General Order and Directive Table of Contents

DIVISION 04: EDUCATION AND TRAINING

CHAPTER 01: REQUIRED TRAINING TO MAINTAIN OPERATIONAL STATUS

CHAPTER 02: REGISTERING FOR FIRE/EMS TRAINING COURSES

CHAPTER 03: VOLUNTEER RECRUIT TRAINING

CHAPTER 04: USE OF FIRE/EMS TRAINING ACADEMY FACILITIES

CHAPTER 05: LIVE FIRE TRAINING IN ACQUIRED STRUCTURES

CHAPTER 06: PARAMEDIC/FIRE FIGHTER INTERN PROGRAM

CHAPTER 07: FIRE FIGHTER/MEDIC JOINT APPRENTICESHIP TRAINING PROGRAM

CHAPTER 08: STATE OF MARYLAND CERTIFIED EMERGENCY VEHICLE OPERATOR CARD

CHAPTER 09: INFECTION CONTROL TRAINING

CHAPTER 10: APPLYING FOR ADVANCED LIFE SUPPORT (ALS) COURSES

NEW DOCUMENT

CHAPTER 11: RE-ENTRY TO EMERGENCY OPERATIONS PROGRAM (REOP)

NEW DOCUMENT

CHAPTER 12: MICRB, ACADEMY SPONSORSHIP/PRACTICE AND INTERIM STUDENT TEACHING

NEW DOCUMENT

CHAPTER 13: ADVANCED LIFE SUPPORT (ALS) INITIAL EDUCATION COURSE APPLICATION FOR PRINCE GEORGE’S COMMUNITY COLLEGE

NEW DOCUMENT
Chapter 01– Required Training to Maintain Operational Status

POLICY

This General Order shall outline the training that the Prince George’s County Fire/EMS Department requires in order to maintain operational status.

DEFINITIONS

Annual/Refresher Training – to include CPR/AED, EMT-Refresher, and Hazardous Materials Operations, SCBA Fit test, etc. required at regular intervals. These intervals vary depending on the respective certification. These training sessions can be used for re-certification purposes and are mandatory to maintain operational status.

Course Completion – accomplished when the employee/member has successfully completed the course requirements for a specific course of instruction.

Professional Certification in the Fire Service – professional qualification standards define the career paths available to fire service personnel and the professional requirement for both career and volunteer members at each level clearly and concisely. Certification will be obtained with the Maryland Fire Service Personnel Qualifications Board (MFSPQB) and/or the National Board on Fire Service Professional Qualifications System (NBFSPQS), and/or the International Fire Service Accreditation Congress (IFSAC).

Company/Station Drill – drills conducted by personnel at the station level for skills enhancement and/or additional knowledge.

These drills are typically not used for certification purposes.

Fire/EMS Training Academy (FETA) – the official training facility for the Prince Georges County Fire/EMS Department.

Maryland Fire & Rescue Institute (MFRI) – the State's comprehensive training and education system for emergency services.

Maryland Institute for Emergency Medical Services Systems (MIEMSS) - oversees and coordinates all components of the statewide EMS system in accordance with Maryland statute and regulation. This includes planning, operations, evaluation, and research.

Office of Human Resources Management (OHRM) Training & Career Development – provides Prince George’s County employee/members with a training program that will be competency-based and professionally-focused. Civilian, sworn, and volunteer personnel are eligible to attend these courses.

Training Standards – guides all training sessions and define what the content/objectives of a course will entail.

PROCEDURES

1. Required Training

Listed below are the continuing education and/or training hours to maintain operational status within the Fire/EMS Prince George’s County Department.
CPR for the Healthcare Professional / Professional Rescuer with AED

Training – An operational member of the Fire/EMS Department must maintain a valid Professional level CPR with AED certification.

- **Emergency Medical Technician (EMT) – Basic** – A 24-hour refresher class must be completed every 3 years to maintain the EMT-Basic certification. The EMT-Basic must also maintain a Healthcare Professional level CPR with AED certification.

- **First Responder** (personnel that have been members prior to September 20, 1994 and have completed First Responder), Must complete A 15 hour refresher class every 3 years to maintain the First Responder certification. The First Responder must also maintain a Healthcare Professional level CPR with AED certification.

- **FIT Testing & SCBA Training** – The Fire/EMS Department tests each person once per fiscal year in each mask type they are required /maybe required to wear in the performance of their duties. OSHA 29 CFR 1910.134 states this is an annual testing and training program that all operational members must maintain. Fire/EMS sworn and volunteer personnel must maintain both SCBA & N-99 FIT Testing. Volunteer EMS only personnel must only maintain N-99 FIT Testing. Certain civilian employee/member/members must maintain their N-99, SCBA and other mask certifications.

- **Emergency Medical Technician (EMT) – Intermediate/Paramedic** – Must maintain the certification for National Registry Paramedic. To recertify as a National Registry Paramedic, the EMT-Paramedic must complete/recertify a National Standard EMT Paramedic Refresher Course, a Professional level CPR with AED certification, an ACLS certification, an additional 24 hours of EMS related continuing education and an EMT-Paramedic Skill Competency.

- **Infection Control / Blood borne Pathogens Program** – OSHA 29 CFR 1910.1030 states this course has an annual refresher requirement that must be completed by all operational personnel.

- **Bomb Squad Members** – required to complete 16 hours of monthly training, 40 hours of additional annual training and a recertification class every three years

- **Emergency Vehicles Operators Course (EVOC)** – This class has an annual 4 hour refresher.

- **Fire Investigator** – required to qualify with their firearm annually and must maintain their Criminal Justice Information Certification (two year certification).

- **Hazardous Materials Awareness** – OSHA 29 CFR 1910.120 states this course has an annual refresher (4 hours) that must be completed by all operational personnel at the awareness level.

- **Hazardous Materials Operations** – OSHA 29 CFR 1910.120 states this course has an annual refresher (8 hours) that must be completed by all operational personnel at the operations level.

- **Hazardous Materials Technician** – OSHA 29 CFR 1910.120 states this course has an annual refresher (12 hours) that must be completed by all operational personnel at the technician level.
• **Hazardous Materials On-Scene Incident Commander** – OSHA 29 CFR 1910.120 states this course has an annual refresher that must be completed by all operational personnel trained at the Hazardous Materials incident command level.

2. **Responsibilities Personnel**

   It is the responsibility of the individual member (civilian, sworn, and volunteer) in the Prince George’s County Fire/EMS Department to maintain all of their mandatory certifications/training. Failure to maintain all mandatory certifications/training may result in operational suspension.

   **Fire/EMS Training Academy**

   The Fire/EMS Training Academy will post training/recertification courses that are available to all members of the Fire/EMS Department at regular intervals throughout the year.

### REFERENCES

N/A

### FORMS/ATTACHMENTS

N/A
APPLICATION FOR TRAINING

Today’s Date: __________________________

Name: ______________________________________

ID Number: ______________ Circle One: Civilian / Sworn / Volunteer

Station/Office: ____________________________

Home Phone: ______________ Other Phone: ______________

E-Mail: ______________________________________

Course Information

Course Name: ______________________________

Course Location: ______________________________

Course Start Date and Time: ______________________________

Prerequisite Information

If the course you are registering for requires you to have completed training prior to entry to this class, please list below the prerequisite course(s) that you have completed and the date of completion and attach a copy of each prerequisite with this application.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature of Student __________________ Signature of Station Officer / Chief / Supervisor __________________

Notification will be sent via email; sworn personnel will be notified by the county email only. It is the responsibility of the individual to attend the course for which you have enrolled. Please mail or fax completed form to the Fire/EMS Training Academy, fax number 301-856-0948. If you have any questions, please contact the Fire/EMS Training Academy at 301-856-2940.
PRINCE GEORGE'S COUNTY, MARYLAND  
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS

Attachment #2

PRINCE GEORGE'S COUNTY GOVERNMENT  
OFFICE OF HUMAN RESOURCES MANAGEMENT  
Training and Career Development Institute

Registration/Referral for Training Form

Instructions: Please complete the information on this form and forward it to your supervisor for approval. Upon approval, the agency training coordinator must forward this form to the Office of Human Resources Management, Training and Career Development Institute. All information and signatures must be complete or the form will be returned. Confirmation for employee/member attendance will be sent to the agency training coordinator.

EMPLOYEE/MEMBER INFORMATION:  TRAINING COURSE INFORMATION:

Name:  
____________________________________________

Title:  
____________________________________________

Agency:  
____________________________________________

Phone:  
(h) _________________________________________  
(w) ________________________________________

Course Title:  
____________________________________________

Course Date(s)/Time:  
____________________________________________

Reason for Attending Course:  
(See definitions on page 5 in Training Catalog)

[ ] Job Required/Mandatory
[ ] Job Related
[ ] Career Development
[ ] Workforce Development
[ ] Other (specify) ____________________________

Employed By:  
[ ] County     [ ] LTGF/700     [ ] State
[ ] City       [ ] Bi-County     [ ] Other

Is this course a part of your Individual Development Plan?  
[ ] Yes      [ ] No

Non-County participants may be assessed a fee.

Employee/member’s Signature
____________________________________________

Supervisor’s Signature
____________________________________________

Appointing Authority’s or Training Coordinator’s Signature
____________________________________________

What do you expect to learn from this course?
____________________________________________

____________________________________________

____________________________________________

____________________________________________

Please note the following information is used for statistical and record keeping purposes only. This information is voluntary and confidential and will not subject employee/member to adverse treatment.

Sex:       Race:
[ ] Female [ ] Asian/Pacific Islanders

DIVISION 04– Education and Training  
Chapter 01 – Required Training to Maintain Operational Status

5
FIRE/EMS TRAINING ACADEMY
9190 Commo Road, Cheltenham, MD 20623

Update Records Request

Today’s Date: __________________________

Name: __________________________________________

ID Number: _______________ Circle One: Civilian / Sworn / Volunteer

Station/Office: ________________________________

I ____________________________ am requesting that the following information be added to my training file at the Fire/EMS Training Academy.

_________________________________________  __________________________
Signature                                      Date

Information/Records Update Information

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please attach copies of all training/certifications that are to be updated in record files.
**Policy**

This General Order shall establish a procedure for registering and attending all fire and emergency medical service related training courses sponsored by the Fire/Emergency Medical Services Training Academy with the exception of Advanced Life Support Initial Education.

**Definitions**

**Annual/Refresher Training** – to include CPR/AED, EMT-Refresher, and Hazardous Materials Operations, SCBA Fit test, etc. required at regular intervals. These intervals vary depending on the respective certification.

**Certification** – accomplished when the employee/member/member has successfully completed the course requirements for a specific course of instruction.

**Professional Certification in the Fire Service** – professional qualification standards define the career paths available to fire service personnel and the professional requirement for both career and volunteer members at each level clearly and concisely. Certification will be obtained with the Maryland Fire Service Personnel Qualifications Board (MFSPQB) and/or the National Board on Fire Service Professional Qualifications System (NBFSPQS), and/or the International Fire Service Accreditation Congress (IFSAC).

**Company/Station Drill** – drills conducted by personnel at the station level for skills enhancement and/or additional knowledge.

These drills are typically not used for certification purposes.

**Fire/EMS Training Academy (FETA)** – the official training facility for the Prince Georges County Fire/EMS Department.

**Maryland Fire & Rescue Institute (MFRI)** – the State's comprehensive training and education system for emergency services.

**Maryland Institute for Emergency Medical Services Systems (MIEMSS)** - oversees and coordinates all components of the statewide EMS system in accordance with Maryland statute and regulation. This includes planning, operations, evaluation, and research.

**Office of Human Resources Management (OHRM) Training & Career Development** – provides Prince George’s County employee/member/members with a training program that will be competency-based and professionally-focused. Civilian, sworn, and volunteer personnel are eligible to attend these courses.

**Training Standards** – guides all training sessions and define what the content/objectives of a course will entail.

**Procedures**

1. **Registration**

**Courses Sponsored by MFRI**

Individuals registering for MFRI sponsored courses will complete the MFRI registration form located on MFRI’s website. The prospective student will have the assigned
career Battalion Chief, the Battalion Chief assigned to the Fire/EMS Training Academy, or the student’s volunteer Station Chief will sign the registration form. Completed forms will then be faxed to the appropriate Maryland MFRI regional office.

Training Academy Courses

Individuals registering for Prince Georges County Fire/EMS Training Academy sponsored courses will complete a Prince George's County Fire/EMS Training Academy FETA Application for Training form (Attachment #1) and have the assigned career Battalion Chief, the Battalion Chief assigned to FETA, or the student’s volunteer station chief sign the Application for Training. Completed forms will then be either emailed or faxed to FETA. Some courses may have electronic registration available on the Department website.

Office of Human Resource Management (OHRM) and Career Development Institute Courses

To register for OHRM and Career Development Institute courses, sworn personnel shall complete the OHRM Registration form (Attachment #2) and have the assigned career Battalion Chief, the Battalion Chief assigned to FETA, or the student’s volunteer station chief sign and fax the form to FETA. Civilian personnel shall coordinate registration through their supervisor.

Updating Training Records

Individuals are required to submit copies of course certification(s)/completion upon receipt of those documents. To submit course certification(s)/completion information, complete the update records requests form (Attachment #3), attach copies of all course certification(s)/completion cards/certificates and send information to FETA.

2. Responsibilities

FETA is responsible for sponsoring, coordinating, and/or conducting emergency services related training for all civilians, sworn, and volunteer members of the Department. Additionally, FETA may conduct training for Federal, State, and local agencies, and organizations not affiliated with the Department.

FETA responsibilities shall include, but not be limited to:

- Coordinating and administering Career Recruit Schools
- Providing training opportunities for members of the Prince George’s County volunteer fire and rescue corporations
- Coordinating training opportunities with other Federal, State, and local training organizations
- Conducting in-service training for the Fire/EMS Department’s emergency and non-emergency Vehicle Operators Program

Civilian, Sworn, and Volunteer Personnel

It is the responsibility of the individual member (civilian, sworn, and volunteer) to maintain all of their mandatory certifications/training.

Failure to maintain all mandatory certifications/training may result in operational suspension.

REFERENCES

N/A
Fire/EMS Training Academy Application for Training

OHRM Training & Career Development Institute Registration/Referral for Training Form

Fire/EMS Training Academy Update Records Request
PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS

Attachment #1

FIRE/EMS TRAINING ACADEMY
9190 Commo Road, Cheltenham, MD 20623
APPLICATION FOR TRAINING

Today’s Date: __________________________

Name: __________________________________________

ID Number: __________________________ Circled One: Civilian / Sworn / Volunteer

Station/Office: _______________________________

Home Phone: __________________________ Other Phone: __________________________

E-Mail: ________________________________

Course Information

Course Name: ______________________________

Course Location: ______________________________

Course Start Date and Time: ______________________________

Prerequisite Information

If the course you are registering for requires you to have completed training prior to entry to this class, please list below the prerequisite course(s) that you have completed and the date of completion and attach a copy of each prerequisite with this application.

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

__________________________  ____________________________
Signature of Student        Signature of Station Officer / Chief / Supervisor

Notification will be sent via email; sworn personnel will be notified by the county email only. It is the responsibility of the individual to attend the course for which you have enrolled. Please mail or fax completed form to the Fire/EMS Training Academy, fax number 301-856-0948. If you have any questions, please contact the Fire/EMS Training Academy at 301-856-2940.

