

MUSKOGEE

FIRST RESPONDER

MULTI AGENCY

TRAINING CENTER

- Muskogee, Oklahoma -



We are paid NOT for what we do; But for what we are trained to do!

EVERY *Okie*
HAS THEIR DAY.

FIND
Yours.

— MUSKOGEE —
REAL
Okie
— EST. 1898 —

VISIT
MUSKOGEE

.com



Only in Muskogee!

- AMERICAN INDIAN HERITAGE • HISTORY, CULTURE, & ART MUSEUMS •
- WAR MEMORIAL PARK HOME TO OKLAHOMA'S ONLY SUBMARINE •
- THE OKLAHOMA MUSIC HALL OF FAME • HISTORIC ROXY THEATER •
- PARKS, SPORTS, & RECREATION •
- BLOOMS & BUTTERFLIES •
- COOK-OFFS • WINE TASTING FESTIVALS •
- EXCLUSIVE FISHING ON AMAZING WATERWAYS •
- OKLAHOMA RENAISSANCE FESTIVAL AT THE CASTLE • TROLLEY TOURS •
- GARDEN OF LIGHTS •

*and so much
More!*

We give the gift of
*Hometown
Hospitality!*

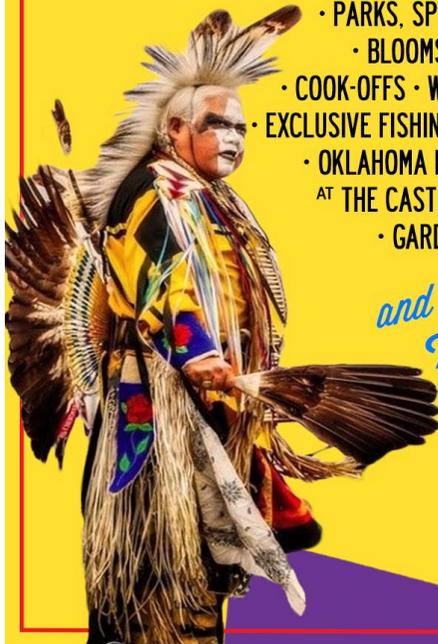


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Welcome to REAL. OKIE. Muskogee!

A crossroads of culture, commerce, and lifestyles, Muskogee evokes a sense of pride in residents. This Okie pride is shared with the world through a song—“Okie from Muskogee.” Merle Haggard’s #1 hit song put Muskogee on the map and that pride runs deep. Viewed by many as a burly, bootstrapping place, this town brought together cowboys and Indians, outlaws and lawmen, even hippies and manly men. Today, Okies from Muskogee are known for having a genuine strength of character and warm southern hospitality. Come visit Muskogee—center of Okie Nation—a place where it’s hip to be real and there’s no better place to be real than Muskogee.

Muskogee, a festival city all year long, reflects its real, fun-loving nature. In the springtime, events like the Soul Food Cook-Off, Bare Bones Film Festival, and world famous Azalea Festival unify residents and tourists alike in pursuit of a great time. Visitors can also take a trip back in time at the Castle of Muskogee’s annual Renaissance Festival every weekend in May. Summertime gives Muskogee visitors a chance to cool off at Mudstock—an annual mud volleyball tournament. Fall brings a change in landscape and time to celebrate the rich background of Muskogee. During the winter holiday season Muskogee transforms into a wonderland! Have yourself a Muskogee little Christmas by driving through a Castle Christmas and one of USA Today’s 10 Best light displays in the country, The Garden of Lights at Honor Heights Park or enjoy a winter ice skate.

Situated along the forks of the Arkansas, Verdigris, and Grand River and within close proximity to lakes and recreational areas, Muskogee is also a great place to embark on a fishing adventure. Fishermen can find largemouth bass, spotted and white bass, crappie, and catfish in the waters of Muskogee. Bass in particular have earned Muskogee a national reputation among anglers. The city’s Three Forks Harbor has been host to the prestigious Bassmaster Elite and Open Series as well as Major League Fishing qualifying rounds. These tournaments have brought more than 5,000 visitors a day to the harbor.

Fun at Three Forks Harbor doesn't begin and end with fishing. Every year the harbor hosts the River Rumba Regatta where competitors construct and race cardboard boats for glory. The cardboard boats are creative and showcase Muskogee's unique culture. Recent entries to the race included a 1950s hot rod that could have cruised Jefferson Highway decades ago and a scaled down replica of the World War II submarine that calls Muskogee home- the USS Batfish! The USS Batfish resides at the Muskogee War Memorial Park and Museum. Visitors can climb aboard and tour the 300-foot submarine famous for sinking three enemy ships. Learn about the rich Native history at the Five Civilized Tribes Museum and dip into local flare at Three Rivers Museum. Don't forget about the music of Muskogee! Tour the Oklahoma Music Hall of Fame at the historic Frisco Depot and search for all 30 eight-foot guitars around town that highlight this music city!

There is even more to do in Muskogee! Check out the River Country Water Park to cool off when it's hot out or get fast, dirty, and loud at the Outlaw Motor Sports Park or at the American Motorcycle Association's Dirt Track Nationals held at Love-Hatbox Field. Feeling artistic and creative? Don't forget about the historic Roxy Theater, host to many classic movies, the Barebones Film Festival, and other screenings year round. You can even check out a live performance at Muskogee Little Theatre and see some unique shops and antiques in historic downtown Muskogee.

All of this activity is sure to make anyone hungry! Did you know that Muskogee is the barbecue mecca of the country boasting more barbecue restaurants to residents than anywhere? It's true! Keep coming back to Muskogee and try them all! Remember the perfect motorcycle tour begins and ends in Muskogee! Put your knees to the breeze and ride the hills, switchbacks, tight curves, and straights on the ultimate asphalt roller coasters of eastern Oklahoma! We're happy to have you! But before you start your REAL OKIE adventure, be sure to see what's new and happening in Muskogee at VISITMUSKOGEE.COM. See you soon!



All Correspondence

All Correspondence should be made to the Muskogee Fire Chief:

**Muskogee Fire Department
505 Columbus
Muskogee, Oklahoma 74401
918-684-6252
fire@muskogeeonline.org**



INTRODUCTION

The Muskogee First Responder Multi Agency Training Center (MFRMATC) was established in 2015 under the concept and design of; Muskogee Fire Chief Derek Tatum, and made possible by the City of Muskogee and its Citizens. This facility became the proud new home of the First Responders or Public Safety Officers of the City of Muskogee, and Muskogee County Oklahoma. The state-of-the-art facilities and training center highlights the Public Safety Officers training career and craft. It brings the Fire and Police Departments into the future by providing the first responders with a modern centralized training center, work location, more efficient tools, equipment, and resources to work with, and the enhanced capability to pursue our mission to provide the highest level of emergency services to the communities we serve.

