



Minnesota
STATE COLLEGES
& UNIVERSITIES

A FIRE/EMS/SAFETY CENTER PUBLICATION

LIVE FIRE BURN TRAINING PROCEDURES

FOR
MINNESOTA STATE COLLEGES
AND UNIVERSITIES
And
Minnesota Fire Service

Referenced In Minnesota Statutes
Chapter 88.17 Sub.3(a)

Original: June 10, 1987
Revised: February 7, 1991
Revised: March 1, 1992
Revised: June 1, 1997
Revised: June 3, 2000
Revised: August 8, 2004

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M 0.0 INTRODUCTION

MINIMUM STANDARDS

FOR COMPLIANCE WITH MINN STATUTES CHAPTER 88.17

88.17 Permission to start fires; prosecution for unlawfully starting fires.

Subd. 3. Special permits. The following special permits are required at all times, including when the ground is snow-covered:

(a) **Fire training.** A permit to start a fire for the instruction and training of firefighters, including liquid fuels training, may be given by the commissioner or agent of the commissioner. Except for owners or operators conducting fire training in specialized industrial settings pursuant to applicable federal, state, or local standards, owners or operators conducting open burning for the purpose of instruction and training of firefighters with regard to structures must follow the techniques described in a document entitled: **Structural Burn Training Procedures for the Minnesota Technical College System.**

It is the intent of this document to provide the user with an instrument, which will ensure compliance and a **MINIMUM** level of safety while performing fire suppression training when using live fire. It must be remembered that this document and the Department of Natural Resources, MN-OSHA Rules are **MINIMUM** requirements. It is the user's responsibility to maintain this **MINIMUM** level of safety as specified in this document. It is also the user's responsibility to improve this level of safety whenever possible to ensure the **MAXIMUM** level of safety for all involved.

M 0.1.0 Document Purpose

This document was assembled for several reasons. The most important reason is to keep from injuring, or even killing firefighters during training sessions conducted by fire departments, and the fire training system in Minnesota. With that in mind, we needed to assemble a guide for Fire/EMS/Safety Center staff and instructors to follow that will assist them in a **standardized, acceptable** method for delivering a safe and educational training session. ***This document may be used by others as a guideline in the delivery of structure burn training.***

This document is divided into four (4) sections:

1. Standard Information
2. Fire/EMS/Safety Center Instructor Policies
3. Pre-burn Class Information
4. Reports and Forms

The intent is to:

1. Use this document as a **REFERENCE MANUAL** for conducting structural fire training as safely as possible.
2. Distribute this manual to instructors who are **interested in becoming** burn instructors, so they have a statewide-standardized curriculum.
3. Distribute this manual as an instructor's guide to instructors who are **presently teaching** structural burn training.

DO NOT print and hand out this entire document every time you have a burn. All you need is the “Forms Section”

M 1.0 NOTES FROM NFPA 1403 TO STAFF AND INSTRUCTORS

M 1.1.0 Scope

This document deals with the establishment of procedures for training of fire suppression personnel engaged in structural firefighting operations under live fire conditions. It is a basic system that can be adapted to local conditions to serve as a standard mechanism of live fire training. **Not covered in this procedures for live fire-training evolutions are those such as involving ground cover or wild land fires, marine structures or vessels.**

M 1.2.0 Purpose

This document deals with the training of structural firefighters under live fire conditions and focuses on training for aggressive, coordinated interior fire suppression operations with a minimum exposure to risk for the participants. **Live fire training evolutions conducted in accordance with this document shall be managed by means of a documented fire ground system known as the National Incident Management System (NIMS) Incident Command System (ICS).** The line of authority shall be made clear to all participants in order that both the expected and unforeseen situations will be managed with the most efficiency and provide for reasonable margins of safety.

M 1.3.0 General

Live fire training in a training center burn building, or in a suitable, acquired building awaiting demolition, is an excellent means of training firefighters. While this type of training provides high levels of realism, it obviously carries with it most of the hazards of interior firefighting at an actual emergency. Live fire training evolutions must be planned with great care and supervised closely by instructional personnel. The information contained in this document is designed to ensure adequate levels of safety while allowing the local organization some flexibility to utilize independent judgment based on local situations and the level of training to be accomplished.

NOTE: Drills conducted to familiarize recruit firefighters with the proper use of self-contained apparatus in a smoke environment should not be conducted under live fire conditions.
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M 1.4.0 Definitions

Unless expressly stated elsewhere, the following terms will, for the purposes of this document, have the meanings indicated below:

M 1.4.1 Acquired Building or Acquired Prop

A structure or piece of equipment acquired by the authority having jurisdiction or Minnesota State Colleges and Universities staff from a property owner for the purpose of conducting live fire training evolutions.

M 1.4.2 Authority Having Jurisdiction

The "authority having jurisdiction" is the Minnesota State Colleges and Universities staff responsible for "approving" equipment, staff, an installation, or a procedure.

If Minnesota State Colleges and Universities is providing instructors, planning or guidance for the training session, the Minnesota State Colleges and Universities is the authority having jurisdiction.

<p>NOTE: The phrase "authority having jurisdiction" is used in NFPA documents in a broad manner since jurisdictions and "approval" agencies vary as do their responsibilities. Where public safety is primary, the "authority having jurisdiction" may be a federal, state, local or other regional department or individual such as a fire chief, fire marshal, chief of a fire prevention bureau, labor department, health department, building official, electrical inspector, or others having statutory authority. For insurance purposes, an insurance inspection department, rating bureau, or other insurance company representative may be the "authority having jurisdiction." In many circumstances the property owner or his designated agent assumes he role of the "authority having jurisdiction."</p>
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M 1.4.3 Burn Instructor

An individual deemed qualified by the Fire/EMS/Safety Center staff to deliver structural firefighting training, and having the training and experience to supervise students during live fire training evolutions. This person works under the supervision of the Instructor-In-Charge.

M 1.4.4 Demonstration

A practical showing by example of how a principle or method is applied.

M 1.4.5 Entry Team

A crew normally made up of one (1) instructor and three (3) students. On occasion exception to this rule will be to allow a fourth student on the entry team.

M 1.4.6 Evolution

A set of prescribed actions by one (1) instructor and three (3) students (maximum of 4 individuals) which includes entering the structure, participating in the specialized training, and safely exiting the structure.

M 1.4.7 Fire/EMS/Safety Center

Fire/EMS/Safety Center is a branch of the Minnesota State Colleges and Universities Office of The Chancellor and is responsible for program over site of Fire Service, Emergency Medical Services, Campus Safety, Environmental and Industrial Health, and Mine Safety and Health Administration training within Minnesota State Colleges and Universities institutions.

