

BURLINGTON COUNTY EMERGENCY SERVICES TRAINING CENTER

TRAINING FACILITY RULES & REGULATIONS

The Burlington County Emergency Services Training Center will provide time for organizations to utilize the services of the Training Facility. There are certain guidelines that shall be followed to assure safe and effective programs.

REGISTRATIONS

Any request to use the facility for training must be submitted on the Burlington County ESTC Training Facility Application for Use Form.

One application must be submitted for each request. The application must be turned in by the 20th of the month prior to the month requested.

Requests for dates will be on a first-come, first-serve basis. If requested dates are in conflict with Training Center classes, the ESTC classes will have first priority. Second priority is given to Burlington County fire departments. Third priority is given to in-county emergency medical services and police departments. Fourth priority will be given to out-of county fire departments and industrial fire brigades. All other requests shall fall in the final category.

Reservations for priority use of the facility will be taken for in-county organizations only January 01 to March 01.

INSURANCE REQUIREMENTS

PROOF OF INSURANCE MUST BE SUBMITTED WITH APPLICATION: The insurance required consists of: a) Statutory worker's compensation and employer's liability insurance; b) Comprehensive, all risks, general liability insurance including personal injury and property damage liability of not less than \$1,000,000.00 each occurrence/\$1,000,000.00 annual aggregate; and c) Automobile bodily injury and property damage liability insurance with a limit of not less than \$1,000,000.00 combined single limit.

CONFIRMATION

Confirmations for those organizations which have applied will be sent to the organization.

RIGHT OF REFUSAL

The Training Center reserves the right to refuse any drill application, if, in the opinion of the Training Center staff, a proposed drill would:

- * pose possible harm to personnel directly or indirectly involved in the use.
- * cause damage to any ESTC property.
- * not meet nationally accepted safe practices for fire or emergency services training.

CANCELLATION / NO SHOW

Standard procedure for billing shall be to bill all organizations for each date that they have registered. Cancellations will be received up until noon of the last regular business day before the scheduled use date. If the scheduled user does not notify the ESTC by that time, and that organization fails to use their reserved date, then that organization shall be billed for that use. Understanding the need to be flexible in that the Fire Service is not always easily scheduled, the ESTC Director will review special circumstances on a case by case basis.

QUALIFIED TRAINING OFFICER

All organizations wishing to use the Facility Training Grounds must have a Qualified Training Officer (QTO) present.

A Qualified Training Officer (QTO) is an individual who has completed a course of instruction designed to familiarize him/her to a level that they may safely utilize the Training Grounds.

If an out-of-county organization does not have a QTO, they will be required to utilize a Burlington County Emergency Services Training center supervisor as per current Fee Schedule.

LIVE FIRE TRAINING

Any drills involving live fire training shall be in compliance with N.J. State Live Fire Training Regulations and the most current Q.T.O./ Training Ground Qualifications Program.

Companies must complete all safety checklists and training forms with the facility staff prior to any live fire training.

The use of any FOAM product, including Training FOAM, is STRICTLY PROHIBITED.

AUTHORITY

The Duty Supervisor has the authority and responsibility to correct and/or terminate any training session / program, for just cause.

PROTECTIVE CLOTHING

All protective clothing worn must meet New Jersey PEOSHA requirements.

Firefighter turn out gear is prohibited in the Administration Building.

JEWELRY

It is strongly recommended that rings, necklaces, bracelets or earrings not be worn during any live fire training. This will help to minimize any injuries and prevent the loss of valuables. The ESTC will not be responsible for lost or damaged jewelry.

PHYSICAL CONDITIONS OF STUDENTS

Person(s) who have any physical condition that would prevent them from safely participating in fire training activities, shall be not permitted to participate in practical training activities.

FINANCIAL RESPONSIBILITY FOR MEDICAL TREATMENT

Any payment for any and all medical related charges will be the responsibility of the sponsoring organization.

PERSONAL CONDUCT

All personnel shall be courteous and disciplined. Proper decorum shall be observed at all times toward fellow students, ESTC Staff and Instructors.

The following are **PROHIBITED**: Abusive, profane or obscene language or behavior; sexual harassment; horseplay or any disturbance during any course or program; any form of gambling, use, possession or introduction of any drugs or alcohol; reporting to any program under the influence of drugs or alcohol.