- Service is a primary consideration in the design and development of the facilities
- Promote safety in all aspects of Public Safety and emergency service training
- The MFRMATC is an extension of the community; Muskogee Fire, Law Enforcement, and MCEMS
- Training; ranging from basic skills to more advanced specialized topics
- In a leadership role, develop and utilize new techniques and technologies
- Cost efficiency and effectiveness were evaluated and considered at all phases of design and construction
- Provide research, technical assistance and support



MUSKOGEE FIRE DEPARTMENT

MFD Mission Statement

For over a century, the Muskogee Fire Department has protected its citizens from fire and emergencies. From the days of the bucket brigades, to the horse drawn steam pumpers, to the modern day apparatus; diesel powered 400 HP, 1500 GPM pumpers. The Muskogee Fire Department is dedicated in providing quality, timely, and professional emergency services to those who live in, work in, and visit the City of Muskogee.

The Muskogee Fire Department is an organization of dedicated professionals who are committed to serving the community by protecting life, property, and the environment through prevention, education, Emergency Medical Responders and fire services.

MFD History

The Muskogee Fire Department is a historic department, serving the citizens of Muskogee and surrounding communities for over 100 years. Muskogee first organized as a department in 1895. It was staffed by twenty volunteer firemen. Charles Seeking was Muskogee's first Fire Chief. Frank Swift and John G. Lieger were foremen of the first two hose brigades.

Local merchants purchased and presented to the department its first hook-and-ladder wagon however, they did not provide the department with a pumping apparatus. On February 23, 1899, Muskogee experienced the most destructive fire in its history. Flames fed by sixty mile per hour winds raged, consuming the main fire district. Everything within the area, which ran from Broadway to Court between 2nd Street and the Missouri, Kansas and Texas Railroad tracks, were destroyed by the fire.

The fire was said to have started when a man in a cleaning plant attempted to light a fire with kerosene. At that time the city had only two fire plugs. No lives were lost as a result of the fire and only one fireman was injured.

After the 1899 fire, the merchants realized the importance of a well trained and equipped fire department and started working towards that goal. In 1906 the city hired its first full time fireman. He was Chief John Templeton. Chief Templeton came from Cedar Rapids, Iowa where he had also served as Chief. Chief Templeton was reported to be a man of highest honor and integrity having worked with many civic organizations. He was a major contributor to the Bacone Museum but his greatest love was the Boy Scouts. Chief Templeton served until his retirement in 1914.

Pat Byrne, Muskogee's first Mayor, purchased out of his own pocket, Muskogee's first pumping apparatus. It was a horse drawn steam engine. Today it is referred to as the Byrne's Steamer. The Byrne's steamer served the Muskogee Fire Department for several years until the department upgraded to pumping trucks. The steamer was then donated to the Fire Department at Stillwater where it was used for many years. They donated it to The Oklahoma Fire Fighters Museum in Oklahoma City and to this day is one of their premier attractions.

Muskogee Fire Department Today

Derek Tatum, Fire Chief

Executive leadership, management, and strategic planning for the fire department are the responsibilities of the Fire Chief. The Office of the Fire Chief is supported by one secretary. The Fire Chief, through his designees, manages the operation and administration of the MFD and is responsible for carrying out the following functions:

- Firefighting and rescue work in order to save lives and property from fires and other emergencies and hazardous situations
- Training, equipping, maintaining, and supervising firefighters, staff, and support personnel
- Monitoring the construction and occupancy standards of buildings within the city for the purpose of fire prevention and life safety
- Providing educational programs related to fire prevention and life safety
- Performing other duties as may be required by law

MFD Fire Operations Division

Stanley Perkins, Assistant Chief, "A" Shift

John Tipton, Assistant Chief, "B" Shift

Byron Moore, Assistant Chief, "C" Shift

The Muskogee Fire Department provides 24 hour response for emergencies. These emergencies can include fire suppression, vehicle collisions, explosions, medical emergencies, hazardous materials events, and other life threatening situations. The Department also supports these efforts with a fire prevention and public education program, as well as on-going training for all department members.

Under the supervision of an Assistant Chief, on-shift personnel respond to fires and other emergencies from six fire stations located throughout Muskogee. Firefighting efforts are a key component of the Department's emergency response and focus for service to the community.

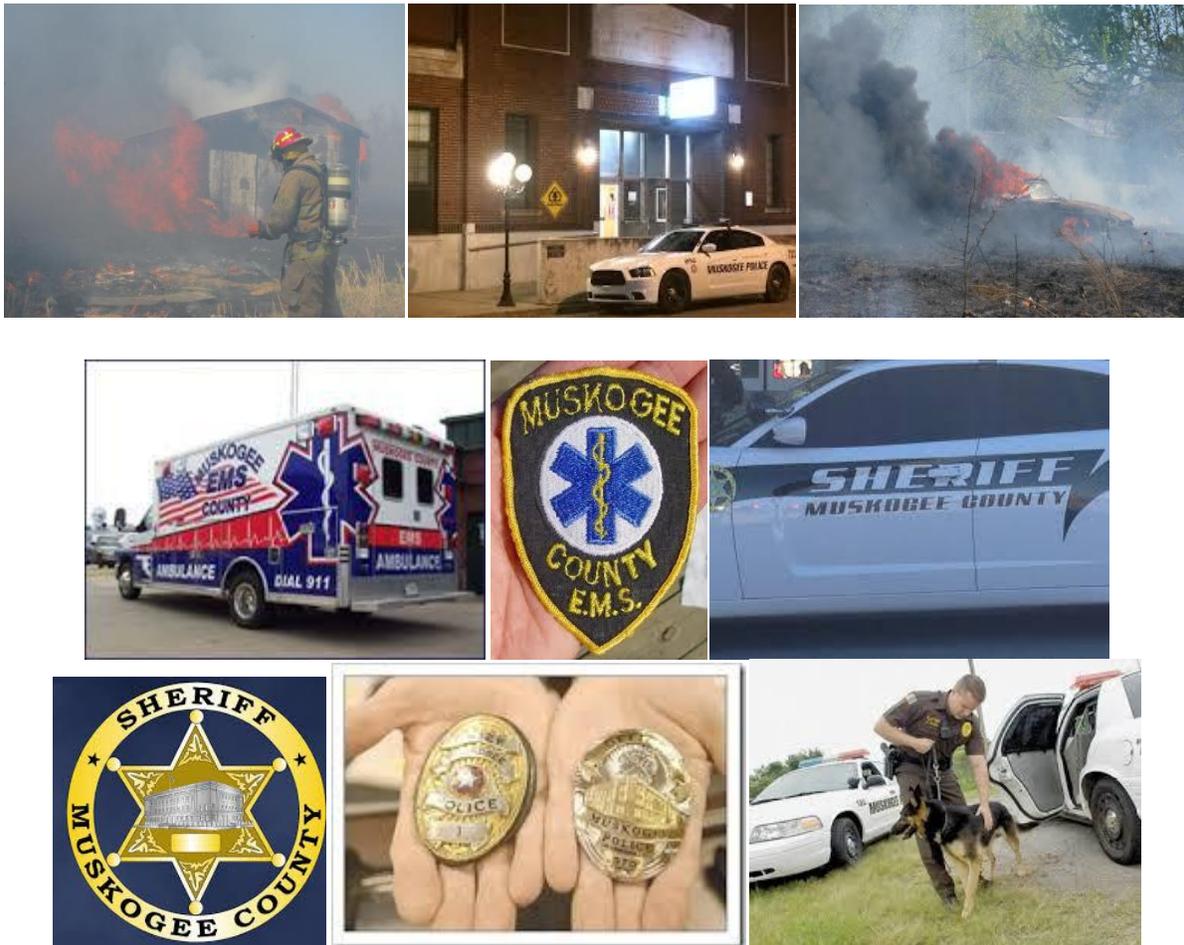
The Muskogee Fire Department has;