M 1.4.8 Statewide Fire Service Coordinator

The Statewide Fire Service Coordinator is an employee of Minnesota State Colleges and Universities, Office of The Chancellor, Fire/EMS/Safety Center.

M 1.4.9 Instructor-in-Charge

A Minnesota State Colleges and Universities Staff qualified by the Fire/EMS/Safety Center or the local college administration who shall be in charge of the live fire training activities (Operations Chief under the Incident Commander).

M 1.4.10 Instructor-in-Training

An individual in training, aspiring to become a qualified Burn Instructor for Minnesota State Colleges and Universities institution. This person will take instruction from the local college administration or a Statewide Fire Service Coordinator or other qualified instructor trainer. **This person is not to perform in an instructor role.**

M 1.4.11 Instructor-to-Student Ratio

The "Instructor-to-Student Ratio" refers only to the process of taking entry teams through the evolution. One (1) qualified burn instructor with the **attack team** of normally three (3) students; one (1) qualified burn instructor with the **backup team** of normally three (3) students. In most cases you will then have one (1) qualified burn instructor with the **last attack team** of normally three (3) students in rehab performing a critique. One (1) qualified burn instructor functioning as **safety**.

NOTE: To determine the number of qualified burn instructors needed for the evolution consider the following: 1) the time you have to perform the training drill; 2) the total number of students; 3) the number of entry teams; 4) the ambient temperature. Generally if you have 20 - 25 students and 3 - 4 hours to complete the training, you will need four (4) instructors.

M 1.4.12 Live Fire

Any unconfined open flame or device, which can propagate fire to the building or other equipment or combustible materials.

M 1.4.13 Minnesota State Colleges and Universities

Minnesota State Colleges and Universities is an educational system that provides training and education.

M 1.4.14 MN-OSHA

Minnesota Department of Labor and Industry Occupational Safety And Health Administration

M 1.4.15 MPCA

Minnesota Pollution Control Agency

M 1.4.16 NFPA

National Fire Protection Association.

M 1.4.17 Operations Area

The operations area will be established by the Safety Officer. It is the area where a hazard may exist for personnel without protective clothing. The operations area may change during the training session.

M 1.4.18 Participant

Any student, instructor, safety officer, visitor or other person who is within the operations area.

M 1.4.19 Participant Accountability System

A standard accountability system that the local department may have in place or the local college will provide the accountability system if one is not present. All participants will be on the system.

M 1.4.20 Training Center Burn Building

A structure, vehicle or trailer specifically designed to conduct live fire training evolutions on a repetitive basis. It shall not include a structure which is primarily used for training in the use of breathing apparatus where only smoke conditions are created and the trainee is not subjected to risk or the effects of fire other than the smoke produced.

M 1.4.21 Rapid Intervention Crew/Team

A 5-person team of skilled individuals qualified by the Fire/EMS/Safety Center or local college administration staff to maintain a state of readiness for the purpose of retrieving participants in case of emergency. Appropriate RIC/RIT equipment will be positioned outside the operations area for immediate deployment at all live fire-training activities. The team leader will work directly with the safety officer.

M 1.4.22 Rehabilitation Area

An area outside of the operations area where participants can receive rest and rehabilitation.

M 1.4.23 Safety Officer

An individual qualified by the Fire/EMS/Safety Center or local college administration staff to maintain a safe working environment at all live fire-training activities. This person shall be a qualified burn instructor. This person will also act as ignition officer.

M 1.4.24 Student

Any person who is present at the live fire training evolution for the purpose of receiving training.

M 1.5.0 References

The following documents or portions thereof are referenced within this standard and shall be considered part of the requirements of this standard. The edition indicated for each reference is current as of the date of the NFPA issuance of this document. These references are listed separately to facilitate updating to the latest edition by the user.

M 1.5.1 NFPA Publications (always the most current version)

National Fire Protection Association, One Batterymarch Park, Quincy, MA 02269.

NFPA 30 Flammable and Combustible Liquids Code

NFPA 1001 Standard for Fire Fighter Professional Qualifications

NFPA 1041 Standard for Fire Service Instructor Professional Qualifications

NFPA 1231 Standard on Water Supplies for Suburban and Rural Fire Fighting

NFPA 1561	Standard for Fire Department Incident Management System
NFPA 1971	Standard on Protective Clothing for Structural Firefighting
NFPA 1972	Standard on Helmets for Structural Firefighting
NFPA 1973	Standard on Gloves for Structural Firefighting
NFPA 1974	Standard for Protective Footwear for Structural Firefighting
NFPA 1975	Standard on Station/Work Uniforms for Fire Fighters
NFPA 1981	Standard on Self-Contained Breathing Apparatus for Fire Fighters
NFPA 1982	Standard on Personal Alert Safety Systems (PASS) for Fire Fighters

M 1.5.2 Other Publications

OSHA Fire Brigade Regulations, 29 CFR 1910.156 (e) (2) (ii) and (e) (2) (iii), Protective footwear. U.S. Government Printing Office, Washington, DC

M 2.0 STUDENT PREREQUISITES

M 2.1.0 Minimum Training

M 2.1.1 - In order to ensure safe operations during a live fire training exercise, all participating students shall have achieved a minimum level of basic training.

NOTE: The actual interior structural or exterior fire attack evolution is normally conducted for one of two purposes. One (1), as the final phase of basic training; or two (2), as an ongoing means of maintaining and improving learned skills. In both instances, the live fire training evolutions are a means whereby the firefighter can collectively display many combinations of earlier learned skills and acquire an appreciation of the necessary safety aspects associated with structural fire fighting.

M 2.1.2 - Prior to being permitted to participate in live fire training evolutions, the student shall have received training to meet the performance objectives Sections 5-1 through 5-5 of for FIRE FIGHTER I of the NFPA 1001, Standard for FIRE FIGHTER PROFESSIONAL QUALIFICATIONS. Students who are currently enrolled in a Minnesota State Colleges and Universities Basic Firefighter Section A & B Courses or Firefighter I/II course shall be allowed to participate towards the end of the course.