DIVISION 04 – Education and Training
Chapter 02 – Registering for Fire/EMS Training Courses
**Registration/Referral for Training Form**

**Instructions:** Please complete the information on this form and forward it to your supervisor for approval. Upon approval, the agency training coordinator must forward this form to the Office of Human Resources Management, Training and Career Development Institute. All information and signatures must be complete or the form will be returned. **Confirmation for employee/member/member attendance will be sent to the agency training coordinator.**

<table>
<thead>
<tr>
<th>EMPLOYEE/MEMBER/MEMBER INFORMATION:</th>
<th>TRAINING COURSE INFORMATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Course Title:</td>
</tr>
<tr>
<td>Title:</td>
<td>Course Date(s)/Time:</td>
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<tr>
<td>Agency:</td>
<td>Reason for Attending Course:</td>
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<td>Phone:</td>
<td>[ ] Job Required/Mandatory</td>
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<td></td>
<td>[ ] Job Related</td>
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<td>[ ] Career Development</td>
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<td>[ ] Workforce Development</td>
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<td></td>
<td>[ ] Other <em>(specify)</em></td>
</tr>
<tr>
<td>Employed By:</td>
<td>Is this course a part of your Individual Development Plan?</td>
</tr>
<tr>
<td>[ ] County [ ] LTGF/700 [ ] State</td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>[ ] City [ ] Bi-County [ ] Other</td>
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</tbody>
</table>

**Non-County participants may be assessed a fee.**

<table>
<thead>
<tr>
<th>Employee/member/member’s Signature</th>
<th>What do you expect to learn from this course?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor’s Signature</td>
<td></td>
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<tr>
<td>Appointing Authority’s or Training Coordinator’s Signature</td>
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</table>

Please note the following information is used for statistical and record keeping purposes only. This information is voluntary and confidential and will not subject employee/member/member to adverse treatment.
<table>
<thead>
<tr>
<th>Sex</th>
<th>Race</th>
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<tbody>
<tr>
<td>[ ] Male</td>
<td>[ ] White</td>
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<td>[ ] Female</td>
<td>[ ] African-American</td>
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<td></td>
<td>[ ] Hispanic</td>
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<td></td>
<td>[ ] Native American</td>
</tr>
<tr>
<td></td>
<td>[ ] Asian/Pacific Islanders</td>
</tr>
</tbody>
</table>
Update Records Request

Today’s Date: __________________________

Name: __________________________________

ID Number: ______________ Circle One: Civilian / Sworn / Volunteer

Station/Office: __________________________

I __________________________ am requesting that the following information be added to my training file at the Fire/EMS Training Academy.

____________________________________  _________________
Signature                           Date

Information/Records Update Information

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Please attach copies of all training/certifications that are to be updated in record files.
POLICY

This General Order shall outline the specific training requirements for volunteer members to obtain various operational levels within the Prince George’s County Fire/EMS Department.

DEFINITIONS

Volunteer Recruit School (VRS) – An entry level class that all new volunteer members of the Prince George’s County Fire/EMS Department must successfully complete to be eligible to ride on apparatus in Prince George’s County. See exception below.

PROCEDURES

1. New Volunteer Members

With Prior Training/Experience

New volunteer members to the Prince George’s County Fire/EMS Department may have acquired training from other departments/jurisdictions. Equivalency may be granted for this training. The individual must submit a completed Application for Equivalency (Attachment #1); furthermore, copies of all training reports and/or certifications will be sent to the Fire Commission Office located at the Fire Services Building, 6820 Webster Street, Suite 101, Landover Hills, Maryland 20784 for approval.

Approval will only be granted to those courses/certifications that are able to meet National Board on Fire Service Professional Qualifications (NBFSPQ), Maryland Fire Service Personnel Qualifications Board (MFSPQB), and/or International Fire Service Accreditation Congress (IFSAC) certification standards.

Individuals that have been granted equivalent training will be given a Letter of Equivalent Training, RESTRICTED DOCUMENT. After the application is approved, and the member meets the minimum standard for operations within the Prince George’s County Fire/EMS Department as outlined in this General Order, he/she must complete the following training prior to riding on apparatus:

- Personal Protective Equipment and SCBA Refresher
- Hazardous Materials First Responder Operations Level Refresher
- Prince George’s County Fire/EMS Department’s General Orders Orientation

When the new volunteer member has received their Letter of Equivalent Training, they may complete the following:

- Report to Logistics & Supply to be issued their structural firefighting gear
- Report to the Fire Commission Office to be issued their Personal Accountability Tag and ID card
- Report to Apparatus Maintenance Division to be FIT Tested and issued a mask and regulator

This equipment will be needed in order to complete their training and to receive their Certificate of Equivalency for Volunteer Recruit School.
Without Prior Training/Experience

Volunteer Recruit School training is designed to provide an entry-level volunteer member with a brief orientation to the Prince George’s County Fire/EMS Department. Training is accomplished through the Prince George’s County Fire/EMS Department’s Training Academy (FETA).

Classes are held on a regular basis throughout the year. The classes are located at FETA, in Cheltenham, Maryland. The schedules for these classes will be published in the Training Bulletin.

2. Volunteer Recruit School Registration Procedure

The new volunteer member and volunteer company will submit a fully completed Application for Training Form (Attachment #2) to the Fire Commission Office. Applications must be received before the 15th day of the month before the scheduled class.

When the new volunteer member has been accepted to Volunteer Recruit School, the individual will be sent a letter from the Fire Commission Office. The letter will be mailed immediately after the closing date.

The letter will outline the following:

- The new volunteer member will need to make an appointment with the Fire Commission office to obtain a Personal Accountability Tag (PAT) and Fire/EMS Department I.D.
- The new volunteer member will need to go to the Logistics and Supply office to be fitted for their structural firefighting gear.
- The new volunteer member will also need to make an appointment with Apparatus Maintenance to be Fit Tested for their SCBA regulator and mask.
- They will need to take the Volunteer Agreement letter, signed by their Volunteer Chief, to each appointment.

If the new volunteer member has not completed all components necessary to start Volunteer Recruit School prior to the first night of class, the new volunteer member will have to re-schedule for the next Volunteer Recruit School.

Volunteer Recruit School Procedures

1. Volunteer Recruit School will be a collaborative effort between the designated Volunteer Fire Commission Representative and the Director of the Fire/EMS Training Academy.
2. The Volunteer Fire Commission will provide a roster of approved students attending Volunteer Recruit School to the Fire/EMS Training Academy.
3. Class size will not exceed 30 students
4. Members with approved equivalent training may attend day two of Volunteer Recruit School for required training. This will be allowed as long as the class size does not exceed 30 students
5. If possible the Volunteer Fire Commission will forward a roster of additional equivalency attendees for the second day of VRS prior to the start of the class
6. If current Volunteer Recruit School roster is full, an additional class meeting the requirements of day two of VRS will be scheduled. This will only be done at the Volunteer Commission VRS representative’s request
Completion of Volunteer Recruit School

Upon successful completion of the Volunteer Recruit School class, the new volunteer member will be given a Certificate of Completion from FETA.

The new volunteer member will be issued their Personnel Accountability Tag (PAT) with I.D. card, their personal protective equipment (PPE), and their SCBA Mask and regulator.

Allowable Activities

Upon completion of the Volunteer Recruit School, an individual member will be authorized to respond on emergency calls as an observer. Members having only completed volunteer recruit school shall not enter an IDLH atmosphere, or serve as a primary care provider on any medical emergency apparatus until they have obtained the appropriate certifications. Appropriate certifications are listed in Section 6, below.

Further Training Requirements

All new volunteer members shall comply with the training requirements below upon successful completion of Volunteer Recruit School.

Within the first 12 months a Fire Fighter member must:

- Register for a Maryland Emergency Medical Technician Course or
- Register for a Firefighter I class
- Complete a Hazardous Materials Operations level course
- Complete ICS 100
- Complete ICS 700

All training requirements listed above for the fire fighter tract must be completed within 30 months of appointment.

Emergency Medical Service (EMS) only care providers shall comply with the following training requirements:

- Successfully complete a Maryland State Emergency Medical Technician course
- Complete a Hazardous Materials Operations Course
- Complete ICS 100
- Complete ICS 700

All training requirements listed above for the EMS only provider must be completed within 18 months of appointment.

If all training requirements for each discipline are not met within the prescribed time frame, all information will be forwarded to the operational compliance committee for review.

REFERENCES

Prince George’s County Subtitle 11, applicable sections

FORMS/ATTACHMENTS

Attachment #1- Application for Equivalency
Attachment #2- Application for Training for VRS
Prince George’s County Fire Commission
6820 Webster Street Landover Hills, MD 20784
Phone: 301-583-1914 - Fax: 301-583-1912

Application for Equivalency

Name: ___________________________   PGFD I.D. #: ____________
Home Address: ____________________________
Contact Number: ____________________________
Fire/EMS Department Affiliation: _______________   Station #: ________
Volunteer Chief: ___________________________   Contact Number: ____________

I am a new volunteer member to the Prince George's County Fire/EMS Department and I have prior training with another jurisdiction. I am providing copies of all relevant training I have completed along with a letter from my previous Fire/EMS Department regarding my membership status and training.

Verification Information:
Name of Fire/EMS Department Organization: ____________________________
Point of Contact or Fire/EMS Chief: ____________________________
Address: ____________________________
Contact Number: ____________________________

Attachments:
Training Records
Letter from Previous Fire/EMS Department Affiliation
APPLICATION FOR TRAINING
for
Volunteer Recruit School

Today’s Date: ____________________________

Name: ______________________________________________________________

ID Number: ___________________________ Station: ____________________________

Home Address: __________________________________________________________________

________________________________________

Home Phone: ___________________________ Other Phone: _________________________

E-Mail: ________________________________________________________________________

Course Information

Course Name: ____________________________ VOLUNTEER RECRUIT SCHOOL

Course Location: _______________ FIRE/EMS TRAINING ACADEMY _____________ Cheltenham, MD

Course Start Date: ____________________________

________________________  _______________________
Signature of Student Signature of Volunteer Department Chief

It is the responsibility of the individual to attend the course for which you have enrolled. Please mail or fax completed form to the Fire Commission Office, fax number 301-583-1912. If you have any questions, please contact the Fire Commission Office at 301-583-1912.

Fire Commission Use Only:

Approved: ___  Not Approved: ______ to take the VRS Course listed above.

________________________  _______________________
Signature of Authorized Representative Date
POLICY

This General Order shall establish standard guidelines for use of the Prince George’s County Fire/EMS Training Academy facilities.

DEFINITIONS

Instructor in Charge – Certified MICRB fire training instructor that commands the overall training evolutions. This person will ensure that all safety precautions and training procedures are followed during training evolutions.

MICRB Fire Instructor – Maryland Instructor Certification Review Board (MICRB) instructor that meets all instructor training requirement set forth in COMAR. To conduct any live fire training that is required for training certifications course require the presences of an MICRB fire instructor. Fire personnel under basic fire training must be supervised by an MICRB fire instructor when involved in live fire training.

Safety Officer – Certified fire training instructor that is trained to oversee training operations to ensure that they comply with the standards and are also conducted in safe manner.

Training Management System (TMS) – Uniformed management system for all training exercises. This system will mirror the Incident Command System (IMS) used during emergency operations with in the Prince Georges County Fire/EMS Department.

PROCEDURES

1. Burn Building Use Policy

The burn building located at the Prince George’s County Fire/EMS Training Academy (FETA) shall be available for use by members of the Prince George’s County Fire/EMS Department.

Any fire department company, crew, or member wishing to use FETA’s burn building must submit the following:

- A Facility Use Request Form (attached)
- A written training plan outlining planned evolutions, training objectives, and goals of the requested training along with the dates requested
- A roster of all participants to include name, station assignment/affiliation, department identification number, and a copy of all participants departmental issued Personal Accountability Tags.

Once all administrative requirements have been made, an officer from the company requesting the training will schedule a meeting with the Battalion Chief assigned to FETA to review the evolutions, goals, and objectives.

Once the requested training is approved and scheduled, all FETA Standard Operating procedures will be reviewed with the requesting officer. There will be no deviation from any of these policies.

Use of FETA’s burn building by companies from outside of Prince George’s County will
be approved at the discretion of FETA’s Bureau Chief. These requests will follow all of the above requirements, and will be subject to approval on a case by case basis.

2. **Flashover Simulator, Extrication Pit, and SCBA Training simulator**

The flashover simulator located at FETA shall be available for use for members of the Prince George’s County Fire/EMS Department.

Any fire department company, crew, or member wishing to use the Fire/EMS Training Academy flashover simulator must submit the following:

- A Facility Use Request Form (attached)
- A written training plan outlining planned evolutions, training objectives, and goals of the requested training along with the dates requested
- A roster of all participants to include name, station assignment/affiliation, department identification number, and a copy of all participants departmental issued Personal Accountability Tags.

Once all administrative requirements have been made, an officer from the company requesting the training will schedule a meeting with the Battalion Chief assigned to the Prince George’s County Fire/EMS Academy to review the evolutions, goals, and objectives.

Once the requested training is approved and scheduled all Prince Georges County Fire/EMS Training Academy Standard Operating procedures will be reviewed with the requesting officer. There will be no deviation from any of these policies.

Use of the Prince Georges County Fire/EMS Training Academy flashover simulator by companies from outside of Prince Georges County will be approved at the discretion of the Bureau Chief of the Fire/EMS Training Academy. These requests will follow all of the above requirements and will be subject to approval on a case by case basis.

### REFERENCES

NFPA 1403

### FORMS/ATTACHMENTS

- Burn Building Floor Plan
- Facility Use Request
- Responsibilities of the Lead Instructor
Burn Building Floor Plan

1st Floor

High Temp Room 1
Low Temp Room
High Temp Room 2

4'-10"
7'-8"
3'-10"
3'-10"
9'-8"
9'-8"
9'-10"
1'-10"

2nd Floor / 3rd Floor

STANDPIPE GLOBE VALVE

LIVE FIRE TRAINING BUILDING FLOOR PLAN
Facility Use Request

Date of Request: _______________________

Name of Lead Instructor: ______________________ ID #: __________________

Contact Phone Number: ______________________

Date(s) Requested: ______________________ Times: ______________________

Facilities Requested (Circle):
- Burn Building
- Vehicle Pit, check on: Burn Extrication
- Maze Building
- Classroom

Apparatus Needed (Circle):
- Engine 651
- Engine 652
- Tanker 65
- Truck 65

Equipment Needed (list):
- ______________________
- ______________________
- ______________________
- ______________________
- ______________________

Description of Activity:
- ______________________
- ______________________
- ______________________
- ______________________
- ______________________

Number of students that will be involved: ______

Number of instructors that will be involved: ______

Received By: ______________________ Date: ______________________

FETA Approval By: ______________________ Date: ______________________

FETA Denial By: ______________________ Date: ______________________

Comments:
- ______________________
- ______________________
- ______________________
- ______________________
- ______________________
Responsibilities of the Lead Instructor

This document is to be completed prior to the start of the training session.

1. _____ Plan and coordinate all training activities with the Fire/EMS Training Academy.
2. _____ Monitor activities to ensure safe practices
3. _____ Inspect building integrity prior to each fire.
4. _____ Assign instructors:
   a. _____ To attack hose lines
   b. _____ To back-up hose lines
   c. _____ Functional assignments
   d. _____ Teaching assignments
5. _____ Brief instructors on responsibilities:
   a. _____ Accountability for students
   b. _____ Accountability for instructors
   c. _____ Assessing student performance
   d. _____ Clothing and equipment inspection
   e. _____ Monitoring safety
   f. _____ Achieving tactical and training objectives
6. _____ Assign coordinating personnel as needed:
7. _____ Ensure no more than nine people are in the structure during the burn.