- 6 Pumpers
- 1- 100ft. Platform Quint
- 1 – 78 ft Stick Quint
- 2 – Rescue Pumpers
- 3 – Brush Apparatus
- 1 – Predator 6 man Rescue Boat
- 1 – Raft
- 1 – CBRNE Unit (Hazardous Materials Unit)
- 1 – Mass Decontamination Trailer & Tow Vehicle

The Muskogee Fire Department is a member of the Oklahoma Regional Response System. The Oklahoma Regional Response System was developed by the Oklahoma Office of Homeland Security (OKOHS) and currently consists of 113 specialized resources located throughout the state of Oklahoma. More than \$35 million in U.S. Department of Homeland Security (U.S. DHS) grant funding has been used for this project.

Currently, the Muskogee Fire Department has a Hazardous Materials Unit (CBRNE) and a Mass Decontamination Trailer that is a part of the Regional Response System. The system is comprised of different levels of specialized units capable of responding to chemical, biological, radioactive, nuclear and explosive (CBRNE) incidents, agriculture emergencies, technical rescue incidents and natural disasters. The Regional Response System units are standardized across the state and contain interoperable communications devices providing for more effective and efficient training, exercising and response.

Participating state and local agencies across Oklahoma have agreed to respond to local, regional and statewide public safety incidents. These agencies have designated team members representing multiple jurisdictions that participate in their response team. The local community or state agency has primary responsibility for the unit including storage, maintenance and replenishment of supplies, and ensuring the team members are trained to the required level.



The Area (Muskogee, Oklahoma)

The Muskogee Fire Department (MFD) is a career fire department with 94 personnel working from six stations. Muskogee Fire Department serves a response area of 58 square miles and is responsible for 41,500 residents; more than half the county population of 70,596. Muskogee is one of Oklahoma's oldest communities with a great deal of history and pride.

Muskogee is the county seat and home to a large federal presence including the US Courthouse for the Eastern District of Oklahoma, the largest Veterans Affairs call center in the nation, a Veterans Affairs Regional Office, and a Social Security branch office. Together, the Jack C. Montgomery Veterans Affairs Hospital, two private hospitals, and a substantial Native American Health clinic have occupancy loads up to 2,000. Also in the community are 16 public and private school sites, and 15 day care centers. The large industrial and manufacturing base includes a Georgia-Pacific plant, Yaffe Iron and Metal Company, Dal-tile plant, and an Oklahoma & Electric generating plant.

Four major highways run through Muskogee including Highway 69, a major north-south trucking corridor from Texas to Minnesota, transporting a wide variety of products. Muskogee abuts the 445 mile McClellan-Kerr Arkansas River Navigational System, and the public Port of Muskogee is one of three designated foreign trade zones along the system, transporting a wide variety of materials. Along with river navigation, a major rail spurs transport goods from the port across Oklahoma and to the rest of the nation. There is also a major north-south Union Pacific Rail Road that is a vital link between the Midwest and the Gulf Coast.

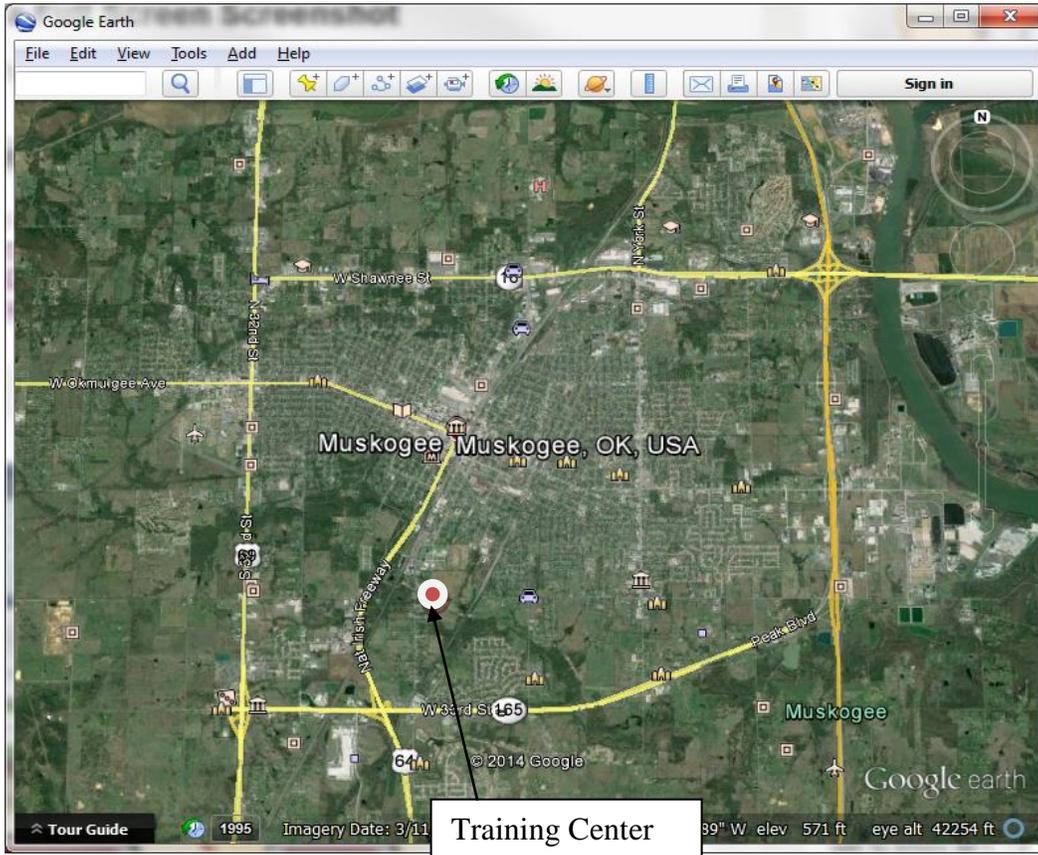
The Oklahoma National Guard's Camp Gruber Maneuver Training Center is located 14 miles southeast of Muskogee. Camp Gruber provides a world class ranges and facilities exceeding multi-echelon tactical training center and is recognized as the premier training center for Homeland Security and Weapons of Mass Destruction and specialty tactical training conducted by all DoD military, law enforcement, and federal agencies.