(1) Safety	(6) Fire hose, appliances, and streams
(2) Fire behavior	(7) Overhaul
(3) Portable extinguishers	(8) Water supply
(4) Personal protective equipment	(9) Ventilation
(5) Ladders	(10) Forcible entry

M 2.1.3 - Students participating in a live fire training evolution, who have received the required minimum basic training from other than the Minnesota State Colleges and

Universities staff, shall not be permitted to participate in any live fire training evolution without presenting prior written evidence of having successfully completed the prescribed minimum training to the levels specified in M 2.1.2 of this document.

NOTE: See Enclosed Form Number M 21.26
The type of written documentation required can vary depending upon the familiarity of the instructor with the level of training received by student participants who are employees of outside agencies. All outside agency student participants should be allowed to participate only as official representatives of an established organization. Prior documentation is required to facilitate planning of the training session.

M 2.2.0 *Explorers or Cadets*

M 2.2.1 - Explorers or Cadets may not participate in duties inside the operations area at any time, however they may participate in other duties outside the operations area that are deemed appropriate (i.e. filling of SCBA bottles etc.) and have the approval of a separate supervisor designated just for those person's activities.

M 3.0 STRUCTURES/PROPS

M 3.1.0 *General*

Strict safety practices shall be applied to all structures and props selected for live fire training evolutions. These practices will vary greatly in the degree of application when comparing burn building structures to acquired structures. By their nature, burn buildings and engineered props have been designed specifically for the purpose of repeated live fire training evolutions and include safeguards, which only become unacceptable hazards through misapplication of use or improper maintenance. Acquired structures and props, on the other hand, were neither designed nor intended for burn applications and through disrepair may lack even the fundamental elements of fire resistance.

NOTE: When training facility burn buildings and props are available it is recommended they be used instead of acquired structures and props.

M 3.2.0 *Preparation Of Training Center Burn Buildings/Trailers*

M 3.2.1 - All doors, windows and window scuttles, roof scuttles and automatic ventilators, mechanical equipment, lighting, manual or automatic sprinklers and stand-pipes necessary for the live fire training evolutions, shall be checked and operated, where appropriate, prior to any live fire training evolution to ensure correct operation.

M 3.2.2 - Training center burn buildings and props shall be left in a safe condition upon completion of live fire training evolutions. Debris hindering the access or egress of firefighters shall be removed before continuing further operation.

M 3.3.0 Procurement Of Acquired Buildings and Props

M 3.3.1 - Any building or prop, which is considered for a structural or exterior fire training exercise shall be properly prepared for the live fire training evolution. Preparation can range from application for proper permits and permissions to relinquishing the acquired building or prop after the live fire training evolution is completed.

M 3.3.2 - Ownership of the acquired building or prop shall be determined prior to acceptance by the Minnesota State Colleges and Universities staff. Evidence of clear title shall be required for all structures and props acquired for live fire training evolutions.

NOTE: The legal counsel representing the authority having jurisdiction prior to acceptance of the structure or prop should review information pertaining to the building or prop ownership.

M 3.3.3 - Written permission shall be secured from the structure or prop owner for the fire department to conduct live fire-training evolutions in the acquired building or prop. A clear indication of the anticipated condition of the acquired building or prop at the completion of the evolution(s) shall be indicated in writing and acknowledged by the structure owner.

NOTE: Forms (M 21.02,03, 04, 05) relating to the written permission of the building or prop owner should be reviewed by the legal counsel prior to final acceptance of the structure or prop.

M 3.3.4 - Proof of insurance cancellation or a signed statement of nonexistence of insurance shall be provided by the owner of the structure prior to acceptance of the acquired building or prop by the Minnesota State Colleges and Universities staff.

NOTE: Information (M 21.03) relating to the cancellation of insurance by the building or prop owner should be reviewed by the legal counsel prior to acceptance of the structure or prop.

M 3.3.5 - All appropriate and required permits to conduct live fire training evolutions shall be obtained. The permits specified in Section M 3-3 shall be provided to outside, contract, or other separate training agencies by the authority having jurisdiction upon the request of those agencies.

M 3.4.0 Preparation Of Acquired Building or Prop

M 3.4.1 - In preparation for live fire training, an inspection of the structure or prop shall be made to determine that the floors, walls, stairs, and other structural or prop components are able to withstanding the weight of contents, participants and accumulated water.

M 3.4.2 - Removal or neutralization of all hazardous storage or conditions, including asbestos, within the structure shall be accomplished by rules or statute. Closed containers and highly combustible material shall be removed. Oil tanks or similar closed vessels which cannot safely be removed shall be vented sufficiently to eliminate an explosion or over-pressure rupture, and any hazardous or combustible atmosphere within the tank or other vessel shall be rendered inert. Hazards potentially dangerous to participants such as floor openings, missing stair treads and rails, or other such hazards shall be repaired or made inaccessible.

<p>NOTE: Care must be exercised in the neutralization of hazards posed by closed tanks and vessels. Both the vessel and the contents may pose a hazard, which must be eliminated. Appropriate references or assistance should be consulted based on the specific circumstances encountered. The area within the tank should be filled with dry sand as a preferred means of rendering the internal atmosphere inert. Under no circumstances should water or other liquids be utilized as a means of making a tank or other closed vessel inert.</p>
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M 3.4.3 - In order to ensure participant personal safety from unforeseen environmental hazards, a careful examination of the building or prop shall be conducted to determine that the following items have been addressed, if applicable to the specific evolution:

- A. Floors, railings, stairs and access points shall be made safe prior to each evolution.
- B. Special attention shall be given to potential chimney hazards by removal of the chimney one foot below the roofline and the remove all pieces of the chimney from the roof surface. This will allow hot gases to escape the attic area and keep chimneypieces from falling on personnel. Hip roof boards maybe used in addition to the chimney to provide a vent for attic spaces. If necessary a traditional vent whole maybe applied as necessary.
- C. All walls and ceilings shall be intact or patched. If unable to repair or patch, the room will be sealed off.
- D. Debris creating or contributing to unsafe conditions shall be removed. Bricks from the chimney scattered around the building for example.
- E. Low-density combustible fiberboard and unconventional interior finishes such as carpet on walls shall be removed.

NOTE: Low-density combustible fiberboard has been implicated as a major factor in a number of fast spreading fires that resulted in fatalities. Unconventional interior finishes include burlap, artificial turf and carpet on the walls. Collapse of overhead structural members may result from the combined effect of 1) the weight of both live and dead overhead loads, and 2) the loss of structural integrity caused by fire. Linoleum is a potential fuel source, particularly after being preheated by repeated fire exposure, and thus may contribute to causing an unanticipated increase in fire.

