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| 1. | Meet with the department Training Officer and obtain the Regional Fire Training Center Standard Operating Procedure policy. You must obtain this packet prior to burning. |
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| 2. | Review and complete the following documents from the packet:  |  |
|  | A. | Regional Fire Training SOP Safety Procedures for Live Fire Training Building.  |
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|  | B. | Live Fire Training Instructions and Procedures |  |
|  | C. | Live Fire Training Incident Action Plan (IAP) forms |  |
|  |  | ● | RFTC Pre-Burn Checklist |  |
|  |  | ● | Building floor plan |  |
|  |  | ● | ICS 201-1 Regional Fire Training Center plot map. |  |
|  |  | ● | ICS 201-3, 201-4, 202, 203, Rotations, 205, 206 |  |
|  |  | ● | Agreement Signature Form |  |
|  |  |  |  |  |
| 3. | Coordinate with RFTC Site Manager or designee to schedule burn date and time. |
|  |  |  |  |  |
| 4. | Meet with RFTC Site Manager or designee within 48 hours of burn date to submit the following: |
|  |  | ● | Completed RFTC Live Fire Training ICS IAP |  |
|  |  | ● | Completed RFTC plot and floor plan maps |  |
|  |  | ● | Completed SOP Agreement Signature Form |  |
|  |  | ● | Provide copy of Instructor -In-Charge's Fire Control 3 course Certificate |  |
|  |  |  |  |  |
| 5. | Acquire signature from Training Center Site Manager for final approval. |
|  |  |  |  |  |
| 6. | Complete RFTC Pre-Burn Checklist immediately prior to conducting live fire training exercise. |
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| 7. | Distribute copies of IAP to each instructor. |