Five major flood control lakes are within a 30 minute drive from Muskogee. These lakes, along with the three rivers, converge in the area that creates a major recreation destination for camping, boating, fishing, hunting, and vacation community. These recreational amenities and Muskogee's low cost of living also make the area a popular retirement destination.

As the economic hub for the region, Muskogee's population increases during business hours by approximately 70% with workers who commute from a 50 mile radius of the city, making the Muskogee Fire and the Muskogee Police Departments responsible for much of the population from the surrounding area. Additionally, rural residents attend social, sporting, and cultural events in Muskogee where the Public Safety Officers are now responsible for these citizens.



LOCATION / MUSKOGEE, OKLAHOMA



LOCATION

Location: [35.73149, -95.372406](#) Degrees

Address

1500 South "C" St

Take South "B" St into the old fairgrounds



PROJECT MONIES CAME FROM:

City of Muskogee Capital Improvement Tax	\$ 1 Million
Muskogee Fire Department	\$ 100,000
Muskogee County Firefighters Association / Tax Board	\$ 100,000
City of Muskogee Foundation	\$ 425,000

New Addition Total \$ 1,625,000 Added to the
existing training grounds estimated value \$2 Million
Grand Total 3,625,000



MULTI USE TRAINING BUILDING

The Multi Use Training Building is made from 13 ½ Marin Shipping Containers. All steel construction provides a training environment that is unmatched in durability and training opportunity. The building has 5440 sq. ft. training area, with 4320 sq. ft interior training area. There is approximately 500 sq. ft in three burn rooms.

The first floor has a home floor plan to instill realism in both fire and police training scenarios. Within the Training Building there is a blast door for the police departments to make entry into a locked door or security door. There is hi/low strength battering ram door, vertical breach window, forced entry door, garage door prop, SCBA maze, reconfigurable walls so the floor plan is different. There is a burn room on the first and second floors, standpipe system, sprinkler system, high rise stairwell, with a five story training tower with elevator doors, and confined space props. There are high angle rope scenarios, repelling, and a confidence course from tower to tower, with the ability to train a number on rope drills and possibilities. There are also Flush hatch, Roof hatches, Denver drill prop. Exterior stairs, Moveable wall system, pitch and flat roof & chop out area, recessed balcony, basement window prop, 2 tier confidence maze, smoke machines, ceiling pike/pull, and overhead door prop.



FACILITY INFORMATION

TRAINING GROUNDS





Safety Rules



and

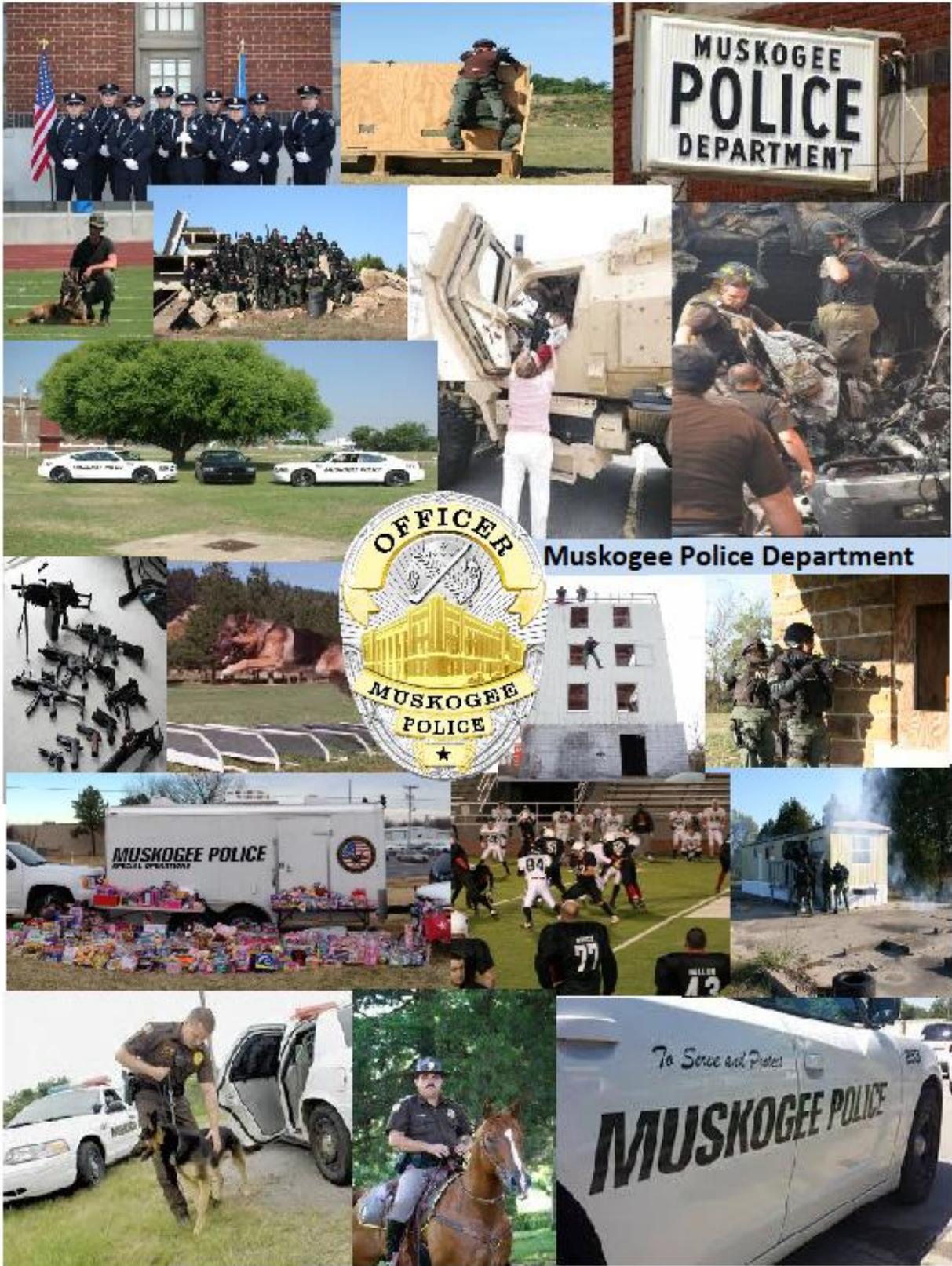
Policies

for the

Muskogee First Responder

Training Center





MUSKOGEE COUNTY EMERGENCY MEDICAL SERVICES





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To Schedule Training

Any agency will be permitted to use the Center on a non-exclusive basis for training purposes.