- F. Furniture and mattress will be removed.
- G. Drop ceilings and framing will be evaluated for possible removal.
- H. Extraordinary weight above the training area shall be removed or the area below rendered inaccessible.
- I. Adequate ventilation opening(s) shall be made in the roof. Caution; do not over ventilate the roof.
- J. Utilities shall be disconnected and power line wires removed from the building.
- K. Consideration shall be given to potential hazards of toxic weeds, insect hives, and vermin and will be removed as needed.
- L. An inspection by a licensed asbestos inspector and all forms of asbestos deemed hazardous to personnel shall be removed by Minnesota Pollution Control Agency (MPCA) and MN-OSHA rules. Copies of the inspectors report shall be viewed prior to training.
- M. Vehicles used as props for live fire training shall have all fluid reservoirs, tanks, shock absorbers, drive shafts, and other gas-filled closed containers removed, vented, or drained prior to any ignition.

M 3.4.3.1 - Roof ventilation openings that are normally closed, but can be opened in the event of an emergency, may be utilized. These may consist of pre-cut panels or hinged covers.

M 3.4.4 - Buildings, which cannot be made safe as required by section M 3.4.0, shall not be utilized for interior live fire training evolutions.

M 3.5.0 *Exposures*

M 3.5.1 - Adjacent buildings or property that could become involved shall be properly protected or removed.

M 3.5.2 - Utility services adjacent to the building shall be removed or protected.

M 3.5.3 - Wood, brush, or surrounding vegetation, which pose a hazard to participants, shall be removed. Combustible materials, other than those intended for the live fire training evolution, shall be removed from the structure or stored in protected area to preclude accidental ignition.

M 3.5.4 - Property adjacent to the building or prop that could be affected by the smoke from the building, shall be identified and the persons-in-charge informed about the date and time of the live fire training evolution.

M 3.5.5 - Streets or highways in the vicinity of the building or props shall be surveyed for potential effects from live fire training evolutions. Appropriate safeguards shall be taken to eliminate any possible hazard to motorists. Such safeguards may include street closing, re-routing traffic, and police traffic control.

M 3.5.6 - Pedestrian traffic in the vicinity of the building or prop shall be kept clear of the "operations area" of the live burn. Fire lines shall be established for this purpose.

M 3.5.7 - Awareness of weather conditions, wind velocity and wind direction shall be maintained. In all cases, immediately before actual ignition, a final check shall be made for changes in weather conditions.

M 3.6.0 Water Supply/Extinguishing Agent

M 3.6.1 - The water supply for any individual live fire training evolutions shall be assessed based on the extent of the evolutions, size of the structure or prop, the contents of the building to be involved, method of attack to be employed, protection of exposures and reserves for potential contingencies.

M 3.6.2 - The minimum water supply and delivery for the live fire training evolutions shall meet the criteria identified in NFPA 1142, standard on Water Supplies for Suburban and Rural Fire Fighting.

M 3.6.3 - A minimum reserve of additional water in the amount of 50 percent of the fire flow demand in section M 3.6.2 of this document shall be available to handle exposure protection or unforeseen situations.

M 3.6.4 - Separate sources shall be utilized for supply of attack lines and back up lines in order to preclude the loss of both water supply sources at the same time.

For flammable metal fires, there shall be a sufficient quantity of the proper extinguishing agent available so that all attack crews have an adequate supply as well as a 150 percent reserve for the use of the backup crews.

NOTE: Two separate pumpers should be used to supply the attack and back-up lines. If a public water supply system is used, two pumpers on **two different hydrants** should be used. Two pumpers drafting from the same pond, river and/or folding tanks would also be appropriate if the source contains sufficient usable water. Reliability should be considered when determining what constitutes a separate source. The intent of this section is to prevent the simultaneous loss of both attack lines and back-up lines in the event of a pump or water supply failure.

M 3.7.0 Vehicle Parking/Staging

M 3.7.1 - Adequate areas for staging, operating, and parking of fire apparatus that will be used in the live fire training evolution shall be designated.

M 3.7.2 - An area shall be designated to park fire apparatus and vehicles, which are not a part of the evolution so as not to interfere with the fire-ground operations.

M 3.7.3 - If required, parking areas for police vehicles or for the news media shall be designated.

M 3.7.4 - A parking area for an ambulance or emergency medical service vehicle shall be designated. Consideration shall be given to locating this area for prompt response in the event of a personal injury to participants in the evolution.

M 3.7.5 - Consideration shall be given to the designation and layout of enter/exit in order to assure their availability in the event of an emergency.

M 3.8.0 Drill Site Pre-burn Briefing Session

M 3.8.1 - Prior to conducting actual live fire training evolutions in the building or prop, a site pre-burn briefing session shall be conducted for all participants. All evolutions to be conducted shall be discussed and assignments shall be made for all crews participating in the training session.

M 3.8.2 - A site plan shall be prepared for the structure or props and shall be utilized in the pre-burn briefing sessions. All interior rooms, hallways, exterior openings and access and egress points shall be indicated on the plan. See M 20.08

M 3.8.3 - Prior to conducting any live fire training in the structure, all participants shall walk through the structure, have a knowledge and familiarity with the layout of the building and the emergency evacuation signal in the event emergency evacuation becomes necessary.

M 3.9.0 *Spectator Safety*

M 3.9.1 - The Safety Officer shall establish an area to be restricted by all spectators outside of the operations area perimeter.

M 3.9.2 - Appropriate control measures such as ropes, signs, or other fire line markings shall be posted to indicate the perimeter of the operations area.

M 3.9.3 - Visitors allowed to observe operations, and allowed within the operations area perimeter, shall be escorted at all times, and shall be equipped with protective clothing in accordance with section M 5.3.0 of this standard.

M 4.0 NFPA 1403 FUEL REQUIREMENTS

M 4.1.0 *Fuels And Materials*

The known burning characteristics of such fuels that are utilized in live fire training evolutions shall be of a nature to be as controllable as possible. Unidentified materials, such as debris found in or around the structure or prop, materials of undetermined composition, which may burn in unanticipated ways, react violently, or create environmental or health hazards, shall not be used. Materials shall be used in only the amounts necessary to create the desired size fire. **No flammable or combustible liquids of any type shall be used during interior structure training evolutions.**

<p>NOTE: Acceptable Class A materials include straw, wooden pallets, hay, pine excelsior and other ordinary combustibles. A reasonable effort should be made to ascertain that straw or hay, if used, has not been treated with pesticides or other harmful chemicals.</p>

M 4.1.2 - The use of flammable or combustible liquids, as defined in NFPA 30, Flammable and Combustible Liquids Code, shall be prohibited for use in live interior structure fire training evolutions.

