

EXHIBIT A – REGIONAL PUBLIC SAFETY TRAINING CENTER (RPSTC) GENERAL OPERATIONAL POLICIES

Purpose and Operational Responsibility

- I. The primary function of the RPSTC is to promote collaborative, effective and efficient training of Public Safety Providers within Olmsted County and the Region.
- II. The RPSTC Facility Manager is responsible for the administration and oversight of the RPSTC and its programs.
- III. The RPSTC Facility Manager is responsible for the daily operation of the training facility
- IV. Taking the tactical configuration of the RPSTC weapons ranges into consideration, with safety being the primary concern, the RPSTC Advisory Board has made the policy decision that the Ranges will be closed to the General Public, subject to certain limited exceptions set forth in the Weapons Range Rules.

General Facility Use Requirements

- I. When the training facility is not being used by its primary contract users, the Facility Manager may contract use of the facility to other law enforcement agencies to support their training needs.
- II. Contract agencies are responsible for any damage caused by their employees or agents when such damage is due to negligence or to willful or preventable misuse of the facility or its equipment. Such responsibility includes payment for the prompt repair or replacement of the damaged items.
- III. Contract agencies are responsible for assuring that their employees and agents who use the training facility, comply with all safety rules and regulations listed with this policy statement.
- IV. Contract agencies may be granted permission to maintain storage lockers at the training facility, as space allows and as approved by the Facility Manager. The RPSTC shall not warrant the security or safety of any material or equipment stored at the training facility by contract agencies.
- V. During Contract use, contracting agencies are expected to provide range safety and instructional personnel who have been trained and are currently certified as a Firearms Instructor by an organization acceptable to the RPSTC Manager, to supervise and operate the range safely and efficiently. It is the

policy of the RPSTC to grant operational autonomy to those persons while their employees are using the facility. However, the RPSTC Manager retains ultimate control over the use of the facility at all times. Range safety personnel, instructors and all other contract agency employees who use the training facility by virtue of a contract, regardless of rank or position, shall follow the directions of the RPSTC Manager (or designee) immediately and without question.

- VI. In the event of schedule conflicts, decisions of the RPSTC manager (or designee) are final.
- VII. The RPSTC Manager (or designee) may refuse or terminate use by any member of a contracting agency for violation of RPSTC rules or applicable RPSTC Policy.

OSHA Compliance Within the Facility

- I. Cleaning and maintenance of the RPSTC shall be done in strict accordance with the RPSTC health and safety standard policy. A copy of this standard will be maintained at the RPSTC.
- II. Agencies contracting for RPSTC use shall, as a term of their contracts, provide their employees who use the RPSTC, in advance of that use, lead hazard safety training and appropriate protective gear sufficient to meet federal, state and local occupational health and safety standards.

General Safety Requirements for Weapons Handling Outside of Facility Weapons Ranges

- I. Range operations shall be supervised by a Certified Firearms Instructor, at all times when shooters are present at the facility.
- II. Loading and unloading of weapons shall occur in the manner and in the locations designated by a Firearms Instructor (or designee).
- III. Unless an emergency exists, loaded, un-holstered weapons are not permitted inside the Olmsted County Public Works Service Center, or porta potties/restrooms, fenced tactical/burn tower or covered shelter briefing areas of the RPSTC.
- IV. Loaded weapons are not permitted away from the firing line unless properly and safely holstered and in the possession of a person who has authority to carry such a weapon.

- V. Basic firearms safety rules are to be followed at all times while inside any RPSTC buildings or grounds.
- VI. Absolutely NO horseplay of any kind shall occur either inside any RPSTC buildings or on the RPSTC property.
- VII. No person shall be permitted to use the RPSTC who, in the opinion of the Firearms Instructor (or in their absence, the RPSTC Facility Manager), is impaired in judgment or motor control because of the use of alcohol, drugs or any other substance, or is impaired in judgment or motor control for physical, medical or psychological reasons. Persons with such impairments may be asked to leave the facility, if, in the opinion of the Firearms Instructor (or Facility Manager), their continued presence at the RPSTC would constitute a safety hazard to themselves or others.
- VIII. No persons shall bring, possess or use alcohol, any illegal drug or any non-prescribed controlled substance onto the RPSTC property.
- IX. Only weapons authorized by the Firearms Instructor shall be used at the RPSTC.
- X. All RPSTC users authorized to use special targeting systems and other RPSTC accessories shall do so with the appropriate safety and care.
- XI. Law enforcement officers are encouraged to wear protective vests when engaged in live-fire practice, training or qualification activities.