I understand that the above listed items outline my responsibilities and have provided for the completion of these responsibilities according to the standard.

Printed Name: ___________________________   ID #: _______________________
Signature: _______________________________   Date: ________________________
Responsibilities of the Safety Officer

This document is to be completed prior to the start of the training session.

1. _____ Prevent unsafe actions, conditions or situations
2. _____ Intervene and terminate unsafe acts
3. _____ Supervise any additional safety personnel, as needed
4. _____ Coordinate lighting of fires with the lead instructor
5. _____ Ensure compliance of participants personal equipment with applicable standards:
   a. _____ Personal Protective Equipment
   b. _____ Self Contained Breathing Apparatus (SCBA)
6. _____ Ensure no more than nine people are in the structure during the burn.
7. _____ Ensure that all participants are accounted for, both before and after each evolution.

I understand that the above listed items outline my responsibilities and have provided for the completion of these responsibilities according to the standard.

Printed Name: ___________________________    ID #: __________________
Signature: _______________________________    Date: __________________________
# Activity/Rest/Water Consumption Table

Applies to all training operations for heat acclimated personnel wearing standard work uniforms

<table>
<thead>
<tr>
<th>Heat Training Category</th>
<th>Heat Stress Index</th>
<th>Class A (Easy) Activity</th>
<th>Class B (Moderate) Activity</th>
<th>Class C (Strenuous) Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Below 80</td>
<td>NL</td>
<td>1/2</td>
<td>3/4</td>
</tr>
<tr>
<td>2 (Green)</td>
<td>80-90</td>
<td>50 / 10 minutes</td>
<td>1/2</td>
<td>3/4</td>
</tr>
<tr>
<td>3 (Yellow)</td>
<td>91-105</td>
<td>50 / 10 minutes</td>
<td>3/4</td>
<td>30 / 30 minutes</td>
</tr>
<tr>
<td>4 (Red)</td>
<td>106-130</td>
<td>50 / 10 minutes</td>
<td>3/4</td>
<td>30 / 30 minutes</td>
</tr>
<tr>
<td>5 (Black)</td>
<td>Above 130</td>
<td>50 / 10 minutes</td>
<td>1</td>
<td>No outside training activity allowed</td>
</tr>
</tbody>
</table>

Regardless of the Work/Rest Schedule that all personnel may be operating under, it is imperative that each person know his or her limits. A student's fatigue level shall supersede any Work/Rest Rule and should seek rehab and/or medical treatment if necessary.

The work-rest times and fluid replacement volumes should sustain performance and hydration for at least 4 hours of activity in the specified heat category. Fluid needs can vary based on individual differences (plus/minus 1/4 q/h) and exposure to full sun or full shade (plus/minus q/h).

- NL = no limit to work time per hour
- **Denotes non-live fire training/evolutions. Unless noted in another category, all live fire training/evolutions are to be considered strenuous

**Note:** Add 10 degrees to Apparent Temperature when protective clothing is worn and add 10 degrees to Apparent Temperature if exposed to direct sunlight.
Division 04 Education and Training

Chapter 05 – Live Fire Training in Acquired Structures

January 2010

POLICY

The purpose of this General Order is to establish standard guidelines for conducting training fires in acquired structures.

The Prince George’s County Fire/EMS Department conducts live fire training evolutions in acquired structures to assist in the development of all employees/members. To ensure the safety of all personnel, the Department’s Live Fire Training Procedures in acquired structures have been updated to reflect requirements in the 2007 edition of NFPA 1403, Standard on Live Fire Training Evolutions.

This policy does not prohibit the use of acquired structures for training not related to live burns. Acquired structures may be used for forcible entry, ventilation, overhaul and other fire related training.

DEFINITIONS

Acquired Structure - A building or structure acquired by the Prince George’s County Fire/EMS Department from a property owner for the purpose of conducting live fire training evolutions. This will also apply to structures constructed for live fire demonstrations.

Live Fire Training Structure – A structure specifically designed for conducting live fire training evolutions on a repetitive basis.

MICRB Fire Instructor – Maryland Instructor Certification Review Board (MICRB) instructor that meets all instructor training requirements set forth in COMAR.

An MICRB fire instructor must be present for any live fire training that is required for the training certifications course. Fire personnel under basic fire training must be supervised by an MICRB fire instructor when involved in live fire training.

MFSPQB – Maryland Fire Service Personnel Qualifications Review Board

Safety Officer - Certified MFSPQB FO II and Instructor II. This person shall have successfully completed a NFPA 1403 compliance training program and an Incident Safety Officer Compliance training program. The Safety Officer shall have the authority, regardless of rank, to intervene and control any aspect of the operations when a potential or actual danger, accident, or unsafe condition exists.

Lead Instructor – Certified MFSPQB FO II and Instructor II. This person shall have successfully completed a NFPA 1403 compliance training program.

Rapid Intervention Crew (RIC) – shall be led by a certified MFSPQB FO II and Instructor II with three (3) firefighters with MFSPQB FF II certification or greater.

Interior Instructor – Certified MFSPQB FO II and Instructor II. This person shall have successfully completed a NFPA 1403 compliance training program. This instructor will be responsible for all evolutions conducted inside the acquired structure including the ignition of all training fires.

PROCEDURES

All live fire training in acquired structures conducted within Prince George’s County must be approved and coordinated by the Prince George’s County Fire/EMS Training Academy. Projects considered for approval must provide rare or unique training opportunities that cannot be replicated in a training facility, as well as significantly contribute to the aptitude of Department operations. Examples include, but are not limited to, high-rise buildings in which multiple evolutions can be performed, large commercial complex that provide training opportunities to a substantial segment of the Department, or other large scale projects that involve numerous activities or unique public education opportunities.

Once a project has been identified, the Prince George’s County Fire/EMS Department Battalion Chief assigned to the battalion in which the project is located and/or the Volunteer Chief from the first due response area will submit a written proposal to the Director of the Fire/EMS Training Academy for preliminary review. If the proposed project meets the aforementioned criteria, the Director of the Fire/EMS Training Academy will assign a team of Academy instructors to the proposed project.

The Director will assign instructors the following positions to explore the feasibility of conducting the project:

- **Logistic Officer** – The Logistics Officer will identify the departmental resources necessary for the project, establish a list of supplies and a time frame for procurement, and work with volunteer participants to obtain commitment to assign equipment and supplies for the project.

- **Planning Officer** – The Planning Officer will establish a comprehensive list of training evolutions and a timetable in which all evolutions will be conducted, provide an overview on how the project will effect the surrounding communities, and will seek input from Emergency Operations to determine the operational impact.

- **Finance Officer** – The Finance Officer will provide a comprehensive plan on the financial impact of the project including, but not limited to, the cost of preparation of the project for training, the cost of supplies as outlined by Logistics Officer, and the cost of compensation for the instructors.

- **Safety Officer** – The Safety Officer will provide a complete overview of the safety concerns pertaining to training in the project location.

- **Liaison Officer** – The Liaison Officer will communicate with all agencies, both County and State, that may be affected by or have a legislative interest in the project. All communications will be forwarded to the Fire/EMS Training Academy Director. The Liaison Officer, in conjunction with the Departmental PIO, will establish contact with all surrounding communities and make the effected communities aware of the Fire/EMS Department’s interest in this project. All communities will be made aware of possible effects, i.e. road closures and smoke, and the Liaison Officer will document community reactions; this documentation will then be forwarded to the Fire/EMS Training Academy Director.

The team of Academy instructors along with the first due Prince George’s County Fire/EMS Department Battalion Chief will complete the Fire/EMS Department Burn Package (Copy Attached) and submit it, along with any other appropriate documentation, for
approval. Upon approval of a project, the Director of the Fire/EMS Training Academy or his/her designee will become the Incident Commander. Moreover, an Operations Commander will be appointed to oversee each training evolution, and a list of MICRB/MFSPQB Level II instructors will be established for the project. The Operations Commander will ensure that all instructor positions are filled for each evolution, as outlined in the Fire/EMS Training Academy Burn Procedures.

2. Burn Procedures

All live fire evolutions will be conducted in accordance with established Prince George’s County Fire/EMS Training procedures and will follow all requirements in NFPA 1403, Standard on Live Fire Training Evolutions 2007 Edition, Chapter 4. Acquired Structures. All applicable local, state, and federal guidelines will also be followed.

REFERENCES


FORMS/ATTACHMENTS

Prince George’s County Fire/EMS Acquired Structure Package
ACQUIRED STRUCTURE PACKAGE

STRUCTURE ADDRESS ________________________________
DATE OF EVOLUTION ________________________________
INSTRUCTOR-IN-CHARGE ____________________________
INSTRUCTOR CONTACT # ____________________________
SAFETY OFFICER _________________________________
SAFETY OFFICER CONTACT # _________________________

NOTE: A copy of NFPA 1403 (Ed. 2007) “Standard on Live Fire Training Evolutions” shall be attached to the end of this package and applied to its entirety whenever a structure is going to be used for live fire training.
Prince George’s County
Fire/EMS Department

Acquired Structure Package

Instructor-in-Charge:

You are reminded that although this package contains a check list of all actions and the necessary forms that must be used throughout the planning, inspection, notification, evolution management, and documentation phases of live fire training; General Order ______ Training Evolutions in Acquired Structures, and NFPA 1403 should also be used as source references.

All documentation must be reviewed and approved by the Fire/EMS Training Academy Director and/or his/her designee prior to initiation of the evolutions.

Post Acquired Structure Package must be forwarded to the Director of Fire/EMS Training Academy within one (1) week of completed Live Fire Training Evolution.

The Instructor-in-Charge shall ensure that all steps on the checklist are completed and shall not deviate from this Acquired Structure Package.

________________________________________________________________________
Instructor-in-Charge Signature               Date

DEFINITIONS:
1. **Instructor-in-Charge** – Certified MICRB – Level II, MFSPQB FO II and Instructor II or equivalent. This person shall have successfully completed a NFPA 1403 compliance training program and an Incident Safety Officer compliance training program or equivalent.

2. **Safety Officer** - Certified MFSPQB FO II and Instructor II or Equivalent. This person shall have successfully completed a NFPA 1403 compliance training program and an Incident Safety Officer compliance training program or equivalent.

3. **Lead Instructor** - Certified MFSPQB FO II and Instructor II or equivalent. This person shall have successfully completed a NFPA 1403 compliance training program or equivalent.

4. **Ignition Officer** - Certified MFSPQB FO II and Instructor II or equivalent. This person shall have successfully completed a NFPA 1403 compliance training program or equivalent. Responsible for igniting fires for training evolutions.

5. **Instructor** - Certified MFSPQB FO I and Instructor I or Equivalent. This person shall have successfully completed a NFPA 1403 compliance training program or equivalent.

6. **Student (participant)** - Certified MFSPQB FF I or equivalent.

7. **RIC Team** – shall be led by an Instructor with three (3) firefighters with FF II Certification or greater.

8. **Department Safety Officer** (Volunteer or Career, as designated by the County Fire Chief) shall have successfully completed a NFPA 1403 compliance training program.

9. **An Observer** is one who has not yet attained the FF I Certification and cannot participate in a Live Fire Acquired Structure training evolution. An Observer can observe with an assigned Instructor in a safe location, designated by the Instructor-in-Charge and/or the Safety Officer.

10. **Acquired Structure** - A building or structure acquired by the Prince George's County Fire/EMS Department from a property owner for the purpose of conducting live fire training evolutions.

11. **Live Fire Training Structure** – A structure specifically designed for conducting live fire training evolutions on a repetitive basis.
PERMISSION TO BURN RELEASE FORM

The undersigned building owner, ______________________________ and his/her Successors, heirs, assigns, and personal representatives (the “Building Owner”), hereby authorize, grant and convey unto the Prince George's County Fire/EMS Department (the “Fire/EMS Department”) all rights and privileges to enter upon Building Owner’s property and to burn a certain building or structure presently locate at _____________________________________, MD., 2_____, and owned by the Building Owner (“the Building”), which Building has previously been identified and designated by the Building Owner to _______________________, Chief of the Prince George's County Fire/EMS Department, as the building or structure to be razed by burning in connection with the Fire/EMS Department’s Live Fire Training Program.

In consideration for the services provided in razing the Building, the Building Owner herby agrees to hold Prince George's County on behalf of its Fire/EMS Department, its successors and assigns, its officers, its directors, its employees, its volunteers, and its agents (the “indemnified Parties”) harmless from and against any and all claims, suits, losses, demands, or related causes of action for damages, including, but not limited to, any claims for any damage to the Building or any part thereof or any contents therein or claims that may result from injury or death, accidental or otherwise, during, or otherwise in any way arising out of razing of the Building by burning on Building Owner’s property. Building Owner herby represents and warrants to the Prince George's County Fire/EMS Department that Building Owner owns the Building.

Building Owner understands and acknowledges that the Prince George's County Fire/EMS Department will raze the Building by burning as a part of the Fire/EMS Department’s Live Fire Training Program and that the razing of the Building by burning will benefit Building Owner inasmuch as Building Owner originally contemplated to razing and demolition of the Building.

Dated at __________________________, this _____ day of ________________, 20____

Building Owner: By: ____________________________________________________________
Witness: ____________________________________________________________
Print Name and Title: __________________________________________________________
Witness: __________________________________________________________
Building Owner’s Address: _____________________________________________________

Building Owner’s Telephone# ________________________________________________

Page 4 of 50 Revised May 17, 2007
ADJACENT PROPERTY LETTER

(DATE)

Dear Local Resident:

The (PGFD or VFD) Department will be conducting a training exercise in your neighborhood on (DATE) from (TIME) through (TIME). Specifically, the house located at the following address will be demolished through the use of controlled burns within the structure. Ultimately, the house will be leveled.

The house is located at (STREET ADDRESS).

This exercise might produce a minor inconvenience to you. Among them could be; traffic congestion along (STREET NAME), smoke in the area, or discoloration in your water while the exercise is going on, due to the use of a fire hydrant along (STREET NAME).

We appreciate your support during this valuable training experience. If you have any questions regarding the event, please do not hesitate to contact me at any one of the numbers listed below.

Sincerely,

(INSTRUCTOR-IN-CHARGE)

(CONTACT PHONE NUMBERS)
1.  ☐ Prince George’s County Fire/EMS Department Permission to Burn Form completed by property owner.
   Comments: 

2.  ☐ Attach photocopy of deed or Maryland State Real Property Tax record with Owner reference to property.
   Comments: 

3.  ☐ Initial building inspection to be completed two (2) weeks prior to Live Fire Training Evolution by a PGFD Department Safety Officer and copy sent to Instructor-in-Charge of Live Fire Training Evolution for repairs to be made.
   Comments: 

4.  ☐ Instructor-in-Charge of Live Fire Training Evolution notified of discrepancies needing repair after the initial building inspection.
   Comments: 

5.  ☐ Final building inspection made by a PGFD Department Safety Officer, the day of the Live Fire Training Evolution, who will ensure that all deficiencies are corrected.
   Comments: 

   Comments: 

7.  ☐ Site Plan drawn and photo copies given to Instructor-in-Charge of Live Fire Training Evolution, one (1) week prior to Live Fire Training Evolution.
   Comments: 

Page 6 of 50 Revised May 17, 2007
8. Interior building plan drawn and photo copies given to Instructor-in-Charge of Live Fire Training Evolution, one (1) week prior to Live Fire Training Evolution.

