSPQB Acquired Structural Burn Live Fire Instructor certification**</li> </ul>   | <ul style="list-style-type: none"> <li>MCOFRA Live Fire Acquired Structures Instructor course</li> <li>DFRS 710.01 General Order Review Course</li> <li>MFSPQB Acquired Structural Burn Live Fire Instructor certification**</li> </ul>   | <ul style="list-style-type: none"> <li>None</li> </ul>  |
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# HOWARD COUNTY DEPARTMENT OF FIRE AND RESCUE SERVICES

6751 Columbia Gateway Drive, Suite 400, Columbia, Maryland 21046

410-313-6000 • www.hcdfrs.org

William F. Goddard, III, *Fire Chief*

Ken Ulman, *County Executive*

Attachment L

## Live Fire Acquired Structure Training

### Administrative Authority Designation

The following person shall function as the Administrative Authority for the duration of live burn training evolutions located at \_\_\_\_\_.

Print Name \_\_\_\_\_

Rank \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Fire Chief \_\_\_\_\_

Date \_\_\_\_\_