EXHIBIT B - REGIONAL PUBLIC SAFETY TRAINING CENTER (RPSTC) WEAPONS RANGE RULES

It is imperative that the following list of rules be followed at all times to ensure the safety of all participants as well as the instructors. By following these rules, a safe and efficient program will be presented. A violation of any range rule shall be grounds for immediate dismissal from the program.

Range Hours are from 0700 to 2200 hours; scheduled training has priority.

General Facility Rules:

1. There will be absolutely no alcoholic beverages or controlled substances not prescribed by a physician allowed on the premises. Use of tobacco products is allowed only in designated areas.
2. No participant shall consume alcoholic beverages or controlled substances not prescribed by a physician during a program, including the lunch break. In addition, no participant shall exhibit evidence of alcohol or controlled substance consumption which has occurred during non-program hours.
3. The directions of the program instructors shall be followed at all times, under all circumstances. The Range Master (RM) or Firearms Instructor (FI) conducting the training will have maximum authority over the range at all times. This is non-negotiable and there will be no debate as to the validity of instruction. Should conflict arise, the instructor's decision shall be carried out and complaints registered with the Training Division Supervisor at an appropriate time.
4. The Regional Public Safety Training Center accepts no responsibility for lost, stolen, or damaged items.
5. All garbage will be picked up at the conclusion of the weapons training and placed into the designated receptacles on site.

Specific Range Rules:

6. The RM or FI reserve the right to prohibit the use of any firearm determined to be unsafe or unsuitable for use.

7. The RM or FI must approve all ammunition for use. Any ammunition determined unsafe, unsuitable, or unusable must be removed from the range and stored as directed by the RM or FI pending its removal from the premises of the Facility.
8. The following types of ammunition are NOT PERMITTED on any ranges: armor piercing, steel core, steel jacket, steel shot, and incendiary, explosive, or tracer rounds. Any damage to the range by use of the above listed ammunition is the responsibility of the entity or agency causing the damage and a violation of this policy may result in being banned from future usage of the Facility.
9. Eye and ear protection must be in place and used during the firearms training.
10. Fully automatic weapons are allowed for use by authorized personnel only.
11. Safe muzzle discipline must be maintained at all times while on the range.
12. All spent shell casings shall be picked up at the conclusion of the weapons training and placed into the designated receptacles on site.
13. Law enforcement users of the RPSTC shall use only fully-jacketed, department issued handgun ammunition for general practice and routine qualification. With permission of the RPSTC Manager, law enforcement users may designate one qualification period per year to be shot with duty ammunition.
14. No food or beverages are to be consumed in the immediate vicinity of or ahead of the range firing lines.
15. Shooters shall wash their hands and faces thoroughly prior to consuming food or beverages at the RPSTC.

EXHIBIT C – REGIONAL PUBLIC SAFETY TRAINING CENTER BURN TOWER
RULES

STANDARD OPERATING GUIDELINES

for the

***REGIONAL PUBLIC SAFETY TRAINING
CENTER***

These are the Standard Operating Guidelines for Regional Public Safety Training Center. All procedures and guidelines contained herein are effective 10/01/2013. Copies of this manual are available in the RPSTC office.

GENERAL INFORMATION

The Regional Public Safety Training Center is located at ...1188 50th St. S.E., Rochester, MN 55904

Policy concerning the operation of the RPSTC is created by the professional staff of the County of Olmsted with input RPSTC Advisory Committee and from appropriate sources in the community.

Day to day operations at the RPSTC are coordinated by ...and RPSTC Staff. It is the responsibility of the RPSTC staff to ensure that all facility users are in compliance with the written operating guidelines, as well as acting in accordance with commonly accepted fire and emergency services training practices.

It is the intent of the RPSTC staff, to set forth and enforce the operating guidelines in this document. These guidelines exist for the safety of all those using the facility, as well as to minimize damage and prolong the life of the RPSTC property and equipment.

