**Read Verbatim the Safety time out policy prior to starting Structure walkthrough procedures**

**Walkthrough of Structure:** In any training situation when a trainee or instructor expresses concern for personal safety or that of another a “**SAFETY TIME OUT**” Shall be called. **STO** is an appropriate means for a trainee to receive relief if he or she is experiencing pain, heat stress, or any other serious physical discomfort. The purpose of the **STO** is to correct the situation of concern, provide clarifying information, or remove a trainee, instructor or operator from a possible hazardous environment. If a **SAFETY TIME OUT** is called the instructor or operator shall attempt to relieve and remove the trainee from the hazardous environment. If an adequate number of instructors or operators are available to allow training to continue safely, the Training Safety Officer may elect to do so, however if it is not practical, training will be stopped until the situation is corrected.

**DC Deck:**

* Use handrails on stairs at all times
* Do not lean on hand rails
* Do not position equipment so that it hangs off structure

**Sub Deck:**

* Use handrails on stairs at all times
* Do not lean on hand rails
* Do not position equipment so that it hangs off structure

**Safety:**

* Point out location of E-Stops
* Do not allow Trainee to step on grating over fire pits
* Notify Instructor/ operator or TSO immediately if medial conditions change during evolutions

**Compartment 1: Multi space fire**

**Vestibule 1 & 2:**

**Compartment 2: Cableway fire**

**Compartment 3: Switchboard fire**

**Compartment 1: Multi space fire**

* Ensure proper route to fire has been briefed
* Brief type of prop and classification of fire pit being used
* Point out safety in space
  + Knife edge on throughways
  + E-stop location
  + Overhead obstructions

**Vestibule 1:**

* Assist nozzle person down vertical ladder without hose
* Pass nozzle down trunk
* One person on vertical ladder at all times

**Vestibule 2:**

* Ensure one hand on hand rail at all times
* Clear overhead obstruction
* Ensure proper footing prior to stepping down rungs
* Place hose over handrail to ensure clear passage up and down ladder well

**Compartment 2: Cableway fire**

* Ensure proper route to fire has been briefed
* Brief type of prop and classification of fire pit being used
* Point out safeties in space
  + Knife edge on throughways
  + E-stop location
  + Overhead obstructions

**Compartment 3: Switchboard fire**

* Ensure proper route to fire has been briefed
* Brief type of prop and classification of fire pit being used
* Point out safeties in space
  + Knife edge on throughways
  + E-stop location
  + Overhead obstructions

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| **General Information** |

Upon completion of the walkthrough, ask the trainee questions to insure they understand what is expected.

Explain the first thing we are going to have them do is a wet drill.

What we are looking for:

* Motivation for companies
* Proper sequence of events
* Communication throughout incident
* Control of incident from IC
* Proper donning of all PPE
* Control of attack and back up teams from CO
* Safe hose handling procedures
* Proper space entry procedures
* Agent test on all extinguishing agents
* Proper spray patterns by nozzle operator for class and fire behavior

Upon completion of a wet drill, trainees will have a critique and a 10 minute break and prepare for a live fire scenario.

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| **Initial equipment and set-up systems check** |

**Training Safety Officer Shall:**

* Receive Daily Operational Readiness Test (DORT) report from Lead Instructor
* Inspect the material condition of the trainer and note any safety issues.
* Ensure EMS is on site prior to training evolutions begin
* Carry a portable radio on the Training Channel
* Know the emergency procedures for the RTC shipboard trainer
* Gives Authority to light and fires on the RTC shipboard trainer

**The Lead Instructor(S) Shall:**

* Submit drill scenarios to TSO for approval prior to commencing firefighting evolutions
* Ensure all systems and equipment is operational as required.
* Inspect the material condition of the structure, including burn rooms, compartments, and crawl spaces prior to fire evolutions.
* Ensure all supplied equipment is on station and tested for full operation prior to fire evolutions.
* Inspect all Instructors ,operators and Trainees for proper donning of PPE
* Know the emergency procedures for the RTC shipboard trainer
* Carry a Battle lantern and radio on Training Channel
* Verify all positions are manned and ready

