

Edmonds Fire Department Burn Checklist

Site Address: _____

Owner name: _____

Contact phone number: _____

Officer/instructor in charge: _____

Planned date of burn: _____

PRE-BURN PLAN

The officer in charge will develop a pre-burn plan based upon information obtained during the pre-plan and building preparation stages.

The pre-burn plan shall include:

- Identifying the location of the fire.
- Establishing the fire load.
- Establishing the position of attack lines.
- Establishing the position of back-up lines.
- Development of a rescue plan.
- Development of emergency evacuation assembly area.

All personnel involved in the drill shall be instructed on each element of the pre-burn plan prior to igniting the structure.

CHECKLIST

The following checklist is an appendix to NFPA Standard 1403, Live fire Training Evolutions in Structures, and is included here for informational purposes to aid in the planning for and management of structural live fire training.

Permits, Documents, Notifications, Insurance

- 1. Written documentation received from owner:
 - Permission to burn structure.
 - Proof of clear title.
 - Certificate of insurance cancellation.
 - Demolition permit from City.
 - Copy of asbestos report and certification.
 - Acknowledgement of post-burn property condition.
- 2. Puget Sound Clean Air Agency (PSCAA) demolition permit received.
- 3. Notification made to owners and users of adjacent property of date, time, and location of burn.
- 4. Notification made to dispatch office of date, time, and location of burn.
- 5. Notification made to all affected police agencies:
 - Received authority to block off roads.
 - Received assistance in traffic control.

Pre-Burn Planning

- 1. Pre-burn plans made, showing the following:
 - Site plan drawing, including all exposures.
 - Building plan, including overall dimensions.
 - Floor plan detailing all rooms, hallways, and exterior openings.
 - Location of Command Post.

- Position of all apparatus.
- Position of all hoses, including backup lines.
- Location of emergency escape routes.
- Location of emergency evacuation assembly area.
- Location of ingress and egress routes for emergency vehicles.
- 2. Available water supply determined.
- 3. Separate water sources established for attack and backup hoselines.
- 4. Periodic weather reports obtained.
- 5. Parking areas designated and marked:
 - Apparatus staging.
 - Ambulances.
 - Police vehicles.
 - Press vehicles.
 - Private vehicles.
- 6. Operations area established and perimeter marked.
- 7. Communication frequencies established, equipment obtained.

Building Preparation

- 1. Building inspected to determine structural integrity.
- 2. All utilities disconnected (acquired buildings only).
- 3. Highly combustible interior wall and ceiling coverings removed.
- 4. All holes in walls and ceilings patched.
- 5. Materials of exceptional weight removed from above training area (or area sealed from activity).
- 6. Ventilation openings of adequate size precut for each separate roof area.
- 7. Windows checked and operated, openings closed.
- 8. Doors checked and operated, opened and closed as needed.
- 9. Building components checked and operated:
 - Roof scuttles.
 - Automatic ventilators.
 - Mechanical equipment.
 - Lighting equipment.
 - Manual or automatic sprinklers.
 - Standpipes.
- 10. Stairways made safe with railings in place.
- 11. Chimney checked for stability.
- 12. Fuel tanks and closed vessels removed or adequately vented.
- 13. Unnecessary inside and outside debris removed.
- 14. Porches and outside steps made safe.
- 15. Cisterns, wells, cesspools, and other ground openings fenced or filled.
- 16. Hazards from toxic weeds, hives, and vermin eliminated.
- 17. Hazardous trees, brush, and surrounding vegetation removed.
- 18. Exposures such as buildings, trees, and utilities removed or protected.
- 19. All extraordinary exterior and interior hazards remedied.
- 20. Fire "sets" prepared:
 - Class A materials only.
 - No flammable liquids.
 - No contaminated materials.
- 21. Order portable toilet.
- 22. Schedule Support 7, if available, to arrive late morning.

Pre-Burn Procedures

- 1. All participants briefed:
 - Building layout.
 - Crew and instructor assignments.
 - Safety rules

- Building evacuation procedure.
- Evacuation signal (demonstrate).
- 2. All hose lines checked:
 - Sufficient size for the area of fire involvement.
 - Charged and test flowed.
 - Supervised by qualified instructors.
 - Adequate number of personnel
- 3. Necessary tools and equipment positioned.
- 4. Participants checked:
 - Approved full protective clothing.
 - Self-contained breathing apparatus.
 - Adequate SCBA air volume.
 - All equipment properly donned.

Post-Burn Procedures

- 1. All personnel accounted for.
- 2. Remaining fires overhauled, as needed.
- 3. Building inspected for stability and hazards if more training is to follow (see "Building Preparation").
- 4. Training critique conducted.
- 5. Records and reports prepared, as required:
 - Accounting of activities conducted.
 - List of instructors and assignments.
 - List of other participants.
 - Documentation of unusual conditions of events.
 - Injuries incurred and treatment rendered.
 - Acquired building release.
 - Certificates of completion.
- 6. Building and property released to owner, release document signed.

Instructor-In-Charge

- 1. Plan and coordinate all training activities.
- 2. Monitor activities to ensure safe practices.
- 3. Inspect building integrity prior to each fire.
- 4. Assign instructors:
 - Attack hose lines.
 - Backup hose lines.
 - Functional assignments.
 - Teaching assignments.
- 5. Brief instructors on responsibilities:
 - Accounting for assigned students.
 - Clothing and equipment inspection.
 - Monitoring safety.
 - Achieving tactical and training objectives.
- 6. Assign coordinating personnel, as needed:
 - Emergency medical services.
 - Communications.
 - Water supply.
 - Apparatus staging.
 - Equipment staging.
 - Breathing apparatus.
 - Personnel welfare.
 - Public relations.
- 7. Ensure adherence to this standard by all persons, within the training area.

Safety Officer

- 1. Prevent unsafe acts.
- 2. Eliminate unsafe conditions.
- 3. Intervene and terminate unsafe acts.
- 4. Supervise additional safety personnel, as needed.
- 5. Coordinate lighting of fires with Instructor-In-Charge.
- 6. Ensure compliance of participants' personal equipment to applicable standards:
 - Protective clothing.
 - SCBA.
 - Personal alarm devices, if used.
- 7. Ensure that all participants are accounted for, both before and after each evolution.