FORWARD

This manual has been developed for use by all Olmsted County employees associated with operations of the RPSTC in addition to the various emergency responders, municipalities and industrial organizations which use the RPSTC. The purpose of the manual is to provide standardized guidelines for use of the facility. It is the intent of the RPSTC to clearly define required operational procedures where possible, and in other areas, to define guidelines for operation. As situations arise, the guidelines set forth herein may be modified or eliminated as needed.

By using the facilities at the RPSTC you are acknowledging familiarity with this document, agreeing to adhere to the guidelines contained herein; and agreeing to accept direction from the RPSTC staff assigned to oversee your training session.

It is suggested that each organization which receives a copy of this document maintain it as a reference.

Any suggestions for the modification or improvement of this document may be submitted in writing to the Battalion Chief of Training, Rochester Fire Department, 201 4th ST SE, Rochester, MN 55904.

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TABLE OF CONTENTS

GENERAL 18

VISITOR AND GUEST GUIDELINES 20

BURN TOWER 20

MOBILE PROP /VEHICLE EXTRICATION AREA 21

BURN ROOMS 22

CLASSROOM 25

INSTRUCTOR QUALIFICATIONS 25

BURN FACILITATORS 26

FUEL MATERIALS 26

SUMMARY TIMELINE FOR USAGE 26

RPSTC: NON BURN TRAINING (CLASS SIGN-IN SHEET) 28

RPSTC: LIVE BURN PARTICIPATION RELEASE 30

RPSTC INVESTIGATION WORKSHEET FOR CLASS COMPLAINTS 32

GENERAL

1. Any person or group requesting use of the Safety Training Center (RPSTC) shall contact the Center using electronic mail or telephone not less than 30 days prior to the intended date of use. Messages may be left, but reservations should not be considered confirmed until a return call or e-mail acknowledgement is received.
2. By reserving the RPSTC, the organization/department commits itself to the following:
 - a. All members participating in the training session are insured by the organization/department as determined by the RPSTC.
 - b. All members participating in the training session are at least 16 years of age, and have parental consent using a form supplied by the RPSTC if younger than 18 years of age.
 - c. All members will follow the procedures and guidelines set forth in this document and obey the directions of RPSTC employees relative to the facilities and grounds.
3. Failure to comply with the requirements set forth in this document could result in the loss of the privilege to train at the RPSTC.
4. All drills conducted at the RPSTC should follow a planned format. Any “unusual or experimental” training sessions must be approved in advance by the RPSTC.
5. Upon an organization’s arrival at the RPSTC, the organization’s Officer in Charge (OIC) shall notify the RPSTC staff of their arrival **before** beginning any training session. At this time, the RPSTC staff will provide an Attendance Record form and cover the SOP’s pertaining to the appropriate training session. ALL personnel participating in an training session must be noted on this sheet. Also, the OIC shall designate the appropriate number of safety officers and provide names to the RPSTC staff.
6. All members participating in a training session must be mentally and physically fit. Responsibility for determining fitness shall rest with the OIC.
7. All training at the RPSTC will be under the direction of RPSTC trained personnel.
8. No training session shall begin without the approval of RPSTC staff. RPSTC staff shall make every effort to be present when any live fire drills are being conducted. **During any training session, the RPSTC staff may correct or suspend any operation for violation of these procedures or lack of safety.**
9. Use, possession or operating under the influence of any illegal drugs, alcohol or any other mind altering substance is prohibited on RPSTC property. Persons using, possessing, or operating under the influence of these substances will be immediately removed from participation in any training session and the appropriate authority notified.

