

# Virginia Department of Fire Programs

## Live Fire Evolution Checklist

Rev.: June 24, 2005

### PERMITS/DOCUMENTS/INSURANCE

- Permission to burn building
- Proof of Clear Title
- Certificate of Insurance Cancellation
- Acknowledgement of post-burn property condition
- Local Burn Permit received
- Permission obtained to use local water source(s)
- Notification to appropriate emergency service dispatch office of date, time, and location of live fire training
- Notification to all affected agencies/departments (Police, Fire, Sheriff, VDOT, Forestry, DEQ)
- Notification made to owners for structure and adjacent properties of date, time, and location of live fire training
- Assistance for Traffic Control, training ground security
- Liability Insurance obtained covering damage to other property
- Written Evidence of **pre-requisite training** obtained from all participating students
- Written documentation of supervisory and instructional personnel on qualifications as stipulated by NFPA 1403 and the Authority Having Jurisdiction (AHJ)

### PRE-BURN PLANNING

- Pre-burn planning
  - Site Plan Drawing of structure or facility
  - Floor Plan detailing all rooms and exits
  - Location of Command Post
  - Position of all apparatus
  - Position of all hose and backup lines
  - Location of Emergency escape routes
  - Location of emergency evacuation assembly area
  - Location of ingress and egress escape routes for emergency vehicles
- Available water supply determined
- Required fire flow determined for the burn structure and exposure buildings
- Required reserve flow determined (50% of fire flow)

- Pumping Apparatus meets or exceeds the required fire flow for the building and exposures
- Separate water sources established for attack and backup hose lines
- Periodic weather reports obtained
- Parking areas designated and obtained
  - apparatus
  - ambulance
  - Police/Sheriff's vehicles
  - Press vehicles
  - Private vehicles
- Operations area established and perimeter Marked
- Communications frequencies established, equipment obtained

### BUILDING PREPARATION

- Building Inspection to determine structural integrity
- All utilities disconnected (acquired structure)
- Highly combustible interior wall and ceiling coverings removed
- All holes in walls and ceilings patched/covered
- Ventilation openings of adequate size precut for each separate roof area
- Windows checked and operated, opened or closed, as needed
- Doors checked and operated, opened or closed, as needed
- Building components checked and operated: (burn buildings)
  - roof scuttles
  - automatic ventilators
  - mechanical equipment
  - lighting equipment
  - manual and automatic sprinklers
  - standpipes
- Stairways made safe with railings in place
- Chimney (if applicable) checked for stability
- Fuel tanks and closed vessels removed or adequately vented
- Unnecessary inside and outside debris removed
- Porches and outside steps made safe
- Cisterns, wells, cesspools, and other ground openings identified, fenced or filled.

- Hazards from toxic weeds, hives, and vermin eliminated
- Hazardous trees, brush, and surrounding vegetation removed

**BUILDING PREPARATION** (Continued)

- Exposures such as buildings, trees, and utilities removed or protected
- All extraordinary exterior and interior hazards remedied
- Fire “sets” prepared
  - Class “A” materials only
  - NO** flammable/combustible liquids
  - No contaminated materials

**PRE-BURN PROCEDURES**

- All participants briefed:
  - Building layout
  - Crew and Instructor assignments
  - Safety rules
  - Building evacuation procedures
  - Evacuation signal (demonstrate)
- All hose lines checked:
  - Sufficient size for the area of fire involvement
  - Charged and flow tested
  - Supervised by qualified instructors
  - Adequate number of personnel
- Necessary tools and equipment positioned
- Participants checked:
  - approved full protective clothing
  - self contained breathing apparatus
  - adequate SCBA air volume
  - all equipment properly donned

**POST-BURN PROCEDURES**

- All personnel accounted for
- Remaining fires overhauled, as needed
- Building inspected for stability and hazards
  - Where more training is to follow (see Section B.3, Building Preparation)
- Training critique conducted
- Records and reports prepared, as required:
  - account of activities conducted
  - list of instructors and assignments

- list of other participants
- documentation of unusual conditions or events
- documentation of inquiries incurred and treatment rendered
- documentation of changes or deterioration of training center burn building
- acquired building release
- student training records
- certificates of completion
- Building and property releases to owner, release document signed

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Completed by: (Printed Name)

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Completed by: (Signature)                      \_\_\_\_\_  
Date

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Reviewed by: (Printed Name)

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