Comments: 


9. Fire Flow Demand Calculated, a copy attached, and one (1) given to the Instructor-in-Charge of Live Fire Training Evolution, one (1) week prior to Live Fire Training Evolution.

Comments: 


10. Number of pumpers determined to ensure item #9 is accomplished.

Comments: 


   Location #1: 
   Location #2: 

   Attach copies of burn and raze permits from Prince George’s County and City (if applicable), obtained by the owner and/or Prince George’s County Fire/EMS Department and/or Local Volunteer Fire/EMS Department.

Comments: 


12. Written notification made to all affected police agencies, if necessary.

   Notification by email notification is acceptable. Attach copies of notification emails to this Package.

Comments: 


13. Written notification made to owners and users of adjacent property of date, time, and location of Live Fire Training Evolution, one (1) week prior to Live Fire Training Evolution. Attach one copy of letter with address distribution listing.

Comments: 


14. 


15. □ Notification to Public Safety Communications of date, time, and location of Live Fire Training Evolution, one (1) week prior to Live Fire Training Evolution. Notification by email notification is acceptable. Attach copy of notification email to this Package.

Comments: 


Comments: 

17. □ Written releases from: 
   
   Agency: Electric Co. 
   Letter dated: 
   Telephone Co. 
   Letter dated: 
   Gas Co. 
   Letter dated: 
   Water Co. 
   Letter dated: 

Comments: 


Comments: 

No air quality alerts in effect. In the event of a Red Ozone Action Day, the event shall be postponed and notification made to Prince George's County Environmental Health Office, Environmental Engineering at (301)-883-7681, to reschedule the event as it pertains to permits.

19. □ Notifications made to: (Name & By Whom) two (2) weeks prior to Live Fire Training Evolution.
   
   PGFD Chief's Executive Officer
   PGFD Adm. Compliance Lt. Colonel
   PGFD EOC Lt. Colonel
   PGFD MGMT. SVCS. Lt. Colonel
   PGFD SOC Lt. Colonel
   PGFD Director of Fire/EMS Training Academy
   PGFD EOC Operational Safety Officer
   PGFD Fire/EMS PIO
   PSC Supervisor
   Local City Officials, if applicable

(Notification by email notification is acceptable. Attach copies of notification emails to this Package.)
21. Acquired Structure Package (originals) submitted to Director of the Fire/EMS Training Academy, two (2) weeks prior to Live Fire Training Evolution, for approval. Note, agency permits may be pending.

Comments: 

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Signatures are required.</strong></td>
<td></td>
</tr>
<tr>
<td>Instructor-In-Charge:</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Safety Officer:</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Approved:</td>
<td></td>
</tr>
<tr>
<td>Fire/EMS Training Academy Safety Officer:</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

Director of the Fire/EMS Training Academy:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Signature</strong></td>
<td><strong>Date</strong></td>
</tr>
</tbody>
</table>
# INITIAL BUILDING INSPECTION

<table>
<thead>
<tr>
<th>OK</th>
<th>PROBLEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐ Building inspected to determine structural integrity.</td>
</tr>
<tr>
<td>☐</td>
<td>☐ All utilities disconnected from acquired building.</td>
</tr>
<tr>
<td>☐</td>
<td>☐ Highly combustible interior wall and ceiling coverings removed.</td>
</tr>
<tr>
<td>☐</td>
<td>☐ Holes in walls, floors, and ceilings patched.</td>
</tr>
<tr>
<td>☐</td>
<td>☐ Heavy materials removed from above training area. (or area sealed from activity)</td>
</tr>
<tr>
<td>☐</td>
<td>☐ Windows checked and in working order.</td>
</tr>
<tr>
<td>☐</td>
<td>☐ Exterior and interior doors checked and in working order. Doors can be opened or closed as needed. (Not nailed or barricaded)</td>
</tr>
<tr>
<td>☐</td>
<td>☐ Closets and dead end areas identified to be secured and/or closed off.</td>
</tr>
<tr>
<td>☐</td>
<td>☐ Stairways made safe with railing in place.</td>
</tr>
<tr>
<td>☐</td>
<td>☐ Chimney checked for stability.</td>
</tr>
<tr>
<td>☐</td>
<td>☐ Fuel tanks and closed vessels removed or adequately vented.</td>
</tr>
<tr>
<td>☐</td>
<td>☐ Unnecessary inside and outside debris removed.</td>
</tr>
<tr>
<td>☐</td>
<td>☐ Porches and outside steps made safe.</td>
</tr>
<tr>
<td>☐</td>
<td>☐ Cisterns, wells, cesspools, and other ground openings fenced or filled.</td>
</tr>
<tr>
<td>☐</td>
<td>☐ Hazards from toxic weeds, hives, and vermin removed.</td>
</tr>
<tr>
<td>☐</td>
<td>☐ Hazardous trees, brush and surrounding vegetation removed.</td>
</tr>
<tr>
<td>☐</td>
<td>☐ Exposures such as buildings, trees, and utilities removed or protected.</td>
</tr>
<tr>
<td>☐</td>
<td>☐ All extraordinary exterior and interior hazards (asbestos, if applicable) remedied.</td>
</tr>
</tbody>
</table>

**Problems found and corrective action if necessary:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Date Inspected

Department Safety Officer Signature
FINAL BUILDING INSPECTION

OK PROBLEM

☐ ☐ Building inspected to determine structural integrity.
☐ ☐ All utilities disconnected from acquired building.
☐ ☐ Highly combustible interior wall and ceiling coverings removed.
☐ ☐ Holes in walls, floors, and ceilings patched.
☐ ☐ Heavy materials removed from above training area (or area sealed from activity).
☐ ☐ Ventilation openings of adequate size pre-cut for each separate roof area.
☐ ☐ Window checked and operated, openings closed.
☐ ☐ Exterior and interior doors checked and in working order. Doors can be opened or closed as needed. (Not nailed or barricaded)
☐ ☐ Closets and dead end areas identified secured and/or closed off.
☐ ☐ Stairways made safe with railing in place.
☐ ☐ Chimney checked for stability.
☐ ☐ Fuel tanks and closed vessels removed or adequately vented.
☐ ☐ Unnecessary inside and outside debris removed.
☐ ☐ Porches and outside steps made safe.
☐ ☐ Cisterns, wells, cesspools, and other ground openings fenced or filled.
☐ ☐ Hazards from toxic weeds, hives, and vermin removed.
☐ ☐ Hazardous trees, brush and surrounding vegetation removed.
☐ ☐ Exposures such as buildings, trees, and utilities removed or protected.
☐ ☐ All extraordinary exterior and interior hazards (asbestos, if applicable) remedied.

Problems found and corrective action if necessary:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Date Inspected    Department Safety Officer Signature
SITE PLAN FOR

Show: Structures, drives, roadways, fire hydrant locations and adjacent structures.
BUILDING PRE-PLAN FOR

(Show: All floor level floor plans (basement, first, second, etc.)
and show the locations of interior and exterior doors.)
FIRE FLOW CALCULATIONS
(L’ X W’ = SQ. FT. / 100 gpm per 100 SQ. FT.)
Prince George’s County Fire/EMS
Training Academy
Post Injury Safety Report

Description of Training Activity

Number of Certified Instructors
Number of Support Instructors

Injuries sustained
Recommendations

___________________________________   ____________________
Signature      Date

Printed Name (Last, First, Rank)

Page 18 of 50 Revised May 17, 2007
# PRE BURN PLANS

## NOTES:

| Evolution # | _______________________
|-------------|-------------------------|
| Fire Location | _______________________
| Objectives | _______________________|
| Strategies | _______________________|
| # of Crews | _______ # of Personnel | _____ |

Evolution # | _______________________
Fire Location | _______________________
Objectives | _______________________|
Strategies | _______________________|

# of Crews | _______ # of Personnel | _____ |

*NOTE* This completed document must be included with this Package for approval.
**PRE BURN PLANS**

Evolution # _______________________
Fire Location _______________________
Objectives _______________________

Strategies _______________________

Strategies _______________________

Strategies _______________________

# of Crews ______ # of Personnel _____

Evolution # _______________________
Fire Location _______________________
Objectives _______________________

Strategies _______________________

Strategies _______________________

Strategies _______________________

# of Crews ______ # of Personnel _____

*NOTE* This completed document must be included with this Package for approval.
## PERSONNEL ROSTER

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<thead>
<tr>
<th>DATE:</th>
<th>LOCATION:</th>
<th>COMPANY(S):</th>
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<tr>
<th>INSTRUCTOR-IN-CHARGE:</th>
<th>SAFETY OFFICER:</th>
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<table>
<thead>
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* Use additional roster if more space is needed.

** Students not affiliated with the PGFD/EMS Department must provide their FF I Certifications and written approval from their Department Chief on-site.

*** Students can be added on-site, but must provide their FF I Certifications and written approval from their Department Chief on-site.

**** Attach copies of on-site Student’s Certifications and approvals to Post Acquired Structure Package.
# Live Fire Training Evolutions in Acquired Structures

**Personnel Roster**

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<td>SAFETY OFFICER:</td>
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** Students not affiliated with the Fire/EMS Department must provide their FF I Certifications and written approval from their Department Chief on-site.

*** Students can be added on-site, but must provide their FF I Certifications and written approval from their Department Chief on-site.

**** Attach copies of on-site Student’s Certifications and approvals to Post Acquired Structure Package.
Live Fire Training Medical Parameters

The medical parameters shall be set by the Instructor in Charge and the EMS/Rehab Officer prior to any evolutions. The final decision on allowing a person to begin or continue training must be based on the best judgment of the on site medical personnel according to all the information available in each individual situation. Students and instructors should not be allowed to begin or continue training against medical advice. The Instructor in Charge shall ensure that medical advice is followed and not override that advice.

A student or instructor who does not meet parameters set by the Instructor in Charge and the EMS/Rehab Officer should be allowed to extend his or her stay in rehab and then be reevaluated. If after a reasonable period, in the opinion of the EMS Officer, the set parameters cannot be met, the person should be removed from further participation for the remainder of the day and the lead instructor should be notified.

NOTHING IN THE SET PARAMETERS IS TO REPLACE THE JUDGEMENT OF ON SITE MEDICAL PERSONNEL THAT WOULD INDICATE THAT A PERSON IS IN MEDICAL DISTRESS AND IN NEED OF IMMEDIATE TRANSPORT TO A MEDICAL FACILITY.

THIS FORM SHOULD BE TURNED IN TO THE INSTRUCTOR IN CHARGE AS PART OF THE BURN PACKAGE.
Live Burn Accountability

Location: ________________________________ Date: _______________

Individual Name: ___________________________ Company: _______________

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Coat: ___________ Pants: ___________ Helmet: ___________ Boots: ___________
Gloves: ___________ Hood: ___________ SCBA: ___________ Pass: ___________

Problems with Personnel/Gear: ___________________________________________

Signature of Lead Instructor: ______________________________ Date: __/__/__
Signature of Safety Officer: ______________________________ Date: __/__/__
Live Burn Accountability

Location: _______________________________________       Date: _______________

Individual Name: _____________________________ Company: _______________

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Signature of Safety Office: ________________________________ Date: ___/___/___
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Signature of Safety Officer: ___________________________ Date: __/__/__
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Signature of Lead Instructor: ___________________________ Date: __/__/__

Signature of Safety Officer: _____________________________ Date: __/__/__

Page 33 of 50 Revised May 17, 2007
RESPONSIBILITIES OF INSTRUCTOR-IN-CHARGE
(To be completed prior to start of Live Fire Training Evolution)

1. □ Plan and coordinate all training activities.

2. □ Monitor activities to ensure safe practices.

3. □ Inspect building integrity prior to and after each Live Fire Training Evolution.

4. □ Assign instructors:
   □ Attack hose lines.
   □ Back-up hose lines.
   □ Functional assignments.
   □ Teaching assignments.

5. □ Brief instructors on responsibilities:
   □ Accounting for assigned students.
   □ Assessing student performance.
   □ Clothing and equipment inspection.
   □ Monitoring safety.
   □ Achieving tactical and training objectives (Pre Burn Plan / outline).

6. □ Assign coordinating personnel as needed:
   □ Emergency medical services. (BLS unit on location for the duration of the entire Live Fire Training Evolution).
   □ Communications.
   □ Water supply.
   □ Apparatus staging.
   □ Equipment staging.
   □ Breathing apparatus.
   □ Rehabilitation (rehab) area.
   □ Recon area.
   □ Public relations. (if needed)

7. □ Ensure no more than nine people are in structure during a Live Fire Training Evolution.
8.  Sequential burning plan in accordance with Sections:

“4.4.13 A search of the acquired structure shall be conducted to ensure that no unauthorized persons, animals, or objects are in the acquired structure immediately prior to ignition.
4.4.14 No person(s) shall play the role of a victim inside the acquired structure.
4.4.15 Only one fire at a time shall be permitted within an acquired structure.
4.4.16 Fires shall not be located in any designated exit paths.
4.4.19.3 The decision to ignite the training fire shall be made by the instructor-in-charge in coordination with the safety officer.
4.4.19.4 The fire shall be ignited by the ignition officer in the presence of and under the direct supervision of the safety officer.”

of the NFPA 1403 (Ed. 2007) Standard.

9.  Ensure all persons in the training area adhere to this Standard.

I understand that the above listed items outline my responsibilities and have provided for the completion of these responsibilities according to the Standard.

Date __________________ Instructor-in-Charge ____________________________
RESPONSIBILITIES OF THE SAFETY OFFICER
(To be completed prior to start of Live Fire Training Evolution)

1. ☐ Prevent unsafe acts.
2. ☐ Eliminate unsafe conditions.
3. ☐ Intervene and terminate unsafe acts.
4. ☐ Inspect building integrity prior to and after each Live Fire Training Evolution.
5. ☐ Supervise any additional safety personnel, as needed.
6. ☐ Coordinate lighting of fires with Instructor-in-Charge.
7. ☐ Ensure compliance of participant’s personal equipment with applicable standards (Fire/EMS General Order 5-3):
   ☐ Protective clothing.
   ☐ Self Contained Breathing Apparatus. (S.C.B.A.)
   ☐ Personal alarm devices, where used.
8. ☐ Ensure no more than nine people are in structure during a Live Fire Training Evolution.
9. ☐ Sequential burning plan in accordance with Sections:

   “4.4.13 A search of the acquired structure shall be conducted to ensure that no unauthorized persons, animals, or objects are in the acquired structure immediately prior to ignition.
4.4.14 No person(s) shall play the role of a victim inside the acquired structure.
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4.4.19.4 The fire shall be ignited by the ignition officer in the presence of and under the direct supervision of the safety officer.”

of the NFPA 1403 (Ed. 2007) Standard.
10. □ Ensure that all participants are accounted for, both before and after each Live Fire Training Evolution.

11. □ In the event of an injury or illness, the Safety Officer shall complete a Fire/EMS Training Academy Post Injury/Illness Safety Report.

I understand that the above listed items outline my responsibilities and have provided for the completion of these responsibilities according to the Standard.

Date _______________  Safety Officer ___________________________
RESPONSIBILITIES OF THE LEAD INSTRUCTORS
(To be completed prior to start of Live Fire Training Evolution)

1. Monitor and supervise assigned Students (no more than five per Lead Instructor).

2. Inspect Student’s protective clothing and equipment.

3. Account for assigned Students, both before and after each Live Fire Training Evolution.

4. Be alert for any unsafe and hazardous conditions.

5. Inspect building integrity prior to and after each Live Fire Training Evolution.

I understand that the above listed items outline my responsibilities and have provided for the completion of these responsibilities according to the Standard.