10. No personnel will attempt any drill they have not been properly trained for, or are not properly attired for. Responsibility for these determinations shall rest with the OIC.
11. No outside catering service is to be used at the facility without prior approval.
12. No flammable or combustible liquids are to be brought on site. **All fuels used will be provided by the RPSTC** and dispensed from containers provided by the RPSTC. All fuel will be billed to users based on fee schedules. The only exception to this is gasoline for running spill fires which will be provided by the user and must be in UL Listed/Approved safety cans.
13. Smoke generators are available on site. They may be obtained by request from RPSTC staff. Liquid smoke for these machines will be provided by the RPSTC and billed at the current rate.
14. The OIC of any organization using consumables must sign a Billing Authorization form prior to leaving the facility. Any organization using the RPSTC will be billed at the current rate for facility use and consumables (see RPSTC Fee Schedules).
15. If death or injury occurs at the RPSTC, the RPSTC staff shall be notified immediately. In the event of a death, or any injury requiring transport to a hospital, the RPSTC staff shall contact the CFCC Fire/Rescue Director immediately.
16. If death or injury occurs, the OIC will be responsible for providing appropriate documentation to RPSTC staff within 24 hours.
17. Any damage to facilities shall be reported to RPSTC staff.
18. All areas used will be returned to the condition in which they were found unless specific authorization otherwise has been received from the RPSTC Staff.
19. Personnel that have facial hair which interferes with the seal of a self-contained breathing apparatus (SCBA) mask will not be allowed to participate in live fire training.
20. The OIC shall be responsible for locating RPSTC staff prior to leaving the facility so that proper sign-out procedures & check-offs can be completed and signed-off by the RPSTC staff and the OIC.
21. All RPSTC owned equipment shall be returned to the appropriate storage area at the conclusion of the training session. The user is responsible for ensuring that all equipment is cleaned and serviced. Any group returning equipment in an unserviceable condition will be billed for the cleaning/repair costs. All RPSTC owned hose must be run through the hose washer, rolled, and racked. No hose shall be left out to dry.

VISITOR and GUEST GUIDELINES

Recognizing that training of the nature that takes place at RPSTC presents the possibility of injury to participants and observers, it is the policy of the RPSTC that the presence of persons not directly involved in training at the facility should generally be avoided. This guideline is tempered with consideration that the facility will have other types of users and there is workflow that necessitates individuals to enter and depart the facility without prior notice.

For the purpose of this guideline, "VISITORS" are defined as anyone not directly engaged in a training session.

All visitors to the facility must report to the RPSTC office on their arrival and advise the RPSTC staff on-duty of their presence. These individuals will be issued a visitor pass that must be displayed on their person while on site. This pass must be returned prior to leaving the facility (Visitors may be asked to surrender a driver's license or other ID in exchange). If the employee is not present in the office, the prospective visitor must wait until a RPSTC employee returns.

Under no circumstances will visitors be permitted in active training session areas. Any visitor failing to comply with these directions will be removed from the facility.

BURN TOWER

This 4 story burn tower is equipped with interior and exterior stairs, vertical ventilation simulators, vertical and horizontal confined space training areas, interchangeable partition walls, sprinkler and standpipe system, and balconies.

USE

The burn tower may be used for the following training sessions:

1. Hose advances
2. Ladder raises
3. Standpipe, and sprinkler training sessions
4. Search and rescue training sessions
5. Ventilation
6. R.I.T.
7. Aerial apparatus operations
8. High angle rope work
9. Confined space training

SAFETY

1. No smoke bombs, flares, tear gas, or pepper gas will be used in the Burn tower.
2. 2" or smaller are the only acceptable lines for use on the interior or exterior of the Burn tower. At no time should master streams be used on this building.
3. When working on the pitched roof, all personnel must be working within an area protected by guard rails or adequately "tied off."
4. When high angle / vertical confined space training sessions are taking place there shall be a minimum of the following personnel present:
 - a. (1) Incident Commander
 - b. (1) Belay person for each line (may be properly instructed students)
 - c. (1) Safety officer
5. Only "air-soft" projectiles may be used in designated parts of the burn tower for simunitions training by law enforcement.
6. No simunitions training of any kind may be used in designated burn rooms.

CLEAN UP AND RESTORATION AFTER TRAINING SESSION COMPLETION

1. Remove any debris to dumpster.
2. Restore standpipe per instructions in Burn tower Sprinkler and Standpipe section.
3. Close all exterior windows and shutters and lock where appropriate. Close roof hatch.

MOBILE PROP / VEHICLE EXTRICATION AREA

This training session area is simply a leveled off area at the RPSTC used for various outdoor practical exercises. (3) 50'x 50' areas are interconnected by a roadway located at the east end of the burn tower

USE

This training session area is used as a place for students to practice various training sessions

SAFETY

1. During training sessions in this area there shall be present a minimum of:
 - a. (1) Incident Commander

- b. (1) or more Safety Officers depending on the training session.
2. All appropriate safety guidelines should be followed when performing training sessions.

