

East Metro Training Facility Operations Manual

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Overview

The East Metro Fire Training Facility is capable of hosting multi-disciplinary, multi-company training operations for small to large scale training evolutions.

The training center features two main buildings. A commercial building which features a four story tower attached to a commercial "tax payer" type building and a two story residential building with a three car attached garage.

The four story commercial tower is equipped with a standpipe and allows for Class A live burns on the second and fourth floor in simulated apartments. The third floor is equipped with fire sprinkler props and will be configured as an SCBA confidence maze. The commercial tower is attached to a two story commercial simulation building which features simulated storefronts and space on the first level with simulated apartment space on the second level. The commercial wing is also equipped for Class A Live burns on the second floor. In addition to live fire training, the entire structure is equipped for simulated smoke conditions utilizing a state of the art smoke simulation machine.

The two story residential structure features three, Class B live fire props which are fueled by propane. The props include a car fire prop that can be utilized inside or outside of the structure, a kitchen fire prop and a bedroom fire prop which also features a hallway flashover/rollover simulator. Each prop is equipped with simulated smoke which allows training officers to create limited to zero visibility in a matter of minutes.

The site also offers a state of the art forcible entry simulator, rope rescue and apparatus driver/operator training capabilities.

The East Metro Training Facility offers a qualified instructor pool in partnership with Century College. These instructors can be contracted to assist rental agencies with training as requested. Any lead instructor using the facilities or props must be trained to acceptable levels and approved by the East Metro Training Facility staff prior to the event. Questions on this can be directed to Assistant Fire Chief Mike Mondor.

The site is available 24/7/365 based on accepted/confirmed reservations. The East Metro Training Facility requires an approved Training Site Manager to be on-site during the entire time of the scheduled training. This is to ensure that all rules, regulations, and safety issues are followed, as well as for site access, accountability, and security procedures.

Requesting Information and Reservations

Reservation of the East Metro Training Facility, or any of its training props, is on a first-come/first-served basis. Organizations wishing to use the facilities need to make reservations during normal business hours (Monday thru Friday, 8am to 5pm):

Mike Mondor, Assistant Fire Chief
Office: 651-249-2822
michael.mondor@ci.maplewood.mn.us

NOTE: All information will be gathered on the **East Metro Training Facility Site Reservation form** for scheduling confirmation. First-time users will need to complete a rental agreement that will be mailed to the organization's contact person. Additional contracting rules may apply depending on the nature of the reservation or intended use of the facility.

Site Map



- (1)-Burn House: Class B Live Fire Building
- (2)-Burn Tower: Class A Live Fire Building

East Metro Training Facility Fees and Rental Rates

Facility fees are for a **2-hour minimum** with an additional hourly rate for additional time. Rates are subject to change or review annually.

Facility Rental	2-hour Minimum Fee	Additional Cost per Hour
Burn Tower: Class A Live Fire <i>(Not including consumables)</i>	\$500	\$250
Burn House: Class B Live Fire <i>(Includes consumables-Smoke/Propane)</i>	\$700	\$350
Burn Tower: Other Use	\$350	\$175
Burn House: Other Use	\$350	\$175
Drill Pad Only	\$150	\$75
Facility Cancellation Fee <i>(under 24-hours/no show)</i>	\$200	n/a
Fees - Props, Tools & Consumables	2-hour Minimum Fee	Add/Hr
Hand Tools	Per tool	\$10
Rescue Mannequin	\$40	\$20
Plywood or Particle Board (4' x 8' sheet)	Per Sheet	\$20/Per sheet
Pallets	Per Pallet	\$6/Per Pallet
Straw	Per Bale	\$10/Per Bale
Power Tools <i>(includes fuel cost)</i>	Per Tool	\$25
Smoke Machine <i>(includes consumables)</i>	\$100	\$25
Forcible Entry Prop	\$200	\$100
Additional EMTF Safety Officer/Instructional Assistance	Per Hour	\$50
EMTF Training Site Manager <i>(Required*)</i>	\$150	\$75

*EMTF Training Site Manager is required to ensure compliance with EMTF policies and procedures. The site manager will check the renter in and confirm acknowledgement of rules and site use needs. At completion of any training evolution, the renter will be required to do a walkthrough of the training areas used with the Training Site Manager. Confirmation of site use, consumables use, and documentation of any damage or issues will be verified at the end of the time period.

