



OFFICE OF THE STATE FIRE COMMISSIONER
PA STATE FIRE ACADEMY
1150 RIVERSIDE DRIVE
LEWISTOWN, PA 17044



FACILITY USAGE
POLICIES/PROCEDURES and GUIDELINES

Revised August 2007

This policy is designed to address the needs of the Fire and Rescue community as well as other agencies or organizations throughout the Commonwealth of Pennsylvania. The PA State Fire Academy facility can be used for meetings, classes, training, etc.

Facilities available include:

- **Classrooms** with adequate A/V equipment
1 classroom seats approximately 24 people with tables/chairs or 40 people with chairs only. The classrooms may be divided into larger rooms if necessary. A kitchen is available upon request for events that may be catered.
- **Conference Room** – seats up to 16 persons comfortably
- **Computer Room** – seats 12 persons with computers
- **Drill grounds excluding live burn areas.**
- **Live Burn areas:** Residential burn building, 4 –Story Burn Building and Flammable Liquid Pit area

The required policies, procedures and guidelines are as follows:

1. Persons interested in using a part of the facility must complete the Facility Usage Request Form and return to the PA State Fire Academy in advance of the intended use. If you are applying for a “live burn” day which is listed as a Fire Department Training Day (FDTD or NFDTD) in the PA State Fire Academy Resident Schedule, you **MUST** submit your paperwork six (6) weeks prior to the date you are requesting. More details for drillground/live burns are on page 2 of this document.
2. If classroom or drillgrounds are being used for any part of a local level class, it is the organization's responsibility to complete the local level application and send it to the appropriate Educational Training Agency. A copy of the completed local level application MUST be attached with the Facility Usage Request Form.
3. If the organization is conducting a local level class, they **MUST** ensure that all students meet the prerequisite(s) of the course that they will be attending.
4. All organizations using the facility **MUST** setup the rooms (tables and chairs) or drillgrounds to their own specifications. When the organization is done using the facility, they **MUST** place everything back to its original state.
5. Any persons/organizations responsible for abuse or damage of the PA State Fire Academy facility and/or equipment may result in a suspension from further use of the facility and/or be held liable for all cost incurred to repair the damages. Any incident, injury, or “near-miss” **MUST** be reported to the PSFA within 24 hours.
6. Anyone falsifying records for use of the facility will be suspended from further use of the facility for a period of not less than 5 years. Local level instructors will also be subject to loss of their certification as an instructor if involved in falsifying records for use of the facility.
7. The "No-Show" of a group on a weekend date will automatically cancel future use of the facility by that group for a period of not less than 3 years. At least three (3) days notice should be given to the PA State Fire Academy if a group determines they cannot be at the facility after reserving the facility.
8. The Academy's hours of operation are Monday through Friday, 8:00am to 4:00pm. Use of the facility outside of these hours is permissible with certain rules/restrictions. Arrangements will need to be made for obtaining/returning keys and paperwork for the facility when any organization is using the facility on off hours or weekends.

9. All requests will be handled on a first come, first serve basis upon receipt of the completed application; subject to the State Fire Academy's approval. At that time, the organization will receive approval or non-approval. All requests must be approved by Pat Pauly or Terri Brooks; managers who coordinate the facility calendar events. If you have any specific questions, please contact Pat Pauly (ppauly@state.pa.us) or Terri Brooks (tebrooks@state.pa.us) at 1800-459-4096 ext. 111 or 118.

Drill Grounds and Live Burns **Additional Procedures and Guidelines**

10. Any and all logistical items needed for a class MUST be furnished by the user i.e. apparatus, equipment, rope, pallets, etc. While users should plan to furnish their own pallets (pallets are occasionally available at the Academy) users should contact the Academy well in advance to discuss possible arrangements. No storage facilities are available at the Academy to store materials prior to the scheduled date of class. Wood pallets are the only permissible fuel for structural fire training. Straw or hay may be used for smoke generation in SCBA exercises.

11 The cascade and hydrant systems can be made available if requested. This must be requested on the Facility Usage Request form; otherwise, you may not be able to use them. PSFA apparatus can NOT be operated by non-commonwealth employees.

12. Use of the facility for live burns may only be requested on the dates designated "Fire Department Training Days (FDTD/NFDTD)" as per the PA State Fire Academy Resident Schedule and MUST be part of the conclusion of a local level class. Most are for daylight use, 8am until 4pm. Those designated as NFDTD (night-time Fire Department Training Day) will allow the user to hold their Local level live-fire training session to run from 4pm until 12 midnight. A 16 hour "Structural Burn Session" means day one (1) will be held prior to the burn day. The live burn area will be available for one day ONLY. Request for use of live burn area MUST be six (6) weeks prior to the date(s) of the class with a copy of the ETA local level application attached. No organization can utilize the live burn area for the same program more than once every 24 months. A group can return for a different program if the facility is available.

13. All organizations must provide a Safety Officer for each hands-on course or activity. The organization and the Instructional Support Personnel MUST comply with all PA State Fire Academy policies in regards to facility usage, live fire standard NFPA 1403 and/or 1406, Structural Burn/Live Fire (SBS) Policy, No. 2006-02, and safety rules. Any incident, injury, or "near-miss" MUST be reported via the PSFA Incident Report within 24 hours. Abuse of any policies may result in a suspension from further use of the facility and/or Instructors may be suspended.

14. The PA State Fire Academy will, depending upon the usage, provide a person in-charge of the facility who will facilitate the support of the program and oversee the operation. The facilitator will be responsible for the overall safety and usage of the Academy. He/She has the authority to stop any unsafe, unnecessary, or non-professional actions that occur during the use of the facility. The facilitator will secure the facility at the end of the day.

15. Only persons participating in the class as registered students, people who are directly involved with instructional support, or as an apparatus operator will be permitted to attend in an active role. Anyone else can observe from the bleacher area ONLY.

16. All organizations MUST arrange ambulance stand by coverage during live fire exercises.

17. The organization must restore the drill grounds, etc. to its original condition at the conclusion of the class. **Ashes and residue must be removed from the burn buildings and hauled to the roll off dumpster at our facility by the user prior to use.**

18. If requesting to use the Flammable Liquid Pit area, a fuel oil declaration form MUST be completed and attached to the Facility Usage Request form and copy of the local level application. Please call the State Fire Academy to obtain the fuel oil declaration form.