Date ________________  Lead Instructor ____________________________
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1. Monitor and supervise assigned Students (no more than five per Instructor).

2. Inspect Student’s protective clothing and equipment.

3. Account for assigned Students, both before and after each Live Fire Training Evolution.

4. Be alert for any unsafe and hazardous conditions.

5. Inspect building integrity prior to and after each Live Fire Training Evolution.

I understand that the above listed items outline my responsibilities and have provided for the completion of these responsibilities according to the Standard.

Date __________________ Instructor ___________________________
Date __________________ Instructor ___________________________
Date __________________ Instructor ___________________________
Date __________________ Instructor ___________________________
Date __________________ Instructor ___________________________
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Date __________________ Instructor ___________________________
Date __________________ Instructor ___________________________

Page 39 of 50 Revised May 17, 2007
IMMEDIATE PRE-BURN PROCEDURES
(Responsibility of the Instructor-in-Charge)

1. Ventilation openings of adequate size precut for each separate roof area.

2. Fire “sets” prepared:
   □ Class A materials only.
   □ No flammable or combustible liquids.
   □ No contaminated materials.
   □ **Sequential burn plan established.**

3. All participants briefed:
   □ Building layout sheets reviewed.
   □ **Building interior walked through.**
   □ Crew and instructor assignments.
   □ Safety rules.
   □ Building evacuation procedures.
   □ Means of egress marked.
   □ **Evacuation signal. (demonstrate)**

4. All hose lines checked:
   □ Sufficient size for area of fire involvement.
   □ Charged and test flowed.
   □ Supervised by qualified instructors.
   □ Adequate number of personnel.

5. Necessary tools and equipment positioned.

6. Participants checked:
   □ Approved full protective clothing.
   □ Self-Contained Breathing Apparatus. (SCBA)
   □ Adequate SCBA air volume.
   □ All equipment properly donned.

7. Location of command post established.

8. Positioning of all apparatus.

9. Positioning of all hoses, including backup lines. (**Any exposure concerns.**)

10. Location of emergency escape routes.

11. BLS unit on location.

12. Apparatus pumps obtained that meet or exceed the required fire flow for the building and exposures.

13. Apparatus staging.

14. Police vehicles. (If applicable)

15. Press vehicles. (If applicable)

16. Communication channels established and equipment obtained Notification to PSC Supervisor.

I certify that I have provided for the above listed items prior to burning.

Date ___________    Instructor-in-Charge ________________________
POST BURN PROCEDURES
(Responsibility of Instructor-in-Charge)

1. ☐ All personnel accounted for.
2. ☐ Remaining fires overhauled, as needed.
3. ☐ Building inspected for stability and hazards, if more training is to follow.
4. ☐ Fire line tape applied at front, sides, and rear of structure remains, as applicable, to secure the area.
5. ☐ Training critique conducted.
6. ☐ Documentation of unusual conditions or events.
7. ☐ Documentation of injuries incurred and treatment rendered.
8. ☐ Post Acquired Structure Package forwarded to the Director of Fire/EMS Training Academy within one (1) week of completed Live Fire Training Evolution.

Date________________ Instructor-in-Charge ______________________________
4.1 Student Prerequisites.

4.1.1* Prior to being permitted to participate in live fire training evolutions, the student shall have received training to meet the job performance requirements for Fire Fighter I in NFPA 1001, Standard for Fire Fighter Professional Qualifications, related to the following subjects:
   (1) Safety
   (2) Fire behavior
   (3) Portable extinguishers
   (4) Personal protective equipment
   (5) Ladders
   (6) Fire hose, appliances, and streams
   (7) Overhaul
   (8) Water supply
   (9) Ventilation
   (10) Forcible entry

4.1.2* Students participating in a live fire training evolution who have received the required minimum training from other than the authority having jurisdiction (AHJ) shall not be permitted to participate in any live fire training evolution without first presenting prior written evidence of having successfully completed the prescribed minimum training to the levels specified in 4.1.1.

4.2 Structures and Facilities.

4.2.1* Any acquired structure that is considered for a structural fire training exercise shall be prepared for the live fire training evolution.

4.2.2* Preparation shall include application for and receipt of required permits and permissions.

4.2.3* Ownership of the acquired structure shall be determined prior to its acceptance by the AHJ.

4.2.4 Evidence of clear title shall be required for all structures acquired for live fire training evolutions.

4.2.5* Written permission shall be secured from the owner of the structure in order for the fire department to conduct live fire training evolutions within the acquired structure.
4.2.6 A clear description of the anticipated condition of the acquired structure at the completion of the evolution(s) and the method of returning the property to the owner shall be put in writing and shall be acknowledged by the owner of the structure.

4.2.7* Proof of insurance cancellation or a signed statement of nonexistence of insurance shall be provided by the owner of the structure prior to acceptance for use of the acquired structure by the AHJ.

4.2.8 The permits specified in this chapter shall be provided to outside, contract, or other separate training agencies by the AHJ upon the request of those agencies.

4.2.9* All hazardous storage conditions shall be removed from the structure or neutralized in such a manner as to not present a safety problem during use of the structure for live fire training evolutions.

4.2.9.1 Closed containers and highly combustible materials shall be removed from the structure.

4.2.9.2 Oil tanks and similar closed vessels that cannot be removed shall be vented to prevent an explosion or overpressure rupture.

4.2.9.3 Any hazardous or combustible atmosphere within the tank or vessel shall be rendered inert.

4.2.10 All hazardous structural conditions shall be removed or repaired so as to not present a safety problem during use of the structure for live fire training evolutions.

4.2.10.1 Floor openings shall be covered.

4.2.10.2 Missing stair treads and rails shall be repaired or replaced.

4.2.10.3 Dangerous portions of any chimney shall be removed.

4.2.10.4 Holes in walls and ceilings shall be patched.

4.2.10.5* Low-density combustible fiberboard and other unconventional combustible interior finishes shall be removed.

4.2.10.6* Extraordinary weight above the training area shall be removed.

4.2.11 All hazardous environmental conditions shall be removed before live fire training evolutions are conducted in the structure.

4.2.11.1 Debris creating or contributing to unsafe conditions shall be removed and ventilation openings that are normally closed but can be opened in the event of an emergency shall be permitted to be utilized.
4.2.11.3 Utilities shall be disconnected.

4.2.11.4 Any toxic weeds, insect hives, or vermin that could present a potential hazard shall be removed.

4.2.11.5 All forms of asbestos deemed hazardous to personnel shall be removed by an approved asbestos removal contractor.

4.2.12 Exits.

4.2.12.1 Exits from the acquired structure shall be identified and evaluated prior to each training burn.

4.2.12.2 Participants of the live fire training shall be made aware of exits from the acquired structure prior to each training burn.

4.2.13 Buildings that cannot be made safe as required by this chapter shall not be utilized for interior live fire training evolutions.

4.2.14 Adjacent buildings or property that might become involved shall be protected or removed.

4.2.15 Utility services adjacent to the live burn site shall be removed or protected.

4.2.16 Trees, brush, and surrounding vegetation that create a hazard to participants shall be removed.

4.2.17 Combustible materials, other than those intended for the live fire training evolution, shall be removed or stored in a protected area to preclude accidental ignition.

4.2.18 Property adjacent to the training site that could be affected by the smoke from the live fire training evolution, such as railroads, airports or heliports, and nursing homes, hospitals, or other similar facilities, shall be identified.

4.2.19 The persons in charge of the adjacent properties identified in 4.2.18 shall be informed of the date and time of the evolution.

4.2.20* Streets or highways in the vicinity of the training site shall be surveyed for potential effects from live fire training evolutions, and safeguards shall be taken to eliminate possible hazards to motorists.

4.2.21 Fire lines shall be established to keep pedestrian traffic in the vicinity of the training site clear of the operations area of the live burn.
4.2.22* Awareness of weather conditions, wind velocity, and wind direction shall be maintained, including a final check for possible changes in weather conditions immediately before actual ignition.

4.2.23 The instructor-in-charge shall determine the rate and duration of waterflow necessary for each individual live fire training evolution, including the water necessary for control and extinguishment of the training fire, the supply necessary for backup lines to protect personnel, and any water needed to protect exposed property.

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

4.2.23.2 A minimum reserve of additional water in the amount of 50 percent of the fire flow demand determined in 4.2.23.1 shall be available to handle exposure protection or unforeseen situations.

4.2.23.3* Separate sources shall be utilized for the supply of attack lines and backup lines in order to preclude the loss of both water supply sources at the same time.

4.2.24 Areas for the staging, operating, and parking of fire apparatus that are used in the live fire training evolution shall be designated.

4.2.24.1 An area for parking fire apparatus and vehicles that are not a part of the evolution shall be designated so as not to interfere with fireground operations.

4.2.24.2 If any of the apparatus described in 4.2.24.1 is in service to respond to an emergency, it shall be located in an area to facilitate a prompt response.

4.2.24.3 Where required or necessary, parking areas for police vehicles or for the press shall be designated.

4.2.24.4 A parking area for an ambulance or an emergency medical services vehicle shall be designated and located where it will facilitate a prompt response in the event of personal injury to participants in the evolution.

4.2.24.5 Ingress and egress routes shall be designated, identified, and monitored during the training evolutions to ensure their availability in the event of an emergency.

4.2.25 Prior to the conduct of actual live fire training evolutions, a preburn briefing session shall be conducted for all participants, in which all facets of each evolution to be conducted are discussed and assignments for all crews participating in the training session are given.

4.2.25.1 The location of simulated victims shall not be required to be disclosed, provided that the possibility of victims is discussed during the preburn briefing.
4.2.25.2 A preburn plan shall be prepared and shall be utilized during the preburn briefing sessions.

4.2.25.3 All features of the training areas and structure shall be indicated on the preburn plan.

4.2.25.4 Prior to the conduct of any live fire training, all participants shall be required to conduct a walk-through of the acquired structure in order to have a knowledge of and familiarity with the layout of the acquired structure and to facilitate any necessary evacuation of the acquired structure.

4.2.26 All spectators shall be restricted to an area outside the operations area perimeter established by the safety officer.

4.2.26.1 Control measures such as ropes, signs, and fire line markings shall be posted to indicate the perimeter of the operations area.

4.2.26.2 Visitors who are allowed within the operations area perimeter shall be escorted at all times.

4.2.26.3 Visitors who are allowed within the operations area perimeter shall be equipped with and shall wear complete protective clothing in accordance with manufacturer’s instructions and in accordance with 6.4.17.1 through 6.4.17.7.

4.2.27 All possible sources of ignition, other than those that are under the direct supervision of the person responsible for the start of the training fire, shall be removed from the operations area.

4.3 Fuel Materials.

4.3.1 The fuels that are utilized in live fire training evolutions shall have known burning characteristics that are as controllable as possible.

4.3.2 Unidentified materials, such as debris found in or around the structure that could burn in unanticipated ways, react violently, or create environmental or health hazards, shall not be used.

4.3.3* Pressure-treated wood, rubber, and plastic, and straw or hay treated with pesticides or harmful chemicals shall not be used.

4.3.4* Fuel materials shall be used only in the amounts necessary to create the desired fire size.

4.3.5 The fuel load shall be limited to avoid conditions that could cause an uncontrolled flashover or backdraft.
4.3.6 Flammable or combustible liquids, as defined in NFPA 30, *Flammable and Combustible Liquids Code*, shall not be used in live fire training evolutions in acquired structures.

4.3.7* The instructor-in-charge shall assess the selected fire room environment for factors that can affect the growth, development, and spread of fire.

4.3.8* The instructor-in-charge shall document fuel loading, including all of the following:
   
   (1) Furnishings
   (2) Wall and floor coverings and ceiling materials
   (3) Type of construction of the structure, including type of roof and combustible void spaces
   (4) Dimensions of the room

4.3.9* The training exercise shall be stopped immediately when the instructor-in-charge determines through ongoing assessment that the combustible nature of the environment represents a potential hazard.

4.3.10 An exercise stopped as a result of an assessed hazard according to 4.3.9 shall continue only when actions have been taken to reduce the hazard.

4.4 Safety.

4.4.1 A safety officer shall be appointed for all live fire training evolutions.

4.4.2* The 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.

4.4.3 The responsibilities of the safety officer shall include, but shall not be limited to, the following:
   
   (1) Prevention of unsafe acts
   (2) Elimination of unsafe conditions

4.4.4 The safety officer shall provide for the safety of all persons on the scene including students, instructors, visitors, and spectators.

4.4.5 The safety officer shall not be assigned other duties that interfere with safety responsibilities.

4.4.6* The instructor-in-charge of the live fire training evolutions shall determine, prior to each specific evolution, the number of training attack lines and backup lines that are necessary.

4.4.6.1 Each hose line shall be capable of delivering a minimum of 360 L/min (95 gpm).
4.4.6.2 Backup lines shall be provided to ensure protection for personnel on training attack lines.

4.4.7 The instructor-in-charge shall assign the following personnel:
   (1) One instructor to each functional crew, which shall not exceed five students
   (2) One instructor to each backup line
   (3) Additional personnel to backup lines to provide mobility
   (4) One additional instructor for each additional functional assignment

4.4.8* Additional safety personnel, as deemed necessary by the safety officer, shall be located strategically within the structure to react to any unplanned or threatening situation or condition.

4.4.9 A method of fireground communications shall be established to enable coordination among the incident commander, the interior and exterior sectors, the safety officer, and external requests for assistance.

4.4.10* A building evacuation plan shall be established, including an evacuation signal to be demonstrated to all participants in an interior live fire training evolution.

4.4.11 Emergency medical services shall be available on site to handle injuries.

4.4.12 Written reports shall be filled out and submitted on all injuries and on all medical aid rendered.

4.4.13 A search of the acquired structure shall be conducted to ensure that no unauthorized persons, animals, or objects are in the acquired structure immediately prior to ignition.

4.4.14 No person(s) shall play the role of a victim inside the acquired structure.

4.4.15 Only one fire at a time shall be permitted within an acquired structure.

4.4.16 Fires shall not be located in any designated exit paths.

4.4.17 The training session shall be curtailed, postponed, or canceled, as necessary, to reduce the risk of injury or illness caused by extreme weather conditions.

4.4.18 Each participant shall be equipped with full protective clothing and self-contained breathing apparatus (SCBA).

4.4.18.1 All participants shall be inspected by the safety officer prior to entry into a live fire training evolution to ensure that the protective clothing and SCBA are being worn correctly and are in serviceable condition.
4.4.18.2 Protective coats, trousers, hoods, footwear, helmets, and gloves shall have been manufactured to meet the requirements of NFPA 1971, *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*.

4.4.18.3 SCBA shall have been manufactured to meet the requirements of NFPA 1981, *Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services*.

4.4.18.4* Where station or work uniforms are worn by any participant, the station or work uniform shall have been manufactured to meet the requirements of NFPA 1975, *Standard on Station/Work Uniforms for Fire and Emergency Services*.

4.4.18.5 Personal alarm devices shall have been manufactured to meet the requirements of NFPA 1982, *Standard on Personal Alert Safety Systems (PASS)*.

4.4.18.6 All students, instructors, safety personnel, and other personnel shall wear according to manufacturer’s instructions all protective clothing and equipment specified in this chapter whenever they are involved in any evolution or fire suppression operation during the live fire training evolution.