***Exception:** Limited quantities of combustible liquid with a flash point above 100 °F (38 °C) shall be permitted to be used in a training center burn building that has been specifically engineered to accommodate this fuel.*

All props that use pressure to move fuel to the fire shall be equipped with remote fuel shutoffs. The remote fuel shutoff shall be within site of the prop, and the entire field of

attack for the prop, but shall be outside of the safety perimeter. During the entire time the prop is in use, the remote shutoff shall be continuously attended by safety personnel trained in its operation.

Liquefied petroleum gas props shall be equipped with all safety features as described in NFPA 58, Standard for the Storage and Handling of Liquefied Petroleum Gases, and NFPA 59, Standard for the Storage and Handling of Liquefied Petroleum Gases at Utility Gas Plants. Where the evolution involves the failure of a safety feature, the failed part shall be located downstream from the properly functioning safety feature.

Measures shall be taken where using flammable or combustible liquids to prevent runoff from contaminating the surrounding area. There shall be oil separators for cleaning the runoff water.

M 4.1.3 - Small amounts of uncontaminated diesel fuel or kerosene may be used for final burn down after the training evolutions are over. In our experiences, the building is usually hot enough and is dried out enough and there is no need for combustible liquids.

NOTE: All safety containers used to store combustibles will be approved or listed by a testing laboratory and labeled in the following manner as to the contents; vertical blue and white stripes approximately 3 to 4 inches in width alternating vertically around the total circumference of the container. This is so they do not get mistaken for normal department safety containers which are general solid red in color and generally have gasoline stored in them. When using a combustible liquid in an area that is or has been heated above the flash point of that combustible liquid, that liquid may react as violently as a flammable liquid.

M 4.2.0 Fire Growth

M 4.2.0 - The instructor-in-charge shall assess the selected fire room environment for factors that will affect the growth, development, and spread of fire.

M 4.2.1 - The instructor-in-charge, as a minimum, shall document fuel loading, including furnishings; wall and floor coverings and ceiling materials; type of construction of the structure, including type of roof and combustible void spaces; and room dimensions.

M 4.2.3 - The training exercise shall be immediately stopped if the instructor-in-charge determines through continuing assessments that the combustible nature of the environment represents a potential hazard. The exercise shall continue only when the appropriate actions have been taken to reduce the hazard.

M 5.0 SAFETY

M 5.1.0 Safety Officer

M 5.1.1 - A Safety Officer shall be appointed for all live fire training evolutions. **The Safety Officer will be a qualified burn instructor.**

M 5.1.2 - The Safety Officer shall have the authority, regardless of rank, to intervene and correct any aspect of the operations when, in his/her judgment, a potential or real danger, accident, or unsafe condition exists.

M 5.1.3 - Responsibilities of the Safety Officer shall include but not be limited to:

- A. Prevention of unsafe acts.
- B. Elimination of unsafe conditions.
- C. Ignition of fires
- D. See that personnel are **drinking plenty of fluids that are high in potassium, such as sport drinks** prior to participating in the training evolutions.

M 5.1.4 - The Safety Officer shall be responsible for the safety of all persons on the scene including students, instructors, visitors, and spectators. The safety officer will supervise the rapid intervention crew (RIC)

M 5.1.5 - The Safety Officer shall not be assigned other duties inconsistent with safety responsibilities.

M 5.1.6 - The safety officer shall be knowledgeable in the operation and location of safety features available within the burn building, such as emergency shutoff switches, gas shutoff valves, and evacuation alarms.

M 5.2.0 Other Safety Officer Requirements

M 5.2.1 - Sufficient back-up lines shall be provided to ensure adequate protection for personnel on training attack lines. One additional 1 ½ inch minimum charged hose line will be placed in the room next to the instructor. This line will be supplied by the backup line engine.

M 5.2.2 - The Instructor-In-Charge of the live fire training evolutions shall determine, prior to each specific evolution, how many training attack lines and back-up lines will be necessary. Each hose line shall be capable of delivering a minimum of 95 G.P.M.

The Instructor-In-Charge shall then:

- A. Assign one (1) instructor to each functional crew, which shall not exceed five (3) students per functional crew,

- B. Assign one (1) instructor to each "back-up line",
- C. Assign sufficient additional personnel (hose tenders) to hose lines to provide mobility,
- D. Assign one (1) additional instructor for each additional functional assignment.

NOTE: A minimum flow rate of 95 gallons per minute is required in order to have adequate quantities of water/extinguishing agent available to handle the planned evolution plus a reserve for unanticipated emergencies. The appropriate quantity and exact flow rates that will be needed for fire control and extinguishment should be calculated in advance, and certain factors such as equipment, personal, fire area, and topography should be taken into consideration. Knowledge of the hose line sizes, types of nozzles, what fire stream will be utilized, and the principles of fire attack and deployment will aid in determining the exact flow rates which will be necessary.

M 5.2.3 - Additional safety personnel, as deemed necessary by the Safety Officer, shall be strategically placed within the structure to react to any unplanned or threatening situation or condition. This team shall not be the designated exterior back line as required by MN-OSHA.

M 5.2.4 - A method of fire ground communications shall be established to coordinate command, interior divisions/sectors, exterior divisions/sectors, the Safety Officer, and external requests for assistance.

M 5.2.5 - A building or prop evacuation plan shall be established and an evacuation signal shall be demonstrated to all participants in the live fire training evolution.

NOTE: Participants involved in the live fire training evolution should be instructed to report to a pre-determined location for a roll call should evacuation of the building or prop be signaled. Instructors should report immediately to the Instructor-In-Charge any personnel not accounted for. Examples of an evacuation signal which could be used include a whistle, apparatus air horn, or high-low electronic siren or mechanical siren.

M 5.2.6 - Emergency medical services shall be available on site to handle any injuries. Written reports shall be made on all injuries and on all medical aid rendered.

M 5.2.7 - One person shall be designated as the "ignition officer" to control the materials being burned and to ignite the training fire in the presence of and under the direct supervision of the Safety Officer. This person shall not be a student and shall wear full protective clothing including self-contained breathing apparatus as required in section M 5.3.0 of this document. A charged hose line shall accompany the ignition officer when igniting fires. The decision to ignite the training fire shall be made by the Instructor-In-Charge in coordination with the Safety Officer.