CLEAN UP AND RESTORATION

1. All pieces of doors, windshields, roofs, etc. shall be placed in vehicles.
2. All broken glass shall be carefully swept up and disposed of as much as possible. All spilled vehicle fluids or tool hydraulic oil shall be absorbed using appropriate absorbent material and disposed of properly.
3. User must arrange to have vehicle removed within 2 days of class or it will be removed by the RPSTC and any costs associated with its removal shall be billed to the user.

CLASS “A” and “B” BURN ROOMS

Two burn rooms are located within the burn tower. A Class “A” burn room exists on the 1st floor and a Class “B” burn room on the 2nd floor. The LP burner located in the 2nd floor burn room is capable of being configured as a kitchen fire, couch fire, electrical fire, or HazMat fire. A 2nd LP burner located in the hallway outside the 2nd floor burn room is capable of creating a rollover fire.

The floors are designed to closely simulate real-life fire attack problems encountered in similar commercial buildings. The windows and doors consist of heavy duty, industrial panels and lever latches. Several doors are equipped with latching devices that are capable of providing for fairly realistic entry challenges.

USE

This structure is to be utilized for any non-fire training sessions that cannot effectively be taught elsewhere on the site. The scope of the scenarios possible is limited only by the imagination of the personnel and any facility limitations outlined below.

OPERATIONS/SAFETY

Overview

All live-fire training sessions conducted in the burn tower will be in conjunction with Burn Facilitators (BFs). Their directions and decisions are to be considered final during any training session. It is their responsibility to take input from the class instructors (whether organizationally appointed or MFSCB certified), and integrate them with facility policies and procedures to develop scenarios that meet the following prioritized objectives:

1. Safety for all participants including students, staff, and observers.
2. Preservation of the physical plant.

3. Accomplish realistic educational objectives.

Procedural

An Emergency Medical Services (EMS) sector must be established and manned by personnel with a minimum of Minnesota First Responder certification. Appropriate basic life support equipment is the responsibility of the user. The designated EMS sector MUST be manned at all times when training sessions are underway. Personnel may “swap-out” during a class to allow all individuals an opportunity to participate.

A prior walk-through of the areas to be used must be conducted for any persons not familiar with the layout of the structure.

All personnel must understand the operation of the emergency position of the forcible entry door latches.

No use of attack lines larger than 2 inch shall be permitted in or on the burn tower.

There shall be no prying on doors or windows other than in a way to activate the forcible entry props (Eg. No prying of hinge sides, cutting of components, etc.)

During all training sessions in the structure an accountability system must be utilized. The user-organization’s accountability system should be used.

The accountability system must be managed by the Incident Commander (IC) or an assistant working under the auspices of the IC. This individual will be responsible for conducting personnel accountability reports (PAR) as per organizational policies, but not less frequently than at the beginning and end of each scenario. Failure of a PAR to account for all personnel shall cause the Rapid Intervention Team (RIT) to be activated and the IC to take immediate steps to locate missing personnel.

During all live fire training sessions a Rapid Intervention Team must be established. This team must consist of a minimum of two firefighters who are fully geared and prepared to enter the structure to assist/affect rescue of an individual in distress. This team may be utilized during the scenario for other functions as determined by organizational policies (throwing ladders, helping to stretch hose, etc.).

Use of the burn tower will be weather permitting. The final decision as to whether a class will take place rests with RPSTC staff.

Personnel

The Officer in Charge (OIC) of the organization using the structure is responsible for assuring that each student entering the burn tower has demonstrated competency in self-contained breathing apparatus operation and general safety practices.

During operations, all personnel in the 'hot zone' must wear appropriate protective gear.

All personnel entering the building when any form of burn is taking place must be attired in full protective clothing including bunker coat, bunker pants, helmet, gloves, hood, SCBA and PASS device.

It is the intent of this policy to require, as a minimum, the following persons to be present during a live fire training session:

RPSTC Employee – Responsible for overall operation of the Center and will be present on facility grounds.

Burn Facilitator (BF) (2 minimum) – Directly responsible for all operations in the burn tower.

Organizational Officer in Charge (OIC) – This individual is responsible for the organization's users of the burn tower. As an individual, he/she is accountable for the actions of all his/her students in the training session.

Safety Officer (SO) – A knowledgeable individual able to make decisions about the safety of operations taking place. This individual will be responsible for managing scene accountability either directly or through an assistant.