The Muskogee First Responder Training Center will be scheduled as set by the Chief of the Muskogee Fire Department. Agencies wishing to use Training Center shall schedule training exercises with the Muskogee Fire Department Office with as much advance notice as possible to ensure that the Center is available for the desired training sessions. The Muskogee Fire Department shall use its best efforts to make the Center available to the agency's requested training sessions but requested training sessions cannot be guaranteed. Call 918-684-6252 and ask for the Training Officer.

Record of Training

In an effort to track training needs and the use of the Muskogee First Responder Training Center, the Muskogee Fire Department is requiring all agencies to report on the Muskogee First Responder Training Center Usage Form the: (See Addendum "G")

- Date / Time
- Agency
- Start & end times
- Type of training
- Number of participants
- Number of hours trained

Perishable Items

Perishable items shall be charged to the agency/department using or consuming the product as they are used. Example: LPG, Excelsior, burnable furniture, burnable wood, sprinkler heads, dry wall/sheetrock, plywood or similar materials, roofing shingles, firefighting foam, dry powder extinguishers, blades, chain saw blades, all purpose saw blades, saws-all, oil or gasoline, etc. There will be no charge for water from fire hydrants. See Addendum "H".

Fees. Depending upon the training being scheduled, there may be user fees associated with a formal training class. This fee will be set by the City Council in Schedule A of the City Code of Ordinances and is viewable during regular business hours in the Office of the City Clerk, located at 229 W. Okmulgee, Muskogee, Oklahoma.

a. Invoices: The City of Muskogee or Muskogee Fire Department will invoice Agency or Agencies upon use of the Center. Payments are due within 60 days of receipt, and overdue amounts will accrue interest at the rate of twelve percent (12%) per annum if the fee is not collected upon course application or at the beginning of the course. Further use of the facility may be interrupted for non-payment.

b. The Muskogee Fire Department reserves the right to change the Fee Schedule at any time without advance notice to Agency.

A. Rules of Facility Use

The Muskogee Fire Department and the City of Muskogee have adopted certain rules and policies regarding the use of the Center. The current version of these rules and policies as adopted are available from Muskogee Fire Department Administrative Offices. These rules may be updated from time to time by the Muskogee Fire Department to ensure the orderly and safe utilization of the Center by the various Agencies. Agency(s) agrees to comply with the rules and further agree that the Muskogee Fire Department may terminate this agreement with the individual agency/department (s) for failure to comply.

B. Liability

By using the Facility, an Agency(s) or individual agrees that it has inspected the Center and finds it acceptable for its intended use. No warranties of any kind are made concerning the Center, except those that may be set forth herein. ***Agency(s) or individuals accept sole responsibility for all accidents, damages, bodily injury or damage to personal property occurring during Agency's use of the Center.***

C. No City or Fire Department Liability for Agency's or Individual(s) Property Damage

Agency(s) or Individual(s) waive any and all claims, suits and causes of action against the City of Muskogee / Muskogee Fire Department (including its employees, council, city officers or agents) for any property loss or damage done to Agency's property, whether real, personal or mixed, occasioned by Agency's activities on the Center and/or City of Muskogee property. It shall be the Agency's or Individual(s) responsibility to provide its own protection against casualty losses of whatsoever kind or nature, regardless of whether or not such loss is occasioned by the acts or omissions of the City of Muskogee/Muskogee Fire Department, the Agency, third party, or act of nature.

D. Muskogee Fire Dept/City of Muskogee Center Property Damage

Agency shall compensate the City of Muskogee/Muskogee Fire Department, for any and all damages to the Center and the City property occasioned by or arising from the use of the Center by the Agency or anyone at the Center (or other Fire Department property as a result of the Agency's activities on the Center) in connection with Agency's use of the Center, ordinary wear-and-tear is expected.

E. Indemnity and Hold Harmless

Agency(s) or Individuals(s) agrees that it will protect, save, defend, hold harmless and indemnify the City of Muskogee /Muskogee Fire Department, its employees, volunteers, officers and agents from any and all demands, claims, judgments, or liability for loss or damage arising as a result of accidents, injuries, death, or other occurrences, regardless of who the injured party may be, for injuries to its employees and agrees that the obligations to indemnify, defend and hold harmless provided in this agreement extend to any claim brought by or on behalf of any employee of the Agency. This waiver is mutually negotiated by the parties to this Agreement. This section is expressly agreed to as a condition of using the facility.

Section 1: Facility Neat and Clean. All agency(s) and individuals agree to keep the Center in a neat and clean condition during its use of the Center. At the end of each training session or use, Agency(s) agrees to return the Center in as good a condition as received. Agency further agrees that it will clean the Center after each use to a condition reasonable and acceptable to the Muskogee Fire Department.

- Take pride in your job and facility. Do not wait to be told to do something, if the trash can is full “dump it”. If the floor is dirty “sweep it”.
- Keep all trash picked up inside and out.
- Restrooms, classroom, and Training Center in general need to be kept clean at all times
- Keep the shop area clean and organized; don’t leave tools, equipment, and materials, return them where they belong.
- The Office/Class Room/Training Area is a shared space by all and shall be kept clean
- If the burn rooms are used, wash out with water (fire hose) and dry with fans. Water is the worst way to damage the Multi Use Training Building.

Section 2: Instructors. In the event Agency desires to utilize its own instructors, the Instructors may be required to go through an orientation session by the Muskogee Fire Department. This also applies to outside instructors.

Section 3: NFPA Code 1403 / Safety Officers. Agency shall adhere to NFPA Code 1403, which requires the presence of a safety officer/operator during use of the live fire training prop, and another safety officer for every five (5) firefighter trainees. Agency must notify Muskogee Fire Department. upon scheduling that the agency wishes to perform a live burn and adhere to all safety and temperature requirements.

At NO time will the Live Fire Temperature be permitted to exceed 800 degrees Fahrenheit.