If requested, the Training Site Manager can assist with operation of Class B props if the renter does not have an approved instructor.

Rules and Regulations

1. An approved East Metro Training Facility training site manager will be on site to insure compliance with all training center rules. The site manager will check the renter in and confirm acknowledgement of rules and site use needs. At the completion of any training evolution, the renter will be required to do a walkthrough of the training areas used with the identified site manager. Confirmation of site use, consumables use, and documentation of any damage or issues will be verified at the end of the time period.
2. Helmets and appropriate PPE must be worn by all personnel whenever on the drill pad or in or around the areas of training buildings and props. All personnel involved in any live fire (Class-A or Class-B) training must be in full protective equipment ensemble.
3. Departments may supply their own Class-A burn material, or request material from the East Metro Training Facility prior to the scheduled training session for an additional charge. Only Class-A materials may be used for live burns inside the Class-A burn building. No outside materials are allowed in the Class-B burn building.
4. Burning materials with steel framing is prohibited on site (i.e. furniture, mattresses, tires, etc.)
5. NO FUEL OIL, GASOLINE, OR OTHER ACCELERANT MAY BE USED inside the burn buildings.
6. Live burns are only allowed in rooms with pagenite lining. Burns are prohibited in any stairwell, and the open area immediately inside the front door of any room.
7. A safety walk through of the structure by all staff and participants is required before any Level I or Level II burns in the burn building.
8. There is to be no use of forcible entry tools on any doors, windows, roof or any portion of the burn building, except for approved props.
9. On occasion, there may be material "pre-set" and ready to burn on one or more of the elevated burn grates. It is acceptable to use this material for a training fire, but new, unburned material must be set up before leaving the Training Site.

Class-A Burn Building Guidelines

The following guidelines must be followed to prevent spalling of the concrete floors and walls. Departments purposely failing to follow these guidelines-Which Results in Spalled Concrete-Will be billed for damages.

1. When preparing materials for a burn, a **MAXIMUM** of five pallets will be used. Construct a three-sided box from pallets. Place a fourth pallet on the inside of the box. Fill the remainder of the box with hay and paper. Place the fifth pallet on the top of the box (see Figure 1). The hay can be dampened with water to create more smoke. Fewer pallets can be used effectively, but under no circumstances should more than five pallets be used in any set. No fully developed fire should free burn for more than five minutes before being extinguished or knocked down.



(Figure 1)

2. No burning will be allowed directly on the floor. All burns must be conducted on a burn table/prop.
3. No fires should be set in front of windows or doors. Fires should be set away from windows and doors to help prevent the metal from warping.
4. Before ignition of any fire set, the floor must be wet down with water by the safety team. This will help keep the concrete floor cool during the live burn evolution.
5. During live burn training evolutions, windows in the burn building will be unlatched and easily opened for emergency egress.

6. Fire Companies are asked to avoid the rapid cooling of any part of the building (doors, windows, concrete, heat tiles, etc.) through the use of excessive water application. Under intense heat and rapid cool down conditions, excessive damage may occur.
7. There should be ongoing concern for the progressive damage to burn buildings associated with fire intensity during live fire training evolutions. Excessive fire intensity can result in accelerated destruction of the training center burn building and can increase the risk to personnel.

NO LIVE BURNING IS ALLOWED IN THE STAIRWAYS, HALLWAYS, ROOF or Exterior of the building.

The Class-A Burn Building is equipped with a Standpipe. If utilized, the following guidelines must be followed:

- Please check all standpipe gate-valves prior to charging the standpipe system.
- If the standpipe system is used for training activities, it must be drained.