Incident Commander (IC) – The person immediately responsible for making decisions about the scenario at hand. **RIT** – A 2 person team (minimum) designated to assist a participant in distress or unable to be accounted for during a scenario. These individuals may be students depending on the educational objectives of the scenario, and if the OIC and BFs approve.

EMT – EMT Station should be set up and maintained at all times burns are being conducted. This individual may be a student, but may not participate in ANY other aspect of the scenario when acting in this role.

Fire Development

Size and intensity of fires will be determined by the BFs in order to meet safety and scenario requirements. Burning may only be done in designated burn areas.

CLEAN UP AND RESTORATION

It is the responsibility of the OIC to ensure that the following is completed to the satisfaction of the assigned BFs. The OIC must ensure that appropriate time and personnel are available at the completion of a drill to satisfy these requirements:

Any debris shall be removed to an appropriate container as indicated by BFs.

Areas around the structure shall be cleaned of debris by sweeping and placing debris in dumpster.

Any standing water shall be swept to the exterior. All roof decks shall be swept or hosed to remove debris.

Any RPSTC owned tools (shovels, brooms, etc.) shall be returned to the storage areas they were acquired from.

All hatches and covers shall be closed.

All windows and doors must be closed and latched. All unused forcible entry dowels must be removed from latches.

All non-burn areas must be clean of all debris.

All accountability hardware must be checked in and COUNTED out with Burn Facilitator or RPSTC employee.

Any damage or problems noted must be noted in the appropriate RPSTC documentation form.

OUTDOOR CLASSROOM

The Burn Tower area offers a 20' x 30' open-air shelter. It is equipped with seating for up to 30 students. The space is equipped with 110v power, a whiteboard, and a projector screen. Users of the site are welcome to utilize their own laptop/projector for presentations.

USE

The open-air shelter can be used for staging, rehab, training, and briefings.

CLEAN UP AND RESTORATION

Prior to leaving the classroom the instructor shall:

1. Ensure that all students have removed their trash to appropriate receptacles.
2. Return shelter to its original configuration.
3. Report any deficiencies to RPSTC staff.

INSTRUCTORS

All instructors should be a minimum of MN Fire Instructor I certified or equivalent. Equivalencies may include:

1. Served or serves as an instructor in a fire department Training Division, or assisted the Training Division with departmental training in firefighting disciplines; and
2. Attended a state or nationally recognized instructor training conference, seminar or class; and
3. Completed Live Fire Coordinator training or have training skills equivalent to the requirements of NFPA 1403

Instructor-in-charge shall also have Minnesota Fire Officer I and Safety Officer Certification or equivalent, and have completed Live Fire Coordinator training or have training skills equivalent to the requirements of NFPA 1403. Equivalencies may include:

1. Two (2) years as chief officer of suppression, and served as the Incident Commander at one structure fire for the duration of the event; and
2. Attended a state or nationally recognized instructor training conference, seminar or class; and
3. Completed Live Fire Coordinator training or have training skills equivalent to the requirements of NFPA 1403

The participating student to instructor ratio shall not be greater than 5 : 1

BURN FACILITATORS

Only trained and qualified operators are allowed to run Class “A” and “B” fire scenarios. The operator qualifications training will be provided by the RPSTC. The training will include :

1. Facility Orientation.
2. Basic facility opening and closing procedures.
3. Training of all of the building simulations and safety systems
4. Training on the live burn simulators
5. Training on the live burn procedures as set forth in NFPA 1403

FUEL MATERIALS

No off-site materials are allowed to be burned in the tower

Class “A” fires will be built using pallets, straw/hay, cardboard, and paper

All Class “A” fires are to be built using RPSTC procedures which will be provided to users prior to the start of their training session.

Summary Timeline -

Commercial and/or Residential Burn tower Usage

At least 30 days before the class:

Organizational OIC or designee reserves the facility by telephone or e-mail - submits Scheduling Form.

Indicates to RPSTC Staff what areas are going to be used for burning with completed fire plans.

Answers all required questions on fire training plan

At least 14 days before the class:

OIC confirms reservation with RPSTC staff by telephone or e-mail.

If possible, approved fire training plans are faxed or e-mailed to organization.

Originals are filed for use by Burn Facilitators on day of class.

