

**EXHIBIT “B”
DISTRICT’S RULES AND POLICIES**

Purpose:

To provide a guideline that establishes rules of operation for the Fire District #4 Training Facility and unattached perimeter props to ensure safe and effective training operations for all approved users.

Guideline:

A) Authorization:

- 1) All internal training sessions at the Training Tower must be pre-approved by the On-duty Battalion Chief.
- 2) All external training requests shall be in written format and shall be received by the Administrative Secretary for the District no less than three (3) weeks prior to the requested date of use.
 - a. The request shall include the type of training; i.e. hose evolutions, search and rescue, firefighter survival, ground ladders.
 - b. A description of the tower props that will be included in the training; i.e. ventilation props, outside stairwell, residential portion, standpipe and interior stairwell, forcible entry props.
 - c. The amount of time and or number of days the site will be utilized.
 - d. Any additional training equipment that is being requested, i.e. cones, manikins, ground ladders, hose, appliances, etc.
 - e. Anticipated consumable usage. This will typically be for smoke machine fluid, ventilation prop or forcible entry materials and Class A live fire burning materials.
 - f. Accurate post drill consumable usage shall be reported to the On Duty Chief Officer via a Consumable Report upon completion of the drill session(s).
 - g. All requests shall be forwarded to the District Safety Officer to ensure that all applicable safety laws and regulations are complied with.
 - h. The District will notify requesting party of approval or denial within five business days of receipt of request.
- 3) Use of the Training site is not guaranteed until approved and posted on the District Facility Use Calendar.

B) General Rules:

- 1) The training ground is a professional work environment and all activities will be conducted in a safe and professional manner. Water-fights, horseplay, running, and any other unsafe conduct will not be allowed.

- 2) Tobacco, Alcohol, and or Drug use (IN ANY FORM) are not allowed on the training site. **NO EXCEPTIONS**
 - 3) Any non-compliance with the department policies and procedures may result in the termination of the drill scenario and may lead to disciplinary action.
 - 4) All appropriate personal protective equipment shall be worn.
 - 5) All personnel rules of conduct apply on the training grounds.
 - 6) All non- Fire District 4 personnel must sign a liability wavier form prior to their participation on the drill ground.
- C) Drill Ground and Facility Rules:
- 1) Apparatus speeds for driving drill will be kept to the maximum needed to adequately perform drills.
 - 2) NO building, prop or site appliance or equipment shall be used unless an individual recognized and trained as a Prop Manager is on site during the drill.
 - 3) Drills will not be conducted during freezing conditions.
 - 4) A Safety Officer will be assigned for all Multiple Company Drills (MCO). For single crew/apparatus training the Company Officer shall be recognized as the Safety Officer.
 - 5) Safety and Company Officers will monitor temperature conditions for drills held during inclement temperatures, hot or cold, and will appropriately monitor personnel for their physical reaction during those drills.
 - 6) All accidents and/or injuries, damage to the facility, apparatus or equipment, or broken or malfunctioning equipment, shall be immediately reported to the ON-Duty Battalion Chief for District 4.
 - 7) Post Drill cleanup shall be appropriate to the drill ground used, and closure of the facility will comply with Shutdown Procedures as posted for the site.
 - 8) Instructors/User shall complete a Training Plan, to include at the minimum an ICS Form 201, 202 and 203 for all MED to HIGH Risk and MED to HIGH Impact Training. This will be submitted with the Training Request and may be negotiated with the District pertaining to details of the planned event.
 - 9) Fire Hydrant use on site is allowed under the tenants of this policy. Fire Hydrants outside the site shall not be used for training purposes without the approval of the On-Duty Battalion Chief, and may incur expense on behalf of the User as a consumable resource.

The on-duty Battalion Chief shall be contacted at Station 43, (360) 568 2141, for all issues at any time.