M 5.2.8 - No person(s) shall be placed inside the building or prop that has live fire burning, to play the role of victim. A thorough search of the structure shall be conducted to ensure that no unauthorized persons, animals or objects are in the structure immediately prior to ignition.

M 5.2.9 - Where concurrent, multiple live fire training evolutions are being conducted in a specifically designed burn building, the identity of the instructor-in-charge of the evolutions shall be clear to all participants. It shall be this instructor's responsibility to coordinate overall burn building fireground activities to ensure proper levels of safety.

M 5.3.0 *Protective Clothing And Equipment*

M 5.3.1 - Each participant involved in live fire operations shall be equipped with full protective clothing and self-contained breathing apparatus (SCBA). All participants shall be inspected by the Safety Officer to ensure the protective clothing and SCBA are being properly worn prior to entry into a live fire training evolution.

M 5.3.1.1 - Protective equipment shall meet the requirements of NFPA 1971, Standard on Protective Ensemble For Structure Fire Fighting and MN-OSHA rule.

M 5.3.1.2 - Self-Contained breathing apparatus, (SCBA) shall meet the requirements of NFPA 1981, Standard on Self-Contained Breathing Apparatus for Fire Fighters and MN-OSHA rule.

M 5.3.1.3 - Protective footwear shall meet the requirements of NFPA 1971, MN-OSHA rule and 29 CFR 1910.156 (e) (2) (ii) and (e) (2) (iii), OSHA, Fire Brigades Standards.

M 5.3.1.4 - Where station or work uniforms are worn by any participant, the station or work uniform shall meet the requirements of NFPA 1975, Standard on Station/Work Uniforms for Fire Fighters and MN-OSHA rule.

<p>NOTE: Clothing worn under protective clothing can degrade and cause injury to the wearer, even without damaging the protective clothing. All persons should be aware of the dangers of clothing that is made from certain all-synthetic materials melting, sticking to, and burning the wearer, even though protective clothing meeting NFPA and MN-OSHA rules is worn over this clothing. Any clothing worn under protective clothing, such as shirts, pants, underwear, sweatshirts, etc., should meet the requirements of NFPA, Standard on Station/Work Uniform for Firefighters, whenever possible, or at least be selected for the fabrics ability to resist ignition or melting. Fire retardant fabrics and all natural fibers should be given consideration.</p>
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M 5.3.1.7 - Where personal alarm devices are used by any participant, the device shall meet the requirements of NFPA 1982, Standard on Personal Alert Safety System (PASS) for Fire Fighters and MN- OSHA rule.

M 5.3.2 - All students, instructors, safety personnel, and other personnel shall wear all protective clothing and equipment specified in M 5.3.0 whenever these persons are involved in any training evolution or fire suppression operation inside the operations area.

M 5.3.3 - All students, instructors, safety personnel, and other personnel participating in any evolution or fire suppression operation during the live fire training evolution shall breath from the SCBA air supply whenever one or more of the following conditions exist:

- 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 or in a confined space as defined by MN-OSHA.

NOTE: No one should be allowed to breath smoke, toxic vapors or fumes, products of combustion, or other contaminated atmospheres, or be exposed to an oxygen deficient atmosphere.

M 5.4.0 *Accountability*

M 5.4.1 - An Accountability Passport System will be established at each training site. Each participant will be issued 2 personalized nametags. The 1st nametag will be used by the Accountability Officer to identify all those on the training ground; the 2nd will identify those in the operations area.

M 5.4.2 - Instructors are responsible to ensure the Accountability Officer is in possession of their tags prior to entry.

M 5.4.3 - In the event that the host fire department does not use an accountability system or uses something other than a passport system, each member entering the operations area will be issued a blank white tag on which they will write their rank, initial of their first name and their complete last name in grease pencil. Upon exiting the operations area each participant will collect their passport, and state to the accountability officer that their crew is present and intact. Their names may now be erased.

Note: Firefighters will NOT be taken off the system unless they report only to the Accountability Officer in person and **as a crew**. A firefighter absent from their crew when reporting will be presumed lost in the operations area until proven otherwise.

M 5.4.4 - The Accountability Officer upon receiving tags from the next in crew will report on a tactical worksheet, the names of those entering, the time they entered, what position they entered on, the level of fire they encountered, the activities they performed and what time they exited.

M 5.4.5 - This tactical work sheet will go on file in the office of the Burn Coordinator in the event of future reference.

M 5.4.6 - The person(s) assigned as an Accountability Officer will take direct from the Safety Officer.

M 5.5.0 *Rapid Intervention Crew/Team and Rescue Plans*

M 5.5.1 – A 5-person rapid intervention crew (RIC/T) as reference in NFPA 1500, of skilled individuals qualified by the Fire/EMS/Safety Center or local college administration staff to maintain a state of readiness for the purpose of retrieving participants in case of emergency. Appropriate RIT equipment will be positioned outside the operations area for immediate deployment at all live fire-training activities. The team leader will work directly with the safety officer.

M 5.5.2 – In the event that a rescue or assistance needs to be provided to a down or distressed firefighter a MAYDAY message will be issued. If firefighters report problems to their supervisors without issuing a mayday, ANY personnel on the training ground may issue one for them if they feel conditions warrant.

M 5.5.3 – The on-scene rapid intervention crew will be sent to the area of the incident.

M 5.5.4 – If an interior crew mayday alarm is initiated, the nearest interior or exterior back-up line will immediately search and assess the situation and conditions. Communicate their findings to the command staff and start rescue or fire control if able.

M 5.5.5 – If the on-scene resources or not adequate based on the situation, additional resources will be immediately dispatched to the scene.

M 5.5.6 – In the event that the interior back up line is also in distress and cannot search and assess the next due back up line will perform this function. The next in attack crew will still become the RIT and staged crews will move up and await assignment.

M 5.5.7 – An accountability or ‘PAR’ check will be conducted by the IC of those in the operations area as early on as possible. Distressed firefighters will be identified by name.

M 5.5.8 – If an exterior crew mayday alarm is initiated, the next in attack lines will assist the RIC. Back up lines will remain in stand by mode for interior crews.

M 5.5.9 – All instructors will be given training on RIC, terminology, and RIC rescue concepts and operations regardless of previous background.

M 5.6.0 *Medical and Rehabilitation*

M 5.6.1 – Rehab area supervisor will ensure crews are rested, and fluids are replenished before further participation in training exercises.

M 5.6.2 – Training will be postponed until adequate crews are assembled.

M 5.6.3 – Vital signs will be taken of participants who enter the burn building before and after each training evolution.