4.4.18.7* All students, instructors, safety personnel, and other personnel participating in any evolution or operation of fire suppression during the live fire training evolution shall breathe from an SCBA air supply whenever they operate under one or more of the following conditions:

   (1) In an atmosphere that is oxygen deficient or contaminated by products of combustion, or both

   (2) In an atmosphere that is suspected of being oxygen deficient or contaminated by products of combustion, or both

   (3) In any atmosphere that can become oxygen deficient, contaminated, or both

   (4) Below ground level

4.4.19 One person who is not a student shall be designated as the “ignition officer” to control the materials being burned.

4.4.19.1 The ignition officer shall wear full protective clothing, including SCBA, as required in 6.4.17.1 through 6.4.17.7, when performing this control function.

4.4.19.2 A charged hose line shall accompany the ignition officer when he or she is igniting any fire.

4.4.19.3 The decision to ignite the training fire shall be made by the instructor-in-charge in coordination with the safety officer.

4.4.19.4 The fire shall be ignited by the ignition officer in the presence of and under the direct supervision of the safety officer.
4.5 Instructors.

4.5.1 All instructors shall be qualified to deliver firefighter training by the AHJ.

4.5.2 The participating student-to-instructor ratio shall not be greater than 5 to 1.

4.5.3 Additional instructors shall be designated when factors such as extreme temperatures or large groups are present, and classes of long duration are planned.

4.5.4 The instructor-in-charge shall be responsible for full compliance with this standard.

4.5.5 Prior to the ignition of any fire, instructors shall ensure that all protective clothing and equipment specified in this chapter are being worn according to manufacturer’s instructions.

4.5.6 Instructors shall take a head count when entering and exiting the acquired structure during an actual attack evolution conducted in accordance with this standard.

4.5.7 Instructors shall monitor and supervise all assigned students during the live fire training evolution.

4.5.8 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. (See Annex D.)

4.5.9 It shall be the responsibility of the instructor-in-charge to coordinate overall acquired structure fireground activities to ensure correct levels of safety.
FIRE/EMS TRAINING ACADEMY
9190 Commo Road, Cheltenham, MD 20623

APPLICATION FOR TRAINING
for
Volunteer Recruit School

Today’s Date: _________________________

Name: ________________________________

ID Number: ___________________________ Station: _____________________________

Home Address: _____________________________________________________________

___________________________________________________________

Home Phone: ___________________________ Other Phone: ___________________________

E-Mail: ________________________________

Course Information

Course Name: ____________________ VOLUNTEER RECRUIT SCHOOL

Course Location: ________FIRE/EMS TRAINING ACADEMY __________ Cheltenham, MD

Course Start Date: ________________________________

_________________________________________ _________________________________
Signature of Student Signature of Volunteer Department Chief

It is the responsibility of the individual to attend the course for which you have enrolled. Please mail or fax completed form to the Fire Commission Office, fax number 301-583-1912. If you have any questions, please contact the Fire Commission Office at 301-583-1912.

Fire Commission Use Only:

Approved: _____ Not Approved: ______ to take the VRS Course listed above.

_________________________________________ _________________________________
Signature of Authorized Representative Date
POLICY

It shall be the policy of the Prince George’s County Fire/EMS Department’s Training Academy to adhere to this Paramedic/Fire Fighter Intern Program policy. This policy will provide a focused training environment for Paramedic/Fire Fighter Interns that orients them to the specific performance standards that are expected of fire fighters in the Department.

DEFINITIONS

**Paramedic** – Completion of all County, State and National Emergency Medical Technician - Paramedic certifications. Currently employed with the Prince George's County Fire/EMS department as a single role employee

**Paramedic/Firefighter Intern** - Completion of all County, State and National Emergency Medical Technician - Paramedic certifications and completion of jurisdictional firefighter Career Recruit School, and in the process of completion of jurisdictional firefighter requirements


Dual-Role – Ability to provide Advance Life Support services as well as suppression activities on a regular basis.

PROCEDURES

1. **General Provisions**

The design of the Paramedic/Firefighter Intern Process is for post graduation of a Prince George's County Fire/EMS department firefighter Career Recruit School. Interns will then complete the following three (3) phases for successful transition to a dual role employee.

**Phase One**

Potential Interns will submit in writing to the Fire Chief via Chain of Command for admittance into a department firefighter Career Recruit School. The selection process will be in compliance with the Labor Agreement. The decision for personnel selection will be the responsibility of the Fire Chief.

Interns will enter into a firefighter Career Recruit School hosted by the Fire/EMS Training Academy. Minimum requirements for certification will be Firefighter I, Firefighter II and HazMat Operations

After successful Career Recruit School graduation, personnel shall be assigned to a suppression position to provide a concentrated period of on-the-job training.

Interns shall perform as part of minimum suppression staffing which includes staffing the ambulance. Interns will wear their issued
uniforms with paramedic patch, without collar insignias.

Interns will work under the auspice of the station officer to diligently towards completion of the Rookie Book Probationary Guide, Joint Apprenticeship Training Commission (JTAC) book, and the departmental Intern guide. These guides will be given to the Intern following graduation of Career Recruit School.

Interns shall pursue and complete a minimum of Level II drivers training on suppression vehicles assigned to the respective stations.

**Phase Two**

Paramedic/Fire Fighter Interns shall be assigned to a dual-role work position, if staffing allows. This will normally be a station housing suppression and ALS units, in which the incumbent will rotate between an advanced life support unit and suppression unit.

Paramedic/Fire Fighter Interns shall perform a minimum of twenty-four (24) hours a month on an ALS unit while in this phase of transition.

Interns shall pursue and complete a minimum of Level III drivers training on suppression vehicles assigned to the respective stations.

**Phase Three**

Paramedic/Fire Fighter Interns shall be assigned to a dual-role work position, if staffing allows. This will normally be a station housing suppression and ALS units, in which the incumbent will rotate between an advanced life support unit and suppression unit.

Paramedic/Fire Fighter Interns shall perform a minimum of twenty-four (24) hours a month on an ALS unit while in this phase of transition.

Interns shall successfully complete all sections of the Rookie Book Probationary Guide with a minimum score of 80% for each section. Completion for all components of the JTAC book is required. Completed JTAC information will then be sent to the Fire/EMS Training Academy in care of the JTAC Coordinator.

Interns shall pursue and complete a minimum of Level IV drivers training on suppression vehicles assigned to the respective stations.

**REFERENCES**

N/A

**FORMS/ATTACHMENTS**

N/A
PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS

Division 04  Education and Training

Chapter 07 – Fire Fighter/Medic Joint Apprenticeship Training Program

January 2010

POLICY

It shall be the policy of the Prince George’s County Fire/EMS Department to guide uniformed career Fire Fighter/Medics through an apprenticeship process which satisfies the performance requirements for the Joint Apprenticeship Training Commission certification.

DEFINITIONS

Joint Apprenticeship Training Commission (JATC) – a 36 month program that requires the individual to demonstrate skill proficiency of job performance requirements (JPR’s) listed in NFPA 1001 Fire Fighter I & II and sections of NFPA 1002 Fire Apparatus Driver Operator.

Joint Apprenticeship Training Commission Coordinator – A representative from the Fire/EMS Training Academy that serves as the liaison between the Maryland Department of Labor, Licensing, and Regulation and individuals enrolled in the JATC Program. The Coordinator is responsible for updating the JATC book as needed.

PROCEDURES

1. Application

All uniformed career personnel are required to participate in the JATC program. Personnel who fail to meet the requirements of this program are subject to the disciplinary actions as specified within County Personnel Law.

If an apprentice is promoted to a rank above Fire Fighter/Medic, he/she will still be required to meet the requirements of the Joint Apprenticeship Training Program.

Training Requirements

Each Fire Fighter/Medic apprentice shall participate for the given periods of time in the following aspects of Fire/EMS Department operations:

- Recruit Training School – 4 months
- Special Service (Truck Company / Squad Company, or any combination) – 12 months
- Engine Company – 12 months
- Ambulance – 9 months

The above field elements may be concurrent and represent the minimum amounts of time to complete the experience requirements of the Apprenticeship Training Program.

2. Responsibilities

Fire/EMS Training Academy

It shall be the responsibility of the Fire/EMS Training Academy to designate a JATC Coordinator. The JATC Coordinator shall administer the program as specified within the guidelines of the National Apprenticeship and Training Standards.
All completed JATC forms are to be submitted to the Fire/EMS Training Academy JATC Coordinator.

The JATC Coordinator shall periodically review the progress of each apprentice and make appropriate recommendations.

It shall be the responsibility of the JATC Coordinator to forward all completed JATC documents to the Maryland State Department of Labor

**Battalion Chief**

Coordinate the assignment of apprentice Fire Fighter/Medics to specific stations to satisfy the training requirements.

Must ensure that the station officer is conducting the appropriate in-station training.

Shall meet periodically with the station officer and apprentice Fire Fighter/Medic to discuss and evaluate progress.

Forward any required documentation to the Fire/EMS Training Academy, JATC Coordinator.

**Station Officer**

Shall ensure that apprentice Fire Fighter/Medic has appropriate materials and training sessions necessary to complete the JATC program.

Shall keep the Battalion Chief informed of the apprentice Fire Fighter/Medics training progress.

On a monthly basis, the station officer shall schedule a meeting with the apprentice to discuss the JATC completion process.

**Apprentice Fire Fighter/Medic**

Shall meet with the station officer on a monthly basis to discuss the JATC completion process.

Is responsible for maintaining all documentation of training during the JATC process.

**REFERENCES**

Maryland Apprenticeship and Training Council
100 N. Eutaw Street, Room 606
Baltimore, MD 21201

NFPA 1001, Fire Fighter I and II

NFPA 1002, Fire Apparatus Driver Operator

**FORMS/ATTACHMENTS**

Current Career Recruit School Manual
Chapter 08 – State of Maryland Certified Emergency Vehicle Operator Card

**POLICY**

It shall be the policy of the Prince George’s County Fire/EMS Department to adhere to this training and testing policy for the State of Maryland Certified Emergency Vehicle Operator.

**DEFINITIONS**

MVA – Motor Vehicle Administration

Motor Vehicle Administration Employee Testing Program - an agreement with MVA which establishes guidelines allowing the Department to train and test their own personnel for Non-Commercial Licenses

State of Maryland Certified Emergency Vehicle Operator - a card authorized by the State and issued by the Department allowing emergency vehicle operators to operate emergency vehicles without a Commercial or Non-Commercial license. No person shall operate emergency vehicles unless that person has in his or her immediate possession a valid driver’s license for the appropriate class of vehicle operated or a State of Maryland Emergency Vehicle Operator card.

Training - identical to the instruction administered by MVA for Non-Commercial Licenses in the Motor Vehicle Administration Employee’s Testing Program.

Testing - identical to examination administered by MVA for the Motor Vehicle Administration Employees Testing Program

Endorsements - on the reverse of the State of Maryland Certified Emergency Vehicle Operator Card will be an endorsement indicating “A” or “B”. “A” authorizes the cardholder to operate combination emergency vehicles with a gross vehicle weight of 26,001 lbs. or more. “B” authorizes the cardholder to operate emergency vehicles with a gross vehicle weight of 26,001 lbs. or more except combination vehicles.

Existing Driver - Department personnel (career and volunteer) who are currently an approved apparatus operator for the Prince George's County Fire/EMS Department

Out of State Residents - Department personnel (career and volunteer) who live outside the state of Maryland and do not possess a Maryland driver’s license.

**PROCEDURES**


The Fire/EMS Training Academy shall coordinate the training and testing for all Fire/EMS Department career and volunteer members, including out of state residents to obtain a State of Maryland Certified Emergency Vehicle Operator Card.

Those who presently possess a Commercial Driver’s License (CDL) and/or those who possess a Non-Commercial Driver’s License by the State of Maryland are exempt from requiring a Maryland Certified Emergency Vehicle Operator Card.
To qualify for the State of Maryland Certified Emergency Vehicle Operator Card, each Career Recruit, Volunteer, and/or out of state resident who does not possess a CDL or Maryland Non-Commercial license will be required to:

- Successfully obtain a Commercial/Non-Commercial learner’s permit for the class of license the prospective student will be testing for. This permit will be required for a minimum of two weeks prior an examination date
- Successfully complete an approved Emergency Vehicle Operator Course (EVOC) as determined by Maryland Fire and Rescue Institute (MFRI)
- Have in their possession a valid driver’s license issued by their state of residence authorizing them to drive a minimum of a passenger vehicle

**Training/Testing**

Training will be a partnership between the Fire/EMS Training Academy and Emergency Operations. The guidelines and training materials will be distributed by the Fire/EMS Training Academy and available to each station.

Each candidate will be required to complete a driver’s log and skill maneuver log detailed in the distributed training material. Candidates will not be permitted to train or test by the Fire/EMS Training Academy without producing these completed documents.

Requirements for completion of the driver’s log shall include documentation of twenty-five (25) miles of driving time on the class of vehicle the candidate will be tested for.

Requirements for completion the skill maneuver log will follow the guidelines and training materials distributed by the Fire/EMS Training Academy. All skills must be completed and documented a minimum of five (5) times per skill on the class of vehicle the candidate will be tested for.

Each candidate will be required to attend an eight (8) hour training session with a Fire/EMS Training Academy Driver Instructor prior issuance of any testing. Scheduling for this training session will be coordinated by the Fire/EMS Training Academy Driver Instructor Coordinator.

Testing will be conducted by the Fire/EMS Training Academy. This assessment will mirror the MVA program for Non-Commercial ‘A’ and ‘B’ Licenses.

All training and testing will be conducted at the Academy by its specially trained staff.

Each career officer or volunteer chief will be responsible for scheduling their assigned personnel that meet the requirements for training and testing. This shall be accomplished by completing a request form and forward to the Driver Training Coordinator at the Fire/EMS Training Academy. The Coordinator will then contact the sender with training and testing dates. These dates will be within thirty (30) days of receipt of request.

Persons operating vehicles with a gross weight of 26,001 pounds or more will be trained and tested for the State of Maryland Certified Emergency Vehicle Operator Card with “B” endorsement; and those operating combination vehicles with a gross weight of 26,001 pounds or more will be trained and tested for State of Maryland Certified Emergency Vehicle Operator Card with “A” endorsement.
The following vehicles will be used to train and test for the A/B endorsements:

- **“A” endorsements** will train and test using tractor drawn vehicles only (ladder trucks)
- **“B” endorsements** will train and test using engines, straight ladder trucks and rescue squads only

Personnel successfully passing the test will be issued a State of Maryland Certified Emergency Vehicle Operator Card with the appropriate “A” or “B” endorsement.

Those that do not successfully pass the test must be rescheduled for a retest by their station officer or volunteer chief; however, they will not be retested within the same 24-hour period.

Personnel that are unsuccessful will not be tested more than three (3) times, after which the individual will be required obtain a Commercial or Non-Commercial license through MVA.

**Existing Drivers**

Existing drivers are required to provide the following documents:

- Valid Class A or B commercial/non-commercial license and/or permit
- Letter from a Volunteer Chief Officer or Battalion Chief detailing operator experience
- EVOC completion card

Existing drivers that cannot produce the above documents must complete the same training and testing procedures for the Maryland Certified Emergency Vehicle Operator Card as all other students.
Chapter 09– Infection Control Training

January 2010

POLICY

The Infection Control Program is overseen by the Fire/EMS Department’s Risk Management Office. The Department’s policy is governed by General Order 08-07. Each individual member is responsible to receive Infection Control Training and maintain refresher training, in accordance with the National Fire Protection Association (NFPA) Standard 1581, Infection Control Program, NFPA Standard 1500, Occupational Safety and Health Program, and the Occupational Safety and Health Administration’s bloodborne pathogens standards.