Section 4: Vehicle and Equipment Use Policy

- A 10 MPH speed limit maximum on training grounds is hereby established, less if pedestrians are present. This applies to all vehicles and private vehicles. Seat belts must be worn at all times when a vehicle is in motion.
- Before vehicle use, perform a pre-trip walk around and safety inspection of the vehicle and its cargo. Assure that trailers are securely hitched and all lights and brakes work properly.
- When backing a fire apparatus/car/or trailer, a spotter shall be used.
- All employees/public safety officers will be trained on proper use and operation of all equipment and/or training props. **Do Not Operate Any Equipment or Training Prop Without Proper Training.**
- Do not drive over fire hose and keep apparatus/vehicles on hard surfaces
- Assure all compartment doors are closed; hose and equipment are secured before moving the apparatus/vehicle.
- Always check for overhead and side clearance before entering the building/gates with any equipment.
- **Report all accidents and damage of any kind to the equipment/facility/ or vehicles to Muskogee Fire Department Fire Chief or designee as soon as possible. Phone MFD Office 918-684-6252 // Weekend Phone 918-684-6351 and ask for Assistant Chief.**

Section 5: Dress Code

The Muskogee First Responder Training Center requests that you present a professional image of the organization and public safety officers. We feel that attitudes as well as appearance and first impressions are very important in building the proper image. At no time will shorts, tank tops or open toed shoes be permitted. Leather work boots, at a minimum, are required to be worn on the training grounds at all times or your Agency's uniform shoe/boots.

Section 6: Code of Conduct

Muskogee First Responder Training Center - All Present on this Property Shall:

- Behave in a professional and positive manner at all times
- Present and groom himself/herself in a manner that is appropriate for the high level of responsibility that accompanies the role of the Public Safety Officer or representative of your agency/department.
- Arrive on time; showing respect for our customers, colleagues and instructors by being ready to begin the class at the designated time.
- Be attentive and responsive to all questions. If you do not know the answer, refer the person to the appropriate contact or find the answer and report back.
- Show respect for candidates/students/staff/ and professionals in language and actions, and through the exercise of fundamental human courtesy and a respect for diversity of all people.

- Refrain from any sexual advance, innuendo, harassment, or other inappropriate conduct towards anyone, including other public safety officers, staff, instructors, candidates and students.
- Use training materials and resources in proper and authorized manner.
- Recognize the confidential nature of information concerning students and only give information about a student to authorized personnel.
- Support and help instructors and evaluators when asked to do so.
- Leave the duty of performing as an instructor to the professionals hired to do that job.
- Follow the chain-of-command with a problem or complaint. If your supervisor is the problem, then you are allowed to contact the Chief of your department.
- Do everything possible to achieve excellence in professional conduct and deliver the highest quality services to our instructors/evaluators/ customers, and Public Safety Officers.

Section 7: Safety

Always use appropriate safety equipment and PPE's whenever operating power equipment of any kind (drills, saws, lawnmower, weed-eater, props, cutting equip. etc). Proper firefighter personal protective equipment (PPE) or Police gear will be worn (Bunker gear, rubber structure boots, helmet, nomex hood, structure gloves and self contained breathing apparatus, vest). **Hard Hats, Boots and Gloves will be worn when working on the training grounds unless directed differently by supervisor or safety officer. Helmets or hard hats will be worn at all times when hose lines are charged. Full fire gear will be worn inside the coned area during live fire evolutions. Always have SCBA mask on and breathing from the air cylinder when lighting a prop. Due to the use of SCBA's, employees must be clean-shaven where the mask face piece seals to the face.**

Always be alert for snakes, spiders and wildlife and try to avoid them. Report any and all injuries to a supervisor immediately.

Safety Starts With You!

Section 8: Closing Procedures

- No Apparatus/Vehicles or Equipment, shall be left outside any building or training prop and shall be properly stored and locked away.
- All doors and windows on all buildings should be closed (Exception: drying after an evolution).
- All thermostats should be turned off or set at an appropriate level for weather conditions
- All appliances and props safely stored and locked away.
- All lights will be turned off when leaving or not being used (Classroom, hallway, restrooms, shower, bay area, shop area, and office).
- All LPG valves safely locked closed.
- If possible, check security lights.
- All doors locked and alarm system activated when leaving for the day.
- All gates will be closed and locked at the end of the day.

Section 9

LIVE FIRE TRAINING PROCEDURES

Definition

The safety of students and professionals during live fire training is a critical priority for the Muskogee First Responder Training Center. National standards shall be followed and every reasonable precaution shall be taken to create and maintain a safe environment during any training which involves live fire including structural, wildland, flammable gas, and flammable liquid fires etc.

Procedure

- 9.1.** Muskogee First Responder Training Center shall adhere to the requirements in the National Fire Protection Association (NFPA) 1403 standard, *Standard on Live Fire Training Evolutions*, 2012 edition or latest addition, for all live fire training events. See addendum “I” for NFPA 1403
- A. Prior to participating in any live fire training event at the Muskogee First Responder Training Center, every student and the agency he or she represents must provide a signed, Hold Harmless Agreement before any Live Fire Training, repelling etc. Any student without such form shall not be allowed to participate in live fire training. See addendum “A” [Muskogee Fire and Police are exempt from Hold Harmless Agreement.]
 - B. Prior to the beginning of any live fire training, each student shall report to medical monitoring to be evaluated according to Muskogee Training Center procedure. A student must meet the requirements of that procedure prior to participating in any live fire training.
 - C. Once a student has been released for training by medical monitoring, an instructor shall inspect all personal protective equipment to ensure it is serviceable and NFPA compliant. A student with unserviceable or non-compliant personal protective equipment shall not be allowed to participate in live fire training.
- 9.2. Staff Assignments and Responsibilities**
- A. **Program Coordinator.** The program coordinator is responsible for planning and scheduling the delivery of live fire training events. In addition, the program coordinator shall:
 - i. Obtain qualified instructors and assistants to deliver safe live fire training that is compliant with these procedures.
 - ii. Coordinate the training for staff assigned to live fire training events.

- iii. Ensure the participants meet all pre-requisites for the live fire training event and everyone knows their job. Have a Pre-Action Plan.
- iv. Report any injuries or operational problems associated with a live fire training event to the Muskogee Fire Department through the appropriate chain of command.

9.3. Live Fire Coordinator. The live fire coordinator is responsible for compliance with NFPA 1403 and other pertinent safety procedures in relation to the live fire training evolution. In addition, the live fire coordinator shall:

- i. Ensure adequate water supply and apparatus is available to provide the needed flow rates and pressure.
- ii. Ensure burn building/simulators/props are adequate for the burn evolutions required and meet NFPA 1403.
- iii. Complete all necessary documentation in accordance to NFPA 1403, including a completed burn plan.
- iv. Be required to present a live fire safety briefing and related information during the classroom session. Pre and Post Action Plans
- v. Be present during live fire evolutions.
- vi. Contact and/or visit the host location ahead of time to ensure adequate resources for live fire training desired.