M 5.6.4 – EMS crew of at least First Responder Level will stage near the rehab area to provide medical care if necessary.

M 5.6.5 – The rehab area shall be of sufficient size to handle the number of participants on the training scene to rest and provide protection from adverse weather.

M 6.0 INSTRUCTOR REQUIREMENTS

M 6.1.0 *Instructor Requirements*

All instructors shall be deemed qualified to deliver live fire and structural firefighting training by the Fire/EMS/Safety Center staff and the local college administration.

NOTE: Instructors should meet the criteria outlined in NFPA 1041, Fire Service Instructor Professional Qualifications, for Level II Instructor or higher.

M 6.1.2 - The participating student-instructor ratio shall not be greater than three (3) to one (1). Every effort will be made to assign instructors to meet these ratios:
Level 1 Training Session = normally 3 Students and a minimum of 1 Instructor.
Level 2 Training Session = normally 3 Students and a minimum of 1 Instructor.
Level 3 Training Session = normally 5 Students and a minimum of 2 Instructors.

NOTE: It is important that the participating student-to-instructor ratio be monitored so as to not exceed the span of control necessary to provide for the safe and proper supervision of

trainees. In Minnesota the ratio will normally be three (3) students and a minimum of one (1) Instructor.

The INSTRUCTOR-TO- STUDENT RATIO refers only to the process of taking entry teams through the evolution. One (1) qualified burn instructor with the **attack team** of normally three (3) students, one (1) qualified burn instructor with the **backup team** of normally three (3) students. In most cases you will then have one (1) qualified burn instructor with the **last attack team** of normally three (3) students in rehab performing a critique. One (1) qualified burn instructor performing the duties of the **safety officer**.

NOTE: To determine the number of qualified burn instructors needed for the evolution consider the following;

1. The time you have to perform the evolutions. If you have all day and your instructors are willing and able to work hard, then you could possibly, with adequate time for rehab, conduct the evolution with less than four instructors.
2. If you are conducting the evolutions with a goal of being completed in approximately four hours and you have 25 - 30 students to enter the structure, then you will most likely need four instructors and possibly more: one instructor inside with an entry team; one instructor on backup; one instructor in rehab critiquing, who when finished will brief the next entry team and ready them; and one instructor on safety.
3. **REMEMBER SAFETY OF ALL IS EXTREMELY IMPORTANT**

M 6.1.3 - Other factors such as extreme temperatures, larger groups, long duration classes, etc. shall be taken into consideration and additional instructors shall be designated as deemed necessary to secure proper levels of safety.

M 6.1.4 - Instructors responsible for conducting live fire-training evolutions with a gas-fueled training system shall be trained properly in the complete operation of the system. The training of instructors shall be performed by an individual authorized by the system manufacturer.

M 6.2.0 *Instructor Responsibilities*

M 6.2.1 - The instructor-in-charge shall be responsible for full compliance with this document.

M 6.2.2 - Prior to the ignition of any fire, instructors shall ensure that all protective clothing and equipment be used as specified in M 5.3.0 of this document.

M 6.2.3 - Instructors shall verify that all participants are on the accountability system and accounted for by making a head count both when entering and exiting an actual attack evolution conducted in accordance with this document. Instructors shall closely monitor and supervise all assigned students during the live fire training evolution.

M 6.2.4 - The instructor-in-charge shall provide for rest and rehabilitation of members operating at the scene, including any necessary medical evaluation and treatment, food and fluid replenishment, and relief from climatic conditions.

M 7.0 REPORT FORMS AND RECORDS

M 7.1.0 *Sample Forms And Records*

The following records and reports shall be maintained on all live training evolutions in accordance with the requirements of this standard.

- A. An accounting of the activities conducted.
- B. A listing of instructors present and their assignments.
- C. A listing of all other participants.
- D. Documentation of unusual conditions encountered.
- E. Any injuries incurred and treatment rendered.
- F. Any changes or deterioration in the structure.
- G. Documentation of the condition of the premises and adjacent area at the conclusion of the training exercise.
- H. The forms listed in section M 20.0 shows a list of forms, some of which are supplied, that are required to be filled out or acquired as stated in this document..

M 7.2.0 - For acquired buildings and props, records and permits pertaining to the structure or prop shall be completed. See section M 21.0

M 7.3.0 - Upon completion of the training session the acquired building or prop shall be formally turned over to the control of the property owner. A standard form shall be executed showing the transfer in authority for the building or prop.

M 7.4.0 - A post-training critique session, complete with documentation, shall be conducted to evaluate student performance and reinforce the learning experience of all participants.

M 8.0 MINNESOTA STATE COLLEGES AND UNIVERSITIES INSTRUCTOR POLICY AND PROCEDURES

M 8.1.0 Instructor Categories

M 8.1.1 General Comments

There are a number of policies, which must be followed to ensure maximum safety. This type of training has a high hazard potential. It is most important to remember that **WHAT THE STUDENTS SEE YOU DO AS AN INSTRUCTOR, RIGHT OR WRONG, THE STUDENTS WILL REMEMBER.** Therefore, with that in mind, you can see why the Fire/EMS/Safety Center and Minnesota State Colleges and Universities require a high level of competence in Live Burn Instructors. This may mean that the **INSTRUCTOR- IN-TRAINING** may remain in training for some time. The length of time that you are an **INSTRUCTOR-IN-TRAINING** is dependent on a number of general factors:

1. The number of **pre-burn classes** you attend with a Statewide Fire Service Coordinator or a qualified Minnesota State Colleges and Universities burn instructor.
2. The number of **burns** you are able to attend with a Statewide Fire Service Coordinator or a qualified Minnesota State Colleges and Universities burn instructor.
3. How fast you learn the procedures and the curriculum for this type of training.
4. How well you perform your practice teaching at a live burn.

M 8.1.2 - You will receive notice or a contract from the Minnesota State Colleges and Universities institution if you are needed as an instructor at a burn.

M 8.1.3 - If instructors receive information that a structure is available, you must first notify the local college Fire Coordinator so he/she can schedule the training and complete necessary paper work.

M 8.1.4 - Live fire training should be a learning session for the individual involved. It is imperative that this type of training session does not become a bad experience or a test for the student. At a drill such as this, it may be tempting to build a fire, which is too large for the students. Students must be analyzed to determine the type and size of fire to be built for them, so as to match their experience level. Students must be informed as to what they will see and what is expected of them while they are with you.