Class-B Burn Building Guidelines

1. Outside combustible materials, Class-A materials and smoke/burn barrels are strictly prohibited in the Class-B burn building
2. Fire place water pan baths must be filled prior to use, water bath pans may be left filled when the forecasted ambient temperature is above 32F. The pans will be left drained when not in use from October 15th-April 15th each year or if the forecasted ambient temperature is below 32F.
3. The Class-B burn props are only to be operated by approved trainers according to the East Metro Training Facility Approved Training Site Manager list.
4. Operators shall not change the settings of any valves or switches without prior authorization from East Metro Training Facility staff. All valves, switches and assemblies are set to ensure the system operates safely and effectively. In the event of equipment errors or inability to operate system, the training site coordinator shall be notified via telephone prior to any troubleshooting activities.
5. Monthly gas span checks will be completed by East Metro Training Facility staff, in the event that a gas span check is indicated, the training site coordinator shall be notified via telephone prior to any further system operation.
6. A daily operational readiness test shall be conducted in accordance with NFPA 1403, Chapter 6.2.3 prior to any live fire training in the Class-B building.
7. Flammable gas fires (Class-B Props) shall not be ignited manually at any time.
8. All safety devices such as thermal sensors, combustible gas monitors, evacuation alarms, and emergency shutdown switches, shall be checked prior to any live fire training evolutions to ensure they operate correctly.
9. The instructor(s) shall run the training system prior to exposing students to live flames in order to ensure the correct operation of devices such as the gas valves, flame safeguard units, agent sensors, combustion fans and ventilation fans.

General Burn Building Guidelines

NFPA 1403, standards for Live Fire Training exercises, must be followed by all organizations using the East Metro Training Facility Live Burn Buildings.

1. Each training evolution is required to have an identified and qualified Incident Commander and Safety Officer on-site during live burn training.
2. There will be a charged safety line inside the building, manned by at least two qualified firefighters in full PPE ensemble, whenever Class-A fires are burning in the Class-A building. This “safety” line is deployed for the express purpose of protecting the ignition team and attack companies. The Safety Line team monitor conditions and address safety concerns or prolonged free-burning fires as conditions dictate.
3. No personnel will be allowed to role play as a “victim” or “downed firefighter” during live burn evolutions. Any Mayday call from a firefighter in distress should be treated as a true emergency situation.
4. All evolutions will include the use of some form of accountability system that identifies all members working in the hot zone, including ignition and safety line personnel. A Personnel Accountability Report (PAR check) will be performed after each live fire evolution.
5. Please refer to NFPA 1403 to reference all applicable rules of this standard.

General Notes:

- a. TRAINING THAT INCLUDES EXPLOSIVES, FIREARMS, OR TEAR GAS SHALL NOT BE PERMITTED WITHIN OR NEAR FIRE TRAINING BUILDINGS
- b. LIVE FIRE TRAINING SHALL BE IN ACCORDANCE WITH NFPA 1403.
- c. MAXIMUM NUMBER OF LIVE FIRE TRAINING EVOLUTIONS PER DAY = 20
- d. MAXIMUM DURATION OF EACH LIVE FIRE TRAINING EVOLUTION = 20 MINUTES
- e. MAXIMUM SUSTAINED TEMPERATURE DURING LIVE FIRE TRAINING IN BURN ROOMS = 1,000 DEGREES F
- f. MAX. TEMP. SPIKE DURING LIVE FIRE TRAINING IN BURN ROOMS = 1,200 DEGREES F
- g. ONLY CLEAN "CLASS A" FUEL MATERIALS SHALL BE USED FOR LIVE FIRE TRAINING IN THE CLASS-A BURN BUILDING. NO OUTSIDE COMBUSTIBLE MATERIALS OR SMOKE/BURN BARRELS ARE ALLOWED IN THE CLASS B-BURN BUILDING
- h. LIVE FIRE TRAINING SHALL OCCUR IN BURN ROOMS ONLY. NO FIRES ARE ALLOWED ON THE INTERIOR AND EXTERIOR STAIRS AND LANDINGS, ON THE BALCONY, OR ON THE ROOFS

