

Cape Elizabeth Fire Department

Policy & Procedure Manual

Policy: Live Fire Pre-Burn Checklist

Section: Administration

Policy # 5.16

Date Effective: 01-27-2012

Purpose: To establish a check list to be filled out prior to conducting live fire training in the Town of Cape Elizabeth.

Responsibility: All fire department employees shall be familiar with the form and able to fill out and file with the Training Deputy after the training is complete.

Pre-Burn Check List

- Property owner of the acquired structure has signed off on the property to conduct the fire training and released liability (SOG 5.15) to burn the structure and a copy filed with the Fire Chief.
- Maine Outdoor open burning permit obtained
- Permission from Portland water district to utilize hydrants
- Notify Dispatch, Police and Public Works of training and potential for road closure
- Notify owners of adjacent properties of date and time of live fire training
- Conduct a visual survey of the structure and determine the structure to be sound for intended purpose
- Survey the work area surrounding this property and correcting any hazards (i.e., wells, large hole, tree hazards, utility pole and lines, etc.)
- Prepare site plan showing burn building, exposures, apparatus spotting, access roads, parking area, rehab area, water supply sources, command location, etc.
- Location of EMS vehicles, and allow for arriving and departing Rescues.
- Prepare burn building floor plan(s) with key structural details, dimensions, egress, exits, emergency escape routes, and potential hazards.
- Calculate water supply needs, delivery rate, and application rate as determined by ISO guild for determination of needed fire flow (NFF)
- Obtain apparatus, equipment and water supply to provide required NFF for the burn building and exposures, as well as providing for independent water supply source for water for the attack line and back up lines
- Identify all hazards and set up spectator barriers
- Identify and establish fire ground radio communications frequencies
- Obtain a weather forecast for the training day and prepare location of rehab near EMS area in the shade and out of the heat or in a warm structure in cold weather depending on season. Plenty of drinking water and food if longer than four hours of training.

BUILDING/SITE PREPARATION

- Emergency escape paths are identified
- All utilities are disconnected
- All extraordinary interior and exterior hazards have been removed

Next Revision 1/1/2016

Cape Elizabeth Fire Department

Policy & Procedure Manual

- Highly combustible interior and exterior ceiling covering were removed
- All holes in the floor, walls and ceilings are patched or otherwise safely secured
- Dead loads were removed from all floors and/or roof
- All vertical ventilation openings were pre-cut (min 4'X 4' opening for each separate or divided roof section) Trench cut as needed
- Fire room sets are to be Class A combustibles only (No flammable or combustible liquids)
- All window openings closed with the exception of the fire room and egress windows
- Doors were checked to ensure they will open and close completely; lock sets should be removed or rendered inoperable
- Stairways were made safe with railings in place
- Inside chimneys were undercut at each floor prior to final burn. Outside chimney will be brought to ground before operation begin
- All inside debris cleaned up
- All outside debris moved away from building
- All outside porch, decks, and steps are secured and safe
- Cistern, cesspool, wells, or other such ground openings were filled or otherwise protected
- All fuel tanks that are not removed have been checked to ensure they are emptied and vented
- Insect hives removed
- Exposures protected or removed
- No friable asbestos building materials were identified. If so removed by state licensed professionals
- Observation holes were cut in gable end

Burn Checklist

- Create full roster or accountability list of all participating personnel is established and maintained
- IMS established and specific assignments are made
- Briefing will be held by IC to detail the training goals, safety producers, evacuation signal and any other safety measures
- Crews are given a tour of the building and secondary escape routes identified
- Full PPE will be used throughout training by **all** personnel on the training site
- Ladders will be placed to window openings on floors above the ground level as necessary
- Caution has been used in placement of exposure protection lines
- No personnel above the fire floor unless directed by the IC
- All crews withdrawn from the building and a PAR taken prior to master stream/exterior attack commencing
- If evacuation is ordered a PAR will be done to ensure structure is clear

Cape Elizabeth Fire Department Policy & Procedure Manual

Water Flow Calculation

1 and 2 family dwellings not exceeding two stories		500 gpm for 2hrs
Distance between buildings	31ft – 100ft	750 gpm for 2hrs
“	“	11ft –30ft
“	“	10- Or less
		1,500 gpm for 2hrs

For larger structures use calculation in Live fire SOP

Total Water On-scene _____ Gallons Fire flow requirements _____ GPM

Staffing Assignments

Incident Command _____

Safety Officer _____

Interior Safety Officer _____

Igniter _____

Attack Engine PO _____

Back-up Engine PO _____

EMS Crew _____, _____

RIT Company (3) _____, _____,

Team 1
Leader _____

Students _____

Team 2
Leader _____

Students _____

Team 3
Leader _____

Students _____

Cape Elizabeth Fire Department Policy & Procedure Manual

Team 4
Leader _____

Students _____

Team 5
Leader _____

Students _____

Acknowledgements:

Date: _____

Burn Location: _____

Member completing Burn check sheet: _____

IC or Lead Instructor: _____

Chief Officer: _____

Safety Officer: _____

Training Site Sketch

Wind Direction & Speed

Submit this form to the Training Deputy upon completion of training.

Next Revision 1/1/2016