9.4. Live Fire Instructor. The live fire instructor is responsible for presenting the classroom/skills portion of a live fire training session. In addition the live fire instructor shall:

- i. Ensure training verification forms are completed
- ii. Communicate the desired training outcome to the live fire coordinator

This position is allowed to be combined with the live fire coordinator. If this person is NOT the live fire coordinator, this position will serve as a prop instructor for the live fire.

9.5. Live Fire Assistant. The live fire assistant is assigned by the live fire coordinator to assist with the live fire evolution. This position shall not provide instruction during the live fire classroom or skills training. These persons may serve as igniters, ignition officers, safety officers, prop assistants.

- 9.6. Safety Officer.** The safety officer is assigned by the live fire coordinator to have the authority, regardless of rank, to intervene and control any aspect of the operations when, in his or her judgment, a potential or actual danger, accident, or unsafe condition exists.
- 9.7. Instructor.** The instructor is assigned by the program coordinator to give instruction for proper techniques on fire attack in relation to approved curriculum. This position is also known as prop instructor.

Section 10. Procedures for Structural Live Fire Training. The following tasks must be accomplished prior to any live fire training event in a structural burn building. This does NOT include acquired structures.

10.1. Preparing the Structure

- i. Visual inspection of any damage.
- ii. Doors, windows, and egress routes are functional
- iii. Floors and stairways are free of debris that could restrict access or egress.
- iv. All possible ignition sources removed other than that required to provide proper ignition of burn material.

10.2. Pre-Burn Briefing of Instructional Staff

- i. Safety plan including rehabilitation of students and staff
- ii. Instructor assignments, ICS structure
- iii. Issue radios
- iv. Walk-through of the training area
- v. Review burn plan and Live Burn Operations Checklist. See Addendum "F"

10.3. Pre-Burn Briefing of Students

- i. Explain live fire coordinator, program coordinator, instructor, rehab officer, medical officer, and staff responsibilities
- ii. Team assignments and accountability
- iii. Water supply requirements per NFPA 1403
- iv. Current weather conditions

- v. Procedures for equipment malfunction
- vi. Evacuation signal
- vii. Location for rehab and medical monitoring
- viii. Procedures for medical assistance
- ix. Student walk-through of structure with exits, window operation, doors, and emergency procedure explained.
- x. Routine inspection of self-contained breathing apparatus to be used in IDLH atmosphere.

10.4. Conducting the Live Fire Evolution

- i. Teams assigned to fire attack and RIT
- ii. Burn props loaded, ¼ bale of excelsior fluffed per burn or other organic burn material.
- iii. Command calls for personal accountability report
- iv. Safety officer (interior) calls for all clear and ready for ignition
- v. Command gives the order to ignite the prop
- vi. Once fire is ignited and ignition officer has removed the ignition source, command orders the fire attack instructor to enter for fire suppression. When fire is extinguished, ventilation and overhaul is complete the team exits the structure, rotates position to prepare for additional entries.
- vii. The safety officer has the authority to order an exit of the structure anytime he/she feels safety is compromised
- viii. In accordance with Muskogee First Responder Training Center procedure [Section 14](#), all students, instructors, and staff will stop the evolution and report to rehab.

10.5. Rehab

- i. Ensure compliance with requirements of NFPA 1584 Standard on Rehabilitation Process for Members During Emergency Operations and Training Exercises and Muskogee Training Center procedure Section 14.
- ii. Rehab areas will be established near the evolutions with covered areas, water available.

- iii. All participants will be required to dress down for maximum cooling efforts.
- iv. Active cooling procedures will be used.
- v. The rehab officer has authority to deny participation of students or FF's, instructors, and staff in the live fire evolution at anytime a health risk is recognized. The rehab officer has authority to request transport to a medical facility for further treatment.

10.6. Medical Monitoring

- i. Base-line vitals will be required for all participants, including instructors, required to wear full PPE and SCBA. Base-line vitals will be checked before live fire safety briefing. Exit vitals will be taken before students are released for the day.
- ii. All medical information will be recorded, kept confidential, and destroyed by the rehab/medical officer/Training Officer during all live fire evolutions.
- iii. All participants required to wear full PPE and SCBA must meet the following criteria before training begins:
 - Systolic blood pressure <160
 - Diastolic blood pressure <100
 - Heart rate <110
 - Temperature <100.6°F
 - SpO2 95% or higher
 - No orthostatic changes of vital signs (orthostatic: while upon standing)
 - No symptoms of confusion, headache, chest pain, abdominal pain, dizziness, blurred vision.
- iv. After 10 minutes of rest and fluids in rehab, further treatment should be considered if the following occurs:
 - Systolic blood pressure >200
 - Diastolic blood pressure >130
 - Heart rate >140 or <60 with accompanied hypertension
 - Temperature >103°F
 - SpO2 < 95%
 - Any symptomatic patient regardless of blood pressure
 - Any other emergent condition not outlined

10.7. Debriefing of Students

- i. Assess student's physical condition
- ii. Evaluate condition of student's PPE
- iii. Ask for thoughts from the student regarding objectives met and process.

10.8. Cleanup

- i. All tools and equipment cleaned and re-installed on apparatus
- ii. All hose cleaned and loaded in pre-connect and hose beds
- iii. Cleaning of the burn room and facility.

10.9. Debriefing of Instructional Staff

- i. Assess Instructor's physical condition
- ii. Evaluate condition of instructor's PPE
- iii. Questions, concerns, or issues about the live fire procedure
- iv. Discuss any issues regarding student conduct and/or learning objectives

Section 11. Procedures for Exterior Live Fire Training. The following tasks must be accomplished prior to any exterior live fire training including vehicle, dumpster, and rubbish fires.

11.1. Preparing the burn prop/simulator

- i. Visual inspection of any damage
- ii. Doors, lids, and burn material are available and functional
- iii. Area free of debris that could restrict access or egress
- iv. All possible ignition sources removed other than that required to provide proper ignition of burn material.

11.2. Pre-Burn Briefing of Instructional Staff

- i. Safety plan including rehabilitation of students and staff
- ii. Instructor assignments, ICS structure
- iii. Issue radios
- iv. Walk-through of the training area
- v. Review burn plan

11.3. Pre-Burn Briefing of Students

- i. Explain live fire coordinator, program coordinator, instructor, rehab officer, medical officer, and staff responsibilities
- ii. Team assignments and accountability
- iii. Water supply requirements per NFPA 1403
- iv. Current weather conditions
- v. Procedures for equipment malfunction
- vi. Evacuation signal
- vii. Location for rehab and medical monitoring
- viii. Procedures for medical assistance
- ix. Student walk-through of props/simulators with exits, doors, lid operation, and emergency procedure explained.
- x. Routine inspection of self-contained breathing apparatus to be used in IDLH atmosphere.