Clean-up

1. All materials should be fully extinguished prior to removal from the burn building.
2. Any partially-burned material need to be removed from the building and placed on the burn pile located northwest of the burn building. SPFD will burn the burn pile at a later date. Please ensure that burn pile debris is fully in the pile and not on the concrete drive adjacent to the pile.
3. Extinguished pallets that are still reusable for future sets can be left inside the building in an organized manner.
4. No smoldering material may be placed on the burn pile or left in the burn building. **Confirm that all materials are extinguished.**
5. All ashes and debris need to be swept up, extinguished, and placed in the burn pile. SPFD has supplied a wheelbarrow and several 55-gallon drums to aid in this process.
6. No debris may be left on the rocks or pavement on the outside of the building. Debris thrown out the windows must be swept up, extinguished, and placed on the burn pile.
7. All doors and windows must be shut and latched before leaving the Training Site. If the window cannot be latched, please use plastic ties to secure window shut.
8. At the completion of the training evolution, the identified East Metro Training Facility site manager will be required to do a walkthrough of the training areas used with the outside agency training representative.

Rescue Mannequins

Mannequins can be rented through the East Metro Training Facility. These mannequins are very expensive and all due care should be given to protecting them in live fire evolutions. Mannequins shall not be placed in or near fire sets or otherwise maliciously damaged.

Winter Training Exercises

The East Metro Training Facility allows live burn training during the winter months. During sub-freezing weather conditions, pre-heating of the burn rooms may be required. Please contact the East Metro Training Facility or Training Site Manager for information regarding this procedure. All other props and spaces are available year round.

Rope Rescue Activities

1. Helmets, gloves, and eye protection are mandatory during High Angle Rescue Training
2. Edge protection must be used wherever the rescue rope comes in contact with the building.
3. All rescuers /trainees must have a safety belay line attached to their harness before their descent.
4. Any specialty rescue shall be conducted under the appropriate safety and industry standards. Only personnel with training in the specialty rescue field being performed should be allowed to participate.

Cancellations

1. There is a two hour minimum rental fee based on the type of facility use. Specific rental rates can be found on the East Metro Training Facility Fees and Rental Rates form (Appendix A). The training

facility may be rented in one hour increments after reaching the two hour minimum. Outside agencies may arrange to set up their materials prior to their rental time if the schedule and personnel time allow, the fee for the East Metro Training Facility Site Manager will apply during that time.

- Renters will need to complete a rental agreement that will be mailed to the Maplewood Fire Department, Attention Assistant Chief Mike Mondor. Complete the form and return it at least 10 days prior to the scheduled training.

- **Outside users of the East Metro Training Facility**
 - i. The East Metro Training Facility requires an approved Training Site Manager to be on-site during the entire time of the training session(s). This is to ensure all rules, regulations, and safety issues are followed. The fee for the training site manager is seventy five dollars (\$75) per hour (2 hour minimum), The fee for the ABLE training officer or instructor will be charged from the time they are on-site agency until the training session is over. The Training Site Manager must be on-site anytime an outside agency is on-site, even during set-up/clean-up activities.

 - ii. Re-occurring outside agencies that rent the East Metro Training Facility on a frequent basis may not be required to have a Training Site Manager present at the discretion of the Training Site Coordinator.

- **Cancellations**
 - i. Cancellations that are made at least 24 hours prior to the scheduled training will not have a cancellation fee/penalty.

 - ii. Cancellations that are made within 24 hours will be charged a \$200 cancellation fee.

Phone Numbers

For further information, or to schedule a training session, contact:

Maplewood Fire Department
Attn: Assistant Fire Chief Mike Mondor
1955 Clarence Street, Maplewood, MN 55109

651-249-2822 (Office)
651-249-2809 (Fax)

Conclusion / Billing

1. At the conclusion of any training activity, the identified East Metro Training Facility Site Manager will document facility use on the EMTF Training Site Manager Checklist. This form will be signed by site manager and outside renter to confirm documentation is accurate.
2. The EMTF Training Site Manager Checklist will then be routed to the Training Site Coordinator for review and then forwarded to the Maplewood Fire Department billing office to match up with the East Metro Training Facility Site Reservation form with original contract information.
3. Any billing inquiries can be directed to Maplewood Assistant Fire Chief Mike Mondor.