**All Instructors Shall:**

* Inspect all Trainees for proper PPE
* Report when manned and ready
* Cover safety procedures with trainees
* Know the emergency procedures for the RTC shipboard trainer
* Carry a flashlight and radio on Training channel

**Requirements for each fire scenario:**

* The TSO shall act as the approval authority for all training evolutions
* The remote computer operator shall light fires as directed by the space operators
* The space operator shall give visual report to RCO of positive flame

**Precautions:**

* In the event of an emergency all instructors will activate emergency Stop Buttons in their vicinity.
* Instructors shall turn on flashlights if not already on, maintenance lighting and crawl space lighting then open egress doors. To aid in egress and observation

**Number of instructors and their duties:**

* 1 TSO
* 2 Lead Instructors
* 1 Remote Computer operator
* 3 Space Operators

**The TSO Shall:**

* Be responsible for the safety of all trainees and instructor/operators while on the structure
* Initiate all drill scenarios
* Visually observe and monitor training while structure is manned
* Report all mishaps and equipment failures to the appropriate authorities

**The Lead Instructor(s) Shall:**

* Be responsible for the safety of the trainees under his span of control
* Inspect all trainees PPE
* Enter the structure with trainees
* Monitor, instruct and supervise trainees in the structure
* **IMMEDIATELY ACTIVATE THE EMERGENCY STOP BUTTON** in the event that an emergency situation takes place or by the direction of the TSO
* Aid personnel in exiting the structure
* Ensure replacement personnel are provided for attack team reliefs

**Remote Computer Operator Shall:**

* Operate the computer console continuously IAW the KIDDE trainer handbook
* Maintain radio communication with TSO, Instructors and, operators
* Notify TSO when all fires are out
* **IMMEDIATELY ACTIVATE THE EMERGENCY STOP BUTTON** in the event that an emergency situation takes place or by the direction of the TSO

**Space Operators Shall:**

* Operate light fires and smoke generators remotely if necessary IAW KIDDE trainer handbook
* Assist lead Instructor’s in monitoring the safety of all trainees inside space
* Call a STO in the event of a near mishap, mishap or equipment failure
* **IMMEDIATELY ACTIVATE THE EMERGENCY STOP BUTTON** in the event that an emergency situation takes place or by the direction of the TSO
* Perform duties as directed by the TSO

**Withdraw Procedures:**

* Lead Instructors and Operators will direct student to shut down nozzles and prepare to back out
* Notify outside instructor to secure pumps
* Back out hose teams

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| **Emergency Procedures** |

**The TSO Shall:**

* Make the final determination to call outside emergency services
* Requests the appropriate outside services
* Sound the air horn to stop all training
* Transmit and monitor radio traffic on channel as the designated emergency channel
* In the event a member is missing get a PAR
* Provide casualty updates to Metro Assistant Chief
* Ensure E-Stops have been activated
* Ensure pumps are off
* Walkthrough the structure to verify all trainees are out of structure and fires are out

**The Lead Instructor(s) Shall:**

* Notify TSO of an emergency situation
* Activate E-Stop in vicinity
* Direct trainees out the nearest door available and escort them back to their assigned company
* Get a PAR from each unit and report it to TSO

**Space Operators Shall:**

* Notify TSO of an emergency situation
* Activate E-Stop in vicinity
* Direct trainees out the nearest door available.
* In the event of a personnel casualty, remain with the casualty until EMS arrives on scene
* Maintain radio communication on emergency channel

**Remote Computer Operators Shall:**

* Activate the E-Stop on computer console
* Update the status of the structure to the TSO on the Emergency channel
* Remain in computer area
* If emergency is announced and TSO cannot be reached RCO sounds air horn and secures the structure from console

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| **Shutdown Procedures** |

**Structure Shutdown and Securing:**