RPSTC staff secures necessary number of burn facilitators

Day of class:

Prior to class:

Burn Facilitators arrive at Center

Review pass-on log

Review fire training plans

Prepare paperwork for session

Secure and check first-aid equipment if needed

Secure and check accountability hardware if needed

Organizations arrive

Students complete abridged registration form

Safety procedures reviewed

Walk through conducted/latches reviewed

Load-in

Billing Authorization verified/completed with RPSTC staff

Burn Facilitators complete safety walk-through

Debris, shaft doors, fire load, etc.

Following class:

Clean-up/Restoration section followed

All supplies checked in (accountability, tools, first-aid equip.)

Organization signed off site by BFs

BFs complete pass-on log with any problems noted and forms attached (including payroll time sheets)

Next Business day after class:

RPSTC staff reviews pass-on log

Files forms

Sends Billing Authorization for invoicing

Contacts Fire/Rescue Director regarding any problems

IMPORTANT NOTE: Any organization canceling their reservation after burn facilitators have been contracted (after the RPSTC staff has confirmed the reservation) will be charged a fee as per the RPSTC Fee Schedule in place at the time.

Organizations who believe that their cancellation is justified by extenuating circumstances may submit an explanation in writing to the Fire/Rescue Director within 72 hours of the date of cancellation to request that this fee be waived. Failure to submit a request for waiver within 72 hours constitutes acceptance of the charge.

Final decision as to whether extenuating circumstances existed rests with RPSTC staff.

Regional Public Safety Training Center

Non-Burn Training

Class Sign-in Sheet

Agency Name _____

Date: _____ Time In: _____ Time Out: _____ Crew _____

Instructor's Name (Printed): _____

Instructor's Name (Signature): _____

Topic: _____

	Name	Signature	ID #
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____

12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____

Regional Public Safety Training Center

Live Burn Participation Release

Fire Chief's Name / Title

Fire Department

Please sign on this line

Please print department name

This is to certify that the firefighters listed below are authorized to participate in Live Fire Training conducted at or under the auspices of the Regional Public Safety Training Center. I understand that due to the environments associated with live burning, elevated temperatures will be present. Although uncommon, some equipment damage could possibly occur.

NFPA 1403, 2002 Edition requires that firefighters participating in Live Fire Training sessions shall have received training to meet the job requirements for Firefighter I, of the following sections of NFPA 1001, Standard for Firefighter Professional Qualifications, current edition

Safety

Water Supply

Portable Fire Extinguishers

Fire Hose, Appliances and Streams

Forcible Entry

Personal Protective Equipment

Overhaul

Fire Behavior

Ladders

Ventilation

Student and Chief Signature Information:

My signature below affirms that I meet the minimum qualifications as stated above. The Chief's signature certifies that students have met the pre-requisites for Live Fire training as stated above.

<u>Student Name</u>	<u>Signature</u>	<u>ID Number</u>	<u>Chiefs Signature</u>
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____
4 _____	_____	_____	_____
5 _____	_____	_____	_____
6 _____	_____	_____	_____
7 _____	_____	_____	_____
8 _____	_____	_____	_____
9 _____	_____	_____	_____
10 _____	_____	_____	_____
11 _____	_____	_____	_____
12 _____	_____	_____	_____
13 _____	_____	_____	_____
14 _____	_____	_____	_____
15 _____	_____	_____	_____

Regional Public Safety Training Center

Investigation worksheet for class complaints

Date of event _____ Time of event _____

Class Name _____ Instructor Name _____

Certification class _____

Lecture thorough _____

Practical given _____

Written tests given _____

Did the class dismiss early _____

If so was it on more than 1 occasion _____

General Comments _____

Name of interviewer _____

Attach written student statement _____

Attach instructor statement _____

Attach interviewer statement _____

Witness present at interview _____

Signature of interviewer _____ Date _____

Signature of witness _____ Date _____

Other determination _____ comments _____ including _____

**EXHIBIT D – REGIONAL PUBLIC SAFETY TRAINING CENTER VEHICLE
OPERATIONS RANGE RULES**

It is imperative that the following list of rules be followed at all times to ensure the safety of all participants as well as the instructors. By following these rules, a safe and efficient program will be presented. A violation of any range rule shall be grounds for immediate dismissal from the program.