TELEPHONES

ESTC telephones are available for emergency use only. Contact Duty Supervisor in charge. A public pay phone is available in the break room of the Administration Building.

SMOKING POLICY

Smoking is prohibited in ALL County Buildings. Anyone wishing to smoke must do so outdoors. Receptacles for discarded cigarettes are provided at each Administration Building entrance.

Smoking is prohibited in the Flammable Liquids Area.

RESTROOMS

Men's and women's restrooms are located in the Administration Building and the Service Building.

TRASH/RECYCLABLES

All trash will be placed in the proper receptacles. Trash receptacles are located throughout the facility. Any refuse that is considered recyclable shall be placed in the appropriate container.

EXPENDABLE EQUIPMENT

The ESTC will provide expendable materials to be used on the Training Grounds. This will include:

- * Straw
- * Fuel oil and gasoline for live burns
- * Dry chemical powder for extinguishers
- * Smoke fluid for smoke machines
- * Air refills for SCBA

The company will be billed per the current Fee Schedule.

TRAINING EQUIPMENT

All organizations will provide their own equipment for training. If equipment is needed, please indicate on the application. Fire departments will be invoiced for any damages to ESTC equipment, including hand tools and training mannequins.

USE OF LIVE VICTIMS

Any training drills performed at the ESTC **shall not** use any personnel as victims for **any evolutions**. The term "personnel" shall include any member of the organization or any one

connected directly or indirectly with that organization. Only inanimate objects will be used as victims. This will include: fire training dummies, hose dummies, mannequins, rescue-annie.

APPARATUS

Apparatus will be permitted in designated areas only. Designated areas are: a) all blacktop surfaces, b) Class A and Drill Tower concrete pads, and (c) Drafting Pond concrete pad.

Apparatus will not be permitted on the flammable/combustible liquids pad areas.

All apparatus must be kept off all grass areas.

Any department utilizing a “hot response” into the training grounds during the course of their evolutions **MUST** adhere to the following guidelines:

- **MUST** advise the ESTC Duty Instructor of “hot responses” prior to the start of training. The ESTC Duty Instructor will have full authority to not allow “hot responses” if he/she feels that this can’t be done safely, given the weather conditions or operations of other companies on the training grounds.
- **MUST** ensure that all personnel are seated and belted while the apparatus is in motion. No personnel are permitted to ride the rear tailboard of the apparatus.
- **MUST** ensure that a “hot response” can be done safely under the given weather conditions (i.e. – snow, rain, etc.).
- **MUST** ensure that the apparatus travels at a speed that will allow the operator to stop safely. If more than one apparatus is utilized, apparatus should space themselves for safety.
- When beginning outside of the training grounds, apparatus may start from no further than the animal shelter parking lot.
- Must ensure that other companies utilizing the training grounds are aware of the “hot responses” prior to the start of training evolutions.
- No other apparatus or students vehicles are entering or leaving the training grounds at the time of the “hot response”.
- The Q.T.O. and the designated Safety Officer will ensure that the above guidelines are followed.

PERSONAL VEHICLES

Personal vehicles are to be parked in the designated parking lot at the Administration Building. Personal vehicles are not permitted on the training pads, except for personal vehicles that are utilized as command vehicles.

PUMP HOUSE

Only ESTC Staff shall have access to the Pump House.

DRAFTING POND

When using the drafting pond, all water shall be pumped back into the pond.

At no time will any hose streams be directed onto any structural training prop(s), or other non-designated areas of the Training Grounds.

The Officer in Charge shall ensure the replacement of the safety chain at the drafting point upon completion of training.

FOAM

The use or discharge of FOAM of any type (AFFF, Universal Gold, etc.) anywhere on County property is **STRICTLY PROHIBITED**.

VISITORS / GUESTS

Non-fire department personnel visiting the facility are not permitted on the concrete training pads, or in the areas designated as the "hot-zone" for evolutions not surrounded by a concrete pad. Guests are to remain on grass areas, at a safe distance from the training exercise and fire apparatus. All agencies training at the facility are responsible for the safety and actions of their guests.

FEES

All services will always be based on the current Fee Schedule.

STAFF ASSISTANCE

The ESTC staff is pleased to assist you and answer any questions you may have. Please call between 8:30 a.m. and 4:30 p.m. any weekday.

Telephone: (609) 702-7157
Fax (24 hours): (609) 702-7100

Address all mail to: Burlington County Emergency Services Training Center
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