This policy does not supersede, or in any way take the place of the existing General Order regarding infection control, it describes the manner in which personnel may obtain the annual refresher needed to remain operational within the Prince George’s County Fire/Emergency Medical Services Department.

DEFINITIONS

Infection Control Training – training that must be conducted at least annually that meets the training requirements listed in the OSHA standard 29 CFR 1910.1030.

On-Duty Infection Control Training Instructor – individual(s) that have been designated as a person(s) that shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address.

PROCEDURES

1. Infection Control Training

Individual Instruction

If an individual needs to complete the Infection Control Training class, they must notify their immediate supervisor/volunteer officer that they are going to complete the training.

The individual will then open the PowerPoint Presentation via the Fire/EMS Training Academy’s website and view the material.

http://www.co.pg.md.us/Government/PublicSafety/Fire-EMS/About/academy.asp?nivel=foldmenu(10)

When the presentation is finished, the individual shall notify their immediate supervisor/volunteer officer that the class is complete.

Please refer to the section below, documenting the Infection Control Training class, for information on proper documentation.

Station Level Drill Instruction

If a station officer/volunteer officer is going to conduct the Infection Control Training class as a station level drill, they may open the PowerPoint Presentation via the Fire/EMS Training Academy’s website and review the material with their members. When the presentation is finished, the station officer will complete the course roster and notify
their Battalion Chief/Volunteer Chief that the class is complete.

Please refer to the section below, documenting the Infection Control Training class, for information on proper documentation.

2. Questions Regarding Infection Control Training

Personnel who have questions about the aforementioned training should refer to General Order 08-07. If General Order 08-07 does not provide the needed answer(s), individuals may contact the Operations Center at 301-583-2200 to reach the on-duty Infection Control Training Instructor.

3. Documenting the Infection Control Training Class

Each time that the Infection Control Training class is conducted, the Infection Control Training Class Roster is to be completed, signed by the appropriate battalion chief/volunteer chief, and submitted to the Fire/EMS Training Academy for proper documentation.

REFERENCES

OSHA Standard 29 CFR 1910.1030, Bloodborne Pathogens

General Order 5-16, Exposure Control Program

General Order 5-17, Tuberculosis Exposure Control Program

General Order 5-19, Non-Infectious Occupational Exposure Program
COURSE NAME: Infection Control Training

INSTRUCTOR NAME/ID:

LOCATION:

NUMBER OF HOURS: N/A

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Battalion Chief/ Volunteer Chief PRINTED NAME and I.D. #: ________________________________
Battalion Chief/Volunteer Chief Signature: ________________________________
POLICY

It shall be the policy of the Prince George’s County Fire/EMS Department’s Training Academy to adhere to this Emergency Medical Technician (EMT)-Intermediate/Paramedic Class application policy. This policy will provide detailed procedures and regulations regarding the application, qualification, and registration process necessary for enrollment in an EMT-Intermediate or Paramedic class held at the Fire/EMS Training Academy (FETA).

DEFINITIONS

Applicants - Any member applying for entrance into an EMT-Intermediate, EMT-Paramedic or Paramedic bridge course sponsored by Prince Georges County Fire/EMS Department.

Advanced Life Support (ALS) Provider - A State of Maryland licensed Paramedic or Cardiac Rescue Technician

Advanced Life Support (ALS) Training Coordinator – Individual designated to oversee ALS training/licensure for all departmental personnel.

Annotated Code of Maryland Regulations (COMAR), Title 30 - State regulations that reference EMS requirements within the State of Maryland.

Emergency Medical Technician (EMT) Intermediate – ALS certification as issued by the NREMT, equivalent to State of Maryland Cardiac Rescue Technician level of licensure, entry level ALS provider as recognized within COMAR.

Emergency Medical Technician (EMT) Paramedic – Highest level of ALS licensure within the State of Maryland.

PROCEDURES


Adherence

Personnel seeking entrance into an ALS education program sponsored by the Fire/EMS Department must comply with the policies and procedures as outlined in this General Order. This General Order outlines the necessary requirements including, but not limited to, eligibility determination through registration and the selection and notification procedures necessary for entrance into a specified program.

This General Order shall supersede any conflicting information, with the exception of; local, state or federal law, guidelines and interim policy or procedures, or issued directives.

2. Announcement of Course

All ALS Initial education programs will be announced through the following:

- Training Academy Bulletin that is distributed to all Fire/EMS Department members via county email system.
PRINCE GEORGE’S COUNTY, MARYLAND
FIRE/EMS TRAINING ACADEMY STANDARD OPERATING PROCEDURES

• Fire/EMS Training Academy website

Course announcements will be sent out no less than 15 days prior to the start of the application period to ensure dissemination to all departmental members.

3. Applicant Eligibility

The following criteria must be met by applicants prior to applying for any Initial ALS course:

• Applicants must have successfully completed their Apprentice Probationary Book.
• Have not achieved a pay grade of Y-04 or higher.
• Have the recommendation of their current immediate supervisor (verified by signature on application)
• Have no pending disciplinary action as verified through the Professional Standards Office.

In addition to the above applicable requirements, volunteer members who wish to apply must be current, active, and operational members of the Prince George’s County Fire/EMS Department.

4. Application

The application process for ALS initial education programs will begin no less than 90 calendar days prior to the class start date. The application period will last for no less than 30 days. The application closing date will be posted on each course announcement.

Applicants meeting the “applicant eligibility” requirements will need to hand deliver their application to the FETA and comply with current document receiving procedures of the FETA. The intention of this process is not to inconvenience applicants, but rather allow them to meet with an academy staff member for the purpose of application and documents review to ensure a fair and equitable course of action.

Applications received after this period will NOT be considered for the current academic year. APPLICANTS MUST APPLY FOR EACH COURSE AS ADVERTISED.

The following documents will need to be submitted for application:

• ALS Training Application form (attachment #1).
• Official College Transcripts (if applicable)

If documents are acceptable and ready to be received by the FETA, the applicant will receive an application/records receipt for his/her documents.

If the application is found to be incomplete, the FETA staff member will specify the necessary requirements needed to complete the application. This information will be documented on the application for future reference and the applicant will also receive a copy of this document.

5. Applicant Qualification

Following the application closing date, all applicants MUST complete the following:

• Oral interview with program staff. ( Necessary to determine motivation and a requirement for accreditation)
• Complete a 50 question test to evaluate the knowledge, skills, and abilities based on the current EMT-Basic curriculum. Students MUST achieve a 70 percent on this
examination in order to be considered for the ALS course.

Personnel not meeting the minimum qualifications will be provided with the resources necessary to successfully complete a re-test of this examination. This includes mediation assistance from the staff at FETA and various available resources necessary for the applicant to be successful. Re-tests are NOT permitted for a minimum of 72 hours from the date and time of initial testing.

Referral of applicant for mediation will be documented on the applicants registration form and maintained by the FETA for a period of no less than 5 years.

Applicants who meet the minimum qualifications will be placed on an eligibility roster maintained by the Director of FETA or their designee.

Applicants will be screened through the Professional Standards Office to ensure that no disciplinary charges are pending, nor have occurred within the last 12 calendar months. Any applicant who has a step III charge in the last 12 months or pending step III charge will not be considered eligible and will be removed from the roster.

6. Applicant Selection Criteria

Career applicants on the eligibility roster will be categorized based on the following guidelines:

- Seniority as established by CRS graduation date
- Applicants with the same CRS graduation date will be prioritized based on employee number (lower number will have priority).

Prior to each course announcement the Department will determine the number of volunteer vacancies available in the class. This will be based on Departmental needs, including but not limited to, labor agreement and promotional opportunity requirements.

Volunteer applicants on the eligibility roster will be categorized based on the following guidelines:

- Lowest Prince George’s County Fire/EMS Department issued Identification Number

Students will be assigned a number signifying placement on this roster. Depending on the needs of the Department, class size may vary from year to year so not all eligible students may be selected for a class. Additionally, any vacancies set aside for either career or volunteer may be filled by the other if there are not enough qualified candidates for one or the other.

The official class roster will be submitted for review and approval of the Fire Chief or designee. Once approved, this roster will be maintained by the Director of FETA and/or designee.

7. Student Notification

Those members selected for the class will receive notification through their respective command. Any reassignment or shift transfer will be the responsibility of that command and should occur no later than two weeks prior to the class start date.

If a vacancy occurs prior to the start of the class, the highest ranked student from the original list of qualified applicants will be admitted to the class.
8. Additional Requirements

Students shall be required to complete pre-requisite online courses prior to the course start date. These online courses will be specified in the course announcement and successful completion is mandatory for acceptance in the course.

Accomplishment of the online course(s) is necessary to ensure the success of each student. Applicants who have taken comparable course work through an accredited college within the last 5 years, have passed those courses and can be verified through an appropriate transcript, may be exempt from the online course(s). These exceptions shall be specified in the course announcement. Final determination will be made by the Director of FETA or his/her designee.

9. Student Removal

In extenuating circumstances, a member selected for a program may need to remove themselves from the class. In this case, the member is required to send a formal memorandum through the chain of command to the Director of FETA.

All students will receive an Advanced Life Support Course Student Handbook. Each student must sign an agreement to abide by the policies and rules obtained within that guide. Any student failing to sign or comply with the above mentioned guide may be subject to removal from the class by the Director of FETA or their designee.

REFERENCES

N/A

FORMS/ATTACHMENTS

Attachment #1 - ALS Training Application form
PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT
FIRE/EMS TRAINING ACADEMY

Emergency Medical Technician Intermediate/Paramedic
Course Registration Form

Student Name: ________________________    ID # ___________    Date: ____/ ___/ _____
Home Address:  __________________________________
__________________________________________________________________________
Phone Number: (___) _____- _______      (Cell or Home)
Current Assignment: ____________________   Shift:   A      B       C        D        E
Date of Hire: ______________    CRS Class: ____________

Please answer the following:

1. Have you successfully completed the following college class-Anatomy and Physiology  Yes    No
   (If so, please provide a copy of your official transcripts to registration form)

I ____________________have completed all necessary requirements for my Apprentice
Probationary Book and currently have no pending disciplinary action that would prohibit me from
participation in the EMT-Intermediate class.

Applicant’s signature: _________________________________
Applicants Immediate Supervisor (signature):______________________________________

Supervisors (Print) name and ID#:___________________________________________

Office Use Only:
Received by: ____________________________   Date: __________
Written test date: _________________________    Score: _________
Transcripts received: Yes/No    Supervisor Signature: Yes/No
Registration complete: Yes/No   If not, explain: ________________________________

Registration Receipt:
Date Received: ____/ ____/ _______      FETA Representative: ________________________
Additional Requirements: ________________________________________________________
This General Order shall outline the requirements necessary for re-entry to operational status in the Prince George’s County Fire/EMS Department.

**Basis**

Special circumstances may remove Fire/EMS personnel from the emergency operations environment. Several reasons for this may include, but are not limited to, injury requiring light duty or no duty status, transfer to a different command, active duty military status, limited public contact status, and extended leave.

**Definitions**

**Fire/EMS Training Academy (FETA)** – the official training facility for the Prince George’s County Fire/EMS Department.

**Maryland Institute for Emergency Medical Services Systems (MIEMSS)** - oversees and coordinates all components of the statewide EMS system in accordance with Maryland statute and regulation. This includes planning, operations, evaluation, and research.

**Emergency operations environment** – area of assignment in which a full duty status individual is actively involved in the mitigation of emergency incidents for the Emergency Operations Command (EOC), Prince George’s County Fire/EMS Department.

**PROCEDURES**

1. **Adherence**

   All personnel who have been detached from the emergency operations environment for more than 90 calendar days and/or have been activated for a non-training military purpose for any length will be assigned to the FETA for re-entry.

2. **Overview of Required Process for Firefighters, Officers, and Chief Officers (as applicable)**

   a. Administrative – physical, annual refresher, SCBA fit test, respiratory questionnaire, NIMS compliance

   b. Uniform and PPE – serviceability and proper fit

   c. Certifications – appropriate drivers license/EVO card, EMT –B/I/P, CPR, NIMS, OSHA, and others as appropriate

   d. Departmental Orientation – General Orders, administrative updates, chain of command, organizational structure, radio operations, emergency operations, officer ride-a-longs

   e. EMS skills - current edition of MIEMSS Protocols, ALS/BLS assessment, treatment, and transport as appropriate, documentation and billing

   f. Firefighting skills – ladders, hose lines, ropes and knots, search and rescue, engine and special service tactics/responsibilities, size-up/scene approach, building construction, tools
and equipment, incident command system, and may day procedures

g. Driver and Operational skills - positioning, tactics, hydraulics, and apparatus maintenance, as appropriate, for ambulances, engines, aerial apparatus, tankers, and/or other specialty apparatus as required

3. Specific Guidelines

Specific guidelines and assessments are identified in accordance with the most recent National Fire Protection Agency Job Performance Requirements, General Orders, and other pertinent laws, regulations and policies. These guidelines and their updates are maintained at the FETA in the Internal Procedure Guide, which is reviewed and updated at regular intervals.

REFERENCES

N/A

FORMS/ATTACHMENTS

N/A
POLICY

It shall be the policy of the Prince George’s County Fire/EMS Department’s Training Academy to adhere to this MICRB policy for all instructors sponsored by the Prince George’s County Fire/EMS Training Academy.

DEFINITIONS

Academy Course – any course that is being conducted by the Fire/EMS Training Academy

Approval – a statutorily applied to the Maryland Fire-Rescue Education and Training Commission (MFRETC) as an agency of the Maryland Higher Education Commission (MHEC) under Education Article, §11-105, Annotated Code of Maryland, before a postsecondary institution can award a certificate, diploma, or degree to an individual.

Certification – to verify that an individual has met the requirements of these standards.

Emergency Services – fire, rescue and emergency medical services, with emergency medical services also meaning “emergency care” as related to training.

Field Evolutions – a structured training exercise designed to complete a specific training objective.

Fire/EMS Training Academy (FETA) – the official training facility for the Prince George’s County Fire/EMS Department.

Local Emergency Services Instructor – an individual who is designated to instruct by the local jurisdiction.

Local Jurisdiction – any city, county, municipal, or State-approved public school, or postsecondary institution providing emergency services training or education, and other institutions as approved by the Maryland Instructor Review Board (MICRB).

Maryland Instructor Certification Review Board (MICRB) – an independent five-member board created as a unit within the University System of Maryland which is responsible for the administration of the Emergency Services Instructor Certification Program and the issuance of certificates under that program.

Orange Book – a manual for the Certification, Standards, and Procedures for all emergency services instructors in the State of Maryland.

Sponsoring Agency – a local jurisdiction submitting a candidate for certification. The Prince George's County Fire/EMS Training Academy is the local jurisdiction.

State Emergency Services Instructor – an individual who is certified to be an emergency services instructor by the MICRB.
Supporting Services – non-teaching support rendered in the emergency services area, usually in an administrative or communication capacity in the career or volunteer service.

Training Supervisor – an individual(s) who is a MICRB certified State emergency services instructor and who directly supervises certified State emergency services instructors on a full-time basis.

### PROCEDURES

#### 1. General Provisions

Adherence

Members shall familiarize themselves with, and conform to, applicable policy, procedures, and regulations. Supervisors shall lead, manage, and command subordinates within said guidelines and philosophy.