Range Hours are from 0700 to 2200 hours; scheduled training has priority.

General Facility Rules:

1. There will be absolutely no alcoholic beverages or controlled substances not prescribed by a physician allowed on the premises.
2. No participant shall consume alcoholic beverages or controlled substances not prescribed by a physician during a program, including the lunch break. In addition, no participant shall exhibit evidence of alcohol or controlled substance consumption which has occurred during non-program hours. Use of tobacco products is permitted only in designated areas.
3. The directions of the program instructors shall be followed at all times, under all circumstances. There will be no debate as to the validity of instruction. Should conflict arise, the instructor's decision shall be carried out and complaints registered with the Training Division Supervisor at an appropriate time.
4. Participants shall stay in the training area at all times unless accompanied by an instructor or at the express direction of an instructor.

Specific Range Rules:

5. No vehicles are permitted on the course unless accompanied by an instructor or at the express direction of an instructor.
6. There shall be no pedestrian traffic in the area of the driving course/skid pad.
7. Unless otherwise directed by the course instructor, seatbelts, harnesses, and any other safety equipment available shall be worn at all times by all occupants of a vehicle using the Vehicle Operations Range.
8. Only personnel and vehicles authorized by the RPSTC will be allowed on the Vehicle Operations Range.

9. All vehicles must be inspected and must be in proper working order before each training session. Only vehicles passing inspection shall be allowed on the Vehicles Operations Range to participate in the training exercises.
10. Any injury or property damage shall be reported immediately to an instructor.
11. Any actions determined to be adverse to the training exercises will result in the immediate dismissal of the individual(s) from the Vehicle Operations Range.

RIGHT OF WAY

12. Vehicle direction of travel shall be designated by the instructors.
13. There shall be no passing on the driving course unless advised to do so by an instructor.

SPEED

14. Speeds through all exercises shall be determined by the instructors, existing conditions and individual capabilities.
15. Progression of speed and exercise complexity shall be at the discretion of the instructors.

**EXHIBIT E – REGIONAL PUBLIC SAFETY TRAINING CENTER K-9
TRAINING GROUNDS RULES**

1. No alcoholic beverages allowed or consumed in the area of the K-9 training grounds.
2. An Olmsted County/Rochester K-9 unit member must be present during any use of the training grounds.
3. All service K-9's must be under physical, verbal or hand control at all times when on the training grounds.
4. Any training equipment damaged during use must be reported to the Olmsted County/Rochester K-9 unit trainers or K-9 unit commander.
5. The use of blank ammunition is permitted during training.
6. The training grounds hours of operation are 24/7/365 with the exception that blank gunfire can only be used from 0700 – 2200 hours.
7. K-9 unit commander and/or K-9 unit trainers will have the final say in dismissing any person from the training grounds for unsafe behavior or violation of the rules.



EXHIBIT F - RPSTC INDIVIDUAL USER RELEASE FORM

I acknowledge that the use of the services, activities and facilities of the Regional Public Safety Training Center (RPSTC) carries a risk of serious personal injury or death. In consideration for the permission to use the facilities of the RPSTC, I hereby release and forever discharge, for me and my heirs, executors, administrators and assigns, Olmsted County, as the owner and operator of the RPSTC and all other employees, volunteers, and authorized agents in any way related to the RPSTC, of and from all claims, demands, rights and causes of action of whatsoever kind and nature, arising from or by reason of any and all known and unknown, foreseen and unforeseen bodily and personal injuries, or damage to property, resulting from my use of the services, activities, and facilities of the RPSTC.

However, this waiver shall not preclude a claim in the event of gross negligence or willful misconduct by the County, employees of the RPSTC or their authorized agent(s). Nothing in this release is intended to be, nor shall be interpreted as a waiver, of any kind of Olmsted County's right to assert immunity from suit.

I hereby declare that I am not a convicted felon, nor have I been convicted of Domestic Violence and am not therefore using this facility in violation of State or Federal Law.

I hereby declare that I am of adult age, that I have carefully read the foregoing Release and understand the contents thereof. That I may not use the services, activities or facilities of the RPSTC without signing this Release and that I sign it of my own free will.

CAUTION: THIS IS A RELEASE – READ BEFORE SIGNING

Date: _____

Signature of Individual User

Printed Name of Individual User