M 8.1.5 - It is the policy of Minnesota State Colleges and Universities and the Fire/EMS/Safety Center that the Burn Instructor be as safety conscious as possible. This means you will be held accountable for unsafe acts such as damaged protective equipment, injuries to students, out-of-control situations.

M 8.2.0 Burn Procedures

M 8.2.1 Pre-Burn Class

The host department or the Minnesota State Colleges and Universities institution shall arrange for a pre-burn class to be held prior to the training burn. If the department members who will be participating in the live fire training have previously participated in a preburn class or a live burn training within the past year then the preburn class may be waived. The Instructor In-Charge and the Local Chief will make that determination. The interior structure burn lesson plan is enclosed in this document. Only those instructors qualified as Pre-Burn Instructors in accordance with this document will be allowed to instruct this class. Exterior live fire training classes will use approved Minnesota State Colleges and Universities curriculum.

M 8.3.0 Pre-Burn Class Instructors Qualifications

M 8.3.1 Pre-Burn Class Instructors Qualifications

The Minnesota State Colleges and Universities institution will schedule a Statewide Fire Service Coordinator for evaluation purposes of personnel who are ready to qualify as Pre-Burn Instructors.

Individual qualifications for personnel, desiring to become a Pre-Burn Instructor for an institution of the Minnesota State Colleges and Universities:

1. Completion of a fire department or Minnesota State Colleges and Universities sponsored or approved course meeting NFPA 1001 training objectives or its equivalent.
2. Completion of an entry-level instructor training course equivalent to NFPA 1041 Instructor II.
3. Have adequate fire suppression crew leader (5 years minimum) experience and knowledge as demonstrated by credentials or resume, which shall be examined by Minnesota State Colleges and Universities staff.

4. Be knowledgeable of the protective clothing meeting the requirements of the National Fire Protection Association (NFPA) and MN-OSHA rule.
5. Team teach with a Statewide Fire Service Coordinator or a qualified burn instructor at a prescribed number of pre-burn class sessions or as determined by the Minnesota State Colleges and Universities staff.
6. Participate and be familiar with the training procedures which are conducted at a live fire burn drill as defined in this manual.
7. Participation requirements for the Pre-Burn Instructor in training are minimums and evaluation and final decision will be by the Minnesota State Colleges and Universities staff. A Pre-Burn Instructor may return to **Instructor-in-Training** status for refresher purposes.

M 8.4.0 Burn Class Instructors Qualifications

M 8.4.1 Burn Instructors Qualifications

The Minnesota State Colleges and Universities institution will schedule a Statewide Fire Service Coordinator for evaluation purposes of personnel who are ready to qualify as Burn Instructors.

Individual qualifications for personnel, desiring to become a Burn Instructor for the Minnesota State Colleges and Universities:

1. Completion of a fire department or Minnesota State Colleges and Universities sponsored or approved course meeting NFPA 1001 training objectives or its equivalent.
2. Completion of an entry-level instructor training course equivalent to NFPA 1041 Instructor II.
3. Have adequate fire suppression crew leader (5 years minimum) experience and knowledge as demonstrated by credentials or resume, which shall be examined by Minnesota State Colleges and Universities staff.
4. Be equipped with protective clothing meeting the requirements of NFPA and MN-OSHA rule.
5. Team teach with a Statewide Fire Service Coordinator or a qualified burn instructor at a prescribed number of live fire burn drills or as determined by the Minnesota State Colleges and Universities staff.

6. Participate as an Instructor-in-training to a burn instructor at a prescribed number of live fire burn drills or as determined by Minnesota State Colleges and Universities staff. This will include preparing the structure or prop and area for training. Preparing the ignitable materials under the supervision of the Instructor-In-Charge.
7. Participation requirements for the Burn Instructor are minimums only and evaluation and final decision will be by the Minnesota State Colleges and Universities staff. In most cases this will be made by the Instructor-In-Charge. A burn instructor may return to **Instructor-In-Training** status for refresher purposes.

M 8.5.0 Instructors-In-Charge Qualifications and Responsibility

M 8.5.1 Instructor-In-Charge

Generally after you have been working as a Burn Instructor for a period of time, you should have gained enough experience to be able to conduct a live burn as the **Instructor-In-Charge**. This means you should be able to look at a potential building site or prop and determine:

1. If the structure or prop is training worthy.
2. What the exposure problems might be.
3. How many students the structure or prop will handle.
4. How much water and equipment is necessary.
5. Compliance with this document.

You will receive notice from your local college administration when you will represent Minnesota State Colleges and Universities as the Instructor-In-Charge.

M 8.6.0 Instructor Evaluation

M 8.6.1.1 - Burn Instructors will be evaluated by a Statewide Fire Service Coordinator and local college administration. Evaluations will be based on the attendance and scoring of the annual Burn Instructors Refresher Training Session and knowledge and familiarity of this document. There will be a continuous process conducted in the field at least annually to evaluate the performance displayed during training. This evaluation process will also identify those individuals who will qualify as an Instructor-In-Charge.

M 8.6.1.2 - Complaints which may arise from a fire department or any Minnesota State Colleges and Universities staff about a Burn Instructor in which one or more of the following occurs will cause an investigation:

1. Any person on the training ground is injured.
2. Melting or other damage to equipment.
3. Improper use of equipment.
4. Training methods not in accordance with Minnesota State Colleges and Universities state policy.
5. Non-constructive criticism of other instructors, trainees or the program during a training session.

<p>NOTE: If you are having a problem with procedures or personalities during a training session, talk to the Instructor-in-Charge. The Instructor-In-Charge will handle the situation at that time, and at the end of the training session report the incident to the local college administration. If local college administration does not address your concern, then submit written documentation to the District Coordinator if the situation requires it.</p>

M 8.6.1.3 - If a Burn Instructor fails to attend and pass the requirements of the annual Burn Instructor Refresher Training Session or is found to be in need of a refresher or retraining based on being inactive for one calendar year or the recommendation of the Minnesota State Colleges and Universities staff, or a substantiated complaint where one or more of the events listed in M 8.6.3 occurs, it will be the responsibility of a Statewide Fire Service Coordinator or local college administration to conduct a retraining session. During this time, the individual will not be allowed to act as a Burn Instructor or conduct a burn training session in conjunction with the Minnesota State Colleges and Universities system under any circumstances. The Minnesota State Colleges and Universities staff will determine when the individual is ready to resume responsibilities for structural burn training based on evaluation of the retraining sessions.

M 8.6.5 Instructor Evaluation Form

This form is available from Fire/EMS/Safety Center staff or your local college administrator.