While intended to be comprehensive, it is not practical to expect that all possible situations will be documented herein. Therefore, all members shall exercise responsible conduct, sound management, common sense, and reasonable judgment—respectively.

Application

This General Order shall supersede all orders and directives enacted prior to this General Order.

#### 2. Initial Sponsorship

The perspective instructor candidate shall complete the application of intent to teach with the Prince George's County Fire/EMS Training Academy. The perspective instructor candidate shall also submit their ITC – I, II, and III Pro-Board certificates.

Perspective instructor candidates shall then be scheduled to attend the first available MFRI Skills Weekends through the Prince George's County Fire/EMS Training Academy.

Upon completion of the above course, the instructor candidate MUST present the MFRI Skills certificate to the Fire/EMS Training Academy in order for the FETA to maintain documentation of such certification.

The perspective instructor candidate shall sign a teaching agreement, understanding that there is a commitment to teach for the Fire/EMS Training Academy. Any breach of this commitment shall result in the revocation of sponsorship.

#### 3. Practice Student Teaching

The instructor candidate, after successful completion of skills development, is required to practice teach a minimum of two 3-hour sessions or classes which include one cognitive information session and one practical skill session, and must receive a satisfactory evaluation for each class.

The teaching shall be performed under the continuous direct supervision of a certified State emergency services instructor.

A certified State emergency services instructor approved as an evaluator shall perform the evaluation.

#### 4. Interim Student Teaching

Interim student teaching provides the instructor candidate an opportunity to teach a complete course of instruction with some supervision.

During this stage, two evaluations shall be made by MICRB-approved evaluators. One
of these evaluations must be completed by a MFRI evaluator. The completed evaluations shall become part of the total certification requirements.

The instructor candidate shall teach a minimum of 60 clock hours.

Initial certification course requirements are:
- EMS Instructors: teach a complete entry level EMT course totaling the Maryland Institute of Emergency Medical Services Systems (MIEMSS) mandated hours.
- Fire Instructors: teach a complete Fire Fighter One/Two to total 60 hours.
- Rescue Instructors: teach complete rescue courses to total 60 hours.
- Management Instructors: teach Management courses to total 60 hours.

The instructor candidate must receive two consecutive satisfactory evaluations from two different MICRB-approved evaluators. One evaluator will be from the local jurisdiction and one from MFRI.

5. Initial Application for MICRB

After the teaching assignment is completed, each candidate’s file shall be reviewed by the Fire/EMS Training Academy representative, who shall make appropriate recommendations based upon the evaluation of the completion of the requirements.

The MICRB application will be completed by the Fire/EMS Training Academy MICRB representative in the accordance with the Code of Maryland Regulations (COMAR) 13B.03.01. An application must be submitted on an official MICRB, watermarked form only. No reproduction of this form or non-MICRB application form will be acceptable.

6. Maintaining Sponsorship from the Prince George's County Fire/EMS Academy

Once and instructor candidate becomes a MICRB certified instructor, he/she must sign the agreement to teach for the Fire/EMS Training Academy.

A minimum of 60 clock hours within the three (3) year certification cycle is mandated. All 60 hours must be for the Prince George's County Fire/EMS Training Academy. Classes/hours taught for outside agencies (i.e. MFRI) will not be accepted.

Once the mandated hours have been completed, the Fire/EMS Training Academy MICRB representative will document the classes in the instructor MICRB file and make notification to the instructor.

A minimum of 12 hours of approved Professional Development for Instructors (PDI) must be turned into the training supervisor within the three (3) year certification cycle. MFRI holds 6 hour PDI’s bi-annually. The Fire/EMS Training Academy MICRB representative will notify instructors of PDI opportunities.

REFERENCES

Orange Book
MICRB web site: http://www.mfri.org/MICRB/MICRB_FS.html

FORMS

Attachment #1 - Application of Intent to Teach
Attachment #2 - Sponsorship Agreement
Attachment #3 - Maryland Instructor Certification Review Board (MICRB) Certification Letter
### Application of Intent to Teach

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Which area of instruction are you interested in?

- MGMT __________
- EMT ________
- Fire _________
- Rescue_________

Have you ever had certification as an Emergency Services Instructor in the State of Maryland revoked?

- Yes (     )
- No (     )

Have you ever had your certification/license as an instructor or teacher in Maryland, or any other jurisdiction, revoked?

- Yes (     )
- No (     )

Do you have a minimum of three (3) years progressive emergency services experience?

- Yes (     )
- No (     )

Are you 21 years of age or older?

- Yes (     )
- No (     )

Are you capable of performing all of the essential functions of a State Emergency Services Instructor?

- Yes (     )
- No (     )

Are the Pro-Board Certificates for ITC – I, II and III attached to this form?

- Yes (     )
- No (     )

I certify that all information on this application is accurate and recognize it is subject to verification. By affixing my signature below, I authorize the Prince George's County Fire/EMS Training Academy or its authorized representatives to verify the accuracy of the above information.

Signature of Applicant ________________________________ Date __________
The Prince George's County Fire/Emergency Medical Services (EMS) Training Academy has agreed to sponsor you for Maryland Instructor Certification Review Board (MICRB) Skills. To complete the MICRB certification process, you must complete two (2) practice teachings with evaluations. You will then be assigned to a class preceptor to teach a minimum of 60 hours with two (2) formal evaluations.

Initial certification course requirements are:

- EMS Instructors: teach a complete EMT-B course totaling 131 hours.
- Fire Instructors: teach a complete Fire Fighter I/II course to total 60 hours.
- Rescue Instructors: teach complete Rescue course to total 60 hours.
- Management Instructors: teach Management course(s) totaling 60 hours.

After the documentation for the courses are complete, application to the Review Board for MICRB certification may be made by the Prince George's County Fire/EMS Training Academy. MICRB Instructor certification is valid for a three (3) year period.

To be MICRB sponsored by the Prince George's County Fire/EMS Training Academy you will be required to teach a minimum of 20 hours per certification year and obtain four (4) hours (minimum) of Professional Development for Instructors (PDI) per certification year. Any teaching done outside the Prince George's County Fire/EMS Training Academy will not count towards your hours for recertification of MICRB. All teaching and PDI must be documented and turned into Ms. Christine Haber to ensure recertification mandates are met.

You are responsible for keeping track of class hours and PDI classes. The Prince George's County Fire/EMS Training Academy will provide teaching opportunities, PDI opportunities, and evaluators for formal evaluations. The Prince George's County Fire/EMS Training Academy will also complete and submit paperwork to the MICRB for certification and/or recertification.

All questions are to be directed to Ms. Christine Haber at the Prince George's County Fire/EMS Training Academy. She may be reached by phone at 301-856-3410 or by email at cahaber@co.pg.md.us.
PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMS TRAINING ACADEMY STANDARD OPERATING PROCEDURES

Prince George's County Fire/EMS Training Academy
Maryland Instructor Certification Review Board (MICRB)
Sponsorship Agreement

I ___________________________ agree to adhere to the rules and regulations as set forth by the Maryland Instructor Certification Review Board (MICRB). I also agree to meet the requirements of the Prince George's County Fire/EMS Training Academy, who has agreed to sponsor my certification.

To be MICRB sponsored by the Prince George's County Fire/EMS Training Academy, I will be required to teach a minimum of 20 hours per certification year and obtain four (4) hours (minimum) of Professional Development for Instructors (PDI) per certification year. I am aware that any teaching done outside the Prince George's County Fire/EMS Training Academy will not count towards my hours for recertification of MICRB. I am also aware that all teaching and PDI must be documented and turned in to ensure recertification mandates are met.

I am ultimately responsible for keeping track of all of my class hours and PDI classes. The Prince George's County Fire/EMS Training Academy will provide me with teaching opportunities, PDI opportunities, and evaluators for formal evaluations. I am aware that the Prince George's County Fire/EMS Training Academy will also complete and submit my paperwork to the MICRB for certification and/or recertification.

I agree to the above terms set forth by the Prince George's County Fire/EMS Training Academy.

______________________________                                      _____________________________
Signature                                                                                   Witness Signature

______________________________                                      _____________________________
Printed Name                                                                             Printed Name

______________________________                                       ____________________________
Date                                                                                            Date
Chapter 13 – Advanced Life Support (ALS) Initial Education Course Application for Prince George’s Community College

January 2010

POLICY

It shall be the policy of the Prince George’s County Fire/EMS Department’s Training Academy to adhere to this Emergency Medical Technician (EMT)-Intermediate/Paramedic Class Registration policy. This policy provides the application, qualification, and registration process necessary for an applicant applying for an EMT-Intermediate or Paramedic class held at the Prince George’s Community College (PGCC).

DEFINITIONS

Applicants - Any member that is applying for entrance into an EMT-Intermediate, EMT-Paramedic or Paramedic bridge course sponsored by Fire/EMS Department.

Advanced Life Support (ALS) Provider - A State of Maryland licensed Paramedic or Cardiac Rescue Technician

Advanced Life Support (ALS) Training Coordinator – Individual designated to oversee ALS training/ licensure for all departmental personnel.

Annotated Code of Maryland Regulations (COMAR), Title 30 - State regulations that reference EMS requirements within the State of Maryland.

Emergency Medical Technician (EMT) Intermediate – ALS certification as issued by the NREMT, equivalent to State of Maryland Cardiac Rescue Technician level of licensure, entry level ALS provider as recognized within COMAR.

Emergency Medical Technician (EMT) Paramedic – Highest level of ALS licensure within the State of Maryland.

Prince George’s Community College (PGCC): School that has formed collaborative agreement with Fire/EMS Department to provide ALS initial education courses.

PROCEDURES


Adherence

Personnel seeking entrance into an ALS education program sponsor by the Fire/EMS Department and hosted through Prince George’s Community College (PGCC) must comply with the policies and procedures as outlined in this General Order. This General Order outlines the necessary eligibility determination and application requirements and selection and notification procedures necessary for entrance into a specified program.

Application

This General Order shall supersede any conflicting information, with the exception of; local, state or federal law, guidelines and interim policy or procedures, or issued directives.
2. Applicant Eligibility

The following criteria must be met by applicants prior to applying for any Initial ALS course:

- Applicants must have successfully completed their Apprentice Probationary Book.
- Have not achieved a pay grade of Y-04 or higher.
- Have the recommendation of their immediate supervisor (verified by signature on application)
- Have no pending or past disciplinary action within the 12 months prior to their application.
- County has not previous sent applicant to ALS Initial Education program.

3. Application

The application for ALS initial education programs will begin four calendar months prior to class start date. This application period will continue for 45 days from the application start date.

Applicants meeting the “applicant eligibility” requirements will need to hand deliver the application to the Fire/EMS Training (FETA) in accordance with the FETA’s internal document acceptance procedure. The intention of this process is not to inconvenience applicants, but rather allow them to meet with an academy staff member for the purpose of ensuring all required course documentation is complete.

The following documents will need to be submitted for application:

- ALS Training Application form (attachment #1).
- Official College Transcripts verifying successful completion of a College Level English and Math Course or copy of placement tests results from PGCC-Accuplacer test,(attachment #2 outlines the necessary steps to accomplish this requirement)

Applications will be reviewed for compliance by a FETA staff member. Once all required documentation has been received at FETA, the applicants will receive a receipt of application denoting their application is complete and has been received by FETA.

If the application is found to be incomplete, the FETA staff member will provide the applicant with the necessary requirements needed to complete the application. This information will be documented on the application for future reference and the applicant will receive a copy of this document.

Any application received after this period will NOT be considered for the current academic year.

4. Announcement

All ALS initial education programs will be announced through the following:

- Training Academy Bulletin that is distributed to all Fire/EMS Department members via county email system.
- Fire/EMS Training Academy website

Class announcements will be sent out 15 days prior to the start of the application period to ensure dissemination to all departmental members.
5. Applicant Qualification

Following the application closing date, all completed records will be reviewed by the Paramedic Program Director of Allied Health at PGCC and the ALS Training Coordinator. Applications will be reviewed for qualifications based on PGCC’s current catalog entrance requirements.

Personnel not meeting the college minimum qualifications will be contacted by the ALS Training Coordinator and referred to the Paramedic Program Director at PGCC.

Referral of applicant will be documented on the applicant’s application form and maintained by the FETA for a period of no less than 5 years.

Applicants who are qualified by the college will be placed on an eligibility roster maintained by the Director of FETA or their designee.

6. Applicant Selection Criteria

All applicants on the eligibility roster will be categorized based on the following guidelines:

- Seniority as established by CRS graduation date
- Applicants with the same CRS graduation date will be prioritized based on employee number (lower number will have priority).

All students will be assigned a number signifying their placement on this roster. Depending on the needs of the department, class size may vary from year to year so not all eligible students may be selected for a class.

The official class roster will be submitted for review and approval of the Fire Chief or his/her designee. Once approved, this roster will be maintained by the Director of FETA or their designee.

7. Student Notification

Those members selected for the class will receive notification through their respective command. Placement on a shift to facilitate attendance of the course will be the responsibility of that command and should occur no later then two weeks prior to class start.

If a vacancy occurs prior to the start of the college program, the highest ranked student on the original list of eligible candidates will be admitted to the class.

In extenuating circumstances, a member selected for a program may need to remove themselves from the class. In these cases, the member will need to send a formal memorandum through the chain of command to the Director of FETA.

REFERENCES

N/A

FORMS/ATTACHMENTS

ALS Training Application form (Attachment #1).

Placement testing instructions (Attachment #2)
Emergency Medical Technician Intermediate/Paramedic
Course Registration Form

Student Name: ________________________    ID # ___________    Date: ____/ ___/ _____

Home Address: ___________________________________________________________________
_________________________________________________________________________________

Phone Number: (___) _____- _______      (Cell or Home)

Current Assignment: ____________________   Shift:   A      B       C        D        E

Date of Hire: ____________    CRS Class: ____________

Please answer the following:

1. Do you have a college degree?   Yes    No (Continue to question 2)
   (If so, please provide a copy of your official transcripts to registration form)

2. Have you completed the following college classes: Math or English. Yes    No (Continue to question 3)
   (If so, please provide a copy of your official transcripts to registration form)

3. Have you successfully completed a placement test at Prince George's Community College?   Yes  No
   If so, when: ___________________ (please attach a copy of the results for placement determination)

**** Registration form must be Hand-Carried to the Fire/EMS Training Academy.  No exceptions
to this policy.

Applicant’s signature: ______________________________

Office Use Only:
Received by: ____________________________   Date: __________
Transcripts received: Yes/No     Placement test results received: Yes/ No
Registration complete: Yes/No     If not, explain: ______________________________

Registration Receipt:
Date Received: ___/ ___/ _______      FETA Representative: _______________________
Additional Requirements: ______________________________

4
To: EMT-I Applicant

From: Fire/EMS Training Academy

Re: Registration requirements

This is to acknowledge that your registration form and placement test results for the Emergency Medical Technician- Intermediate (EMT-I) program has been reviewed by the Fire/EMS Training Academy.

Upon review of your placement test scores, you are required to take a developmental English and developmental math class prior to becoming eligible to attend the next EMT-I Class in August of 2007. You can contact Mrs. Joyce Lockwood at Prince George’s Community College to find out what specific prerequisites you must have prior to entering the class. She can be contacted at (301) 386-7589, leave a message and she will contact you at her earliest convenience.

We recommend that you take the required classes as soon as possible to ensure your eligibility in the next class. If you have any questions regarding this process please call Firefighter/Paramedic Brian Frankel at (301) 856-3410 or e-mail at bjfrankel@co.pg.md.us.