11.4. Conducting the Live Fire Evolution

- i. Teams assigned to fire attack and RIT
- ii. Burn props prepared, fuel checked and loaded. Excelsior, hay, straw, and propane burners are approved fuel sources. (If propane burners are used, ensure operation of shut-off valves and assign a qualified person to operate the fuel supply).
- iii. Command calls for personal accountability report
- iv. Safety officer (exterior) calls for “all clear” and ready for ignition
- v. Command gives the order to ignite the prop
- vi. Once fire is ignited and ignition officer has removed the ignition source, command orders the fire attack instructor to advance for fire suppression. When fire is extinguished and overhaul is complete the team exits, rotates position to prepare for additional entries.
- vii. The safety officer has the authority to order a shut-down at anytime he/she feels safety is compromised

- viii. In accordance with Muskogee First Responder Training Center procedure Section 14, all students, instructors, and staff will stop the evolution and report to rehab.

Section 12. Procedures for Flammable Liquid and/or Gas Live Fire Training. The following tasks must be accomplished prior to any live fire training event simulating fires involving flammable liquids, flammable gases, or any combination thereof. These live fire training events shall only be conducted using training props and simulators approved by Muskogee First Responder Training Center.

12.1. Preparing the burn prop/simulator

- i. Visual inspection of any damage.
- ii. Fuel supply line connections are secure and fuel is available.
- iii. Area free of debris that could restrict access or egress.
- iv. All possible ignition sources removed other than that required to provide proper ignition of burn material.

12.2. Pre-Burn Briefing of Instructional Staff

- i. Priority for safety including rehabilitation of students and staff
- ii. Instructor assignments, ICS structure
- iii. Issue radios
- iv. Walk-through of the training prop/simulator area explaining operation, fuel release, fire spread, and objectives for extinguishment.
- v. Review burn plan

12.3. Pre-Burn Briefing of Students / Firefighters

- i. Explain live fire coordinator, program coordinator, instructor, rehab officer, medical officer, and staff responsibilities
- ii. Team assignments and accountability
- iii. Water supply requirements per NFPA 1403
- iv. Current weather conditions
- v. Procedures for equipment malfunction

- vi. Evacuation signal
- vii. Location for rehab
- viii. Procedures for medical assistance
- ix. Student walk-through of the training prop/simulator area explaining operation, fuel release, fire spread, objectives for extinguishment, and emergency procedures explained.
- x. Routine inspection of self-contained breathing apparatus to be used in IDLH atmosphere. Entries to isolate valves on liquid and pressurized gas fires are IDLH atmospheres. Handheld fire extinguishers use on liquid fires may be completed without the use of an SCBA.

12.4. Conducting the Live Fire Evolution

- i. Teams assigned to fire attack and RIT
- ii. Burn props prepared, liquid; desired fuel amount added to pan or prop. Ensure a qualified valve operator is assigned to fuel control if pressurized fuel is used for three dimensional fires.
- iii. Burn props prepared, gas/propane; Ensure a qualified valve operator is assigned to fuel control if pressurized fuel is used.
- iv. Command calls for personal accountability report
- v. Safety officer (exterior) calls for all clear and ready for ignition
- vi. Command gives the order to ignite the prop
- vii. Once fire is ignited and ignition officer has removed the ignition source, command orders the fire attack instructor to advance for fire suppression. When fire is extinguished and overhaul is complete the team exits, rotates position to prepare for additional entries.
- viii. The safety officer has the authority to order a shutdown at anytime he/she feels safety is compromised
- ix. All students, instructors, and staff will stop the evolution and report to rehab

Section 13. Procedure for Reporting an Injury during Training

- A. All injuries will be reported to the Muskogee Fire Department Offices, Fire Chief or his designee. Agency(s) or Individual shall also fill out a Muskogee First Responder Training Center Injury Incident Report. See Addendum “B”
- B. Incidents will be reported to immediate supervisor.
- C. Incident reports will be submitted to immediate supervisor, administration, and Muskogee Fire Department Offices, Fire Chief or his designee; along with proper paperwork.
- D. In the event serious injury or death occurs, Call 911 and dispatch appropriate authorities, EMS, Fire and Police. Report to the Muskogee Fire Department Offices, Fire Chief or his designee immediately. Secure the area and lock down all PPE, SCBA or equipment that is associated with the accident. Document all personnel on the training ground. The Muskogee Police Department may investigate the incident or take appropriate action.

Section 14. REHAB AND MEDICAL MONITORING DURING TRAINING

Definition

The safety of students, professionals, instructors and public safety officers during training is the highest priority. The purpose of this procedure is to provide guidance on the implementation and use of a rehabilitation process as a **requirement** for all training and testing that requires strenuous activities, the use of full protective equipment, self-contained breathing apparatus, and any live fire training. It will ensure that personnel who might be suffering the effects of metabolic heat build-up, dehydration, physical exertion, and/or extreme weather conditions receive evaluation and rehabilitation during training and testing operations. The procedure applies to all students, professionals and instructors who are participating in the training event.

Procedure

14.1. Definitions

- A. **Live Fire Training:** Live fire training are courses that simulate and/or create actual firefighting or hazardous materials conditions which involve periods of strenuous physical activity, requiring the firefighter to wear full Personal Protective Equipment with Self Contained Breathing Apparatus (SCBA).
- B. **Rehabilitation:** Rehabilitation (Rehab) is an intervention designed to mitigate against the physical, physiological, and emotional stress of strenuous physical activity during training in order to sustain a student’s energy, improve performance, and decrease the likelihood of injury or death during training. The term “Rehab” is used for both the process and the location where rehab is conducted.

- C. **Medical Monitoring:** Medical monitoring is the initial and on-going evaluation of students who are at risk of suffering adverse effects from stress or exposure to heat, cold or hazardous environments during training. The term medical monitoring is used for both the process and the location where medical monitoring is conducted.

14.2. Criteria for Rehab and Medical Monitoring

- A. The lead instructor or facility representative will establish Rehab according to the criteria specified in this guide.
- B. Rehab will be established for physically demanding training and testing exercises.
- C. Rehab will be established when full personal protective equipment and self-contained breathing apparatus is required, which includes all live fire training.
- D. Rehab will be established for extreme temperatures.
- E. The Rehab process shall include the following:
- Rest
 - Hydration to replace lost body fluids
 - Cooling (passive and/or active)
 - Warming
 - Medical monitoring
 - Emergency medical care if required
 - Relief from extreme climatic conditions (heat, cold, wind, rain)
 - Accountability
 - Release
- F. Any personnel assigned to the role of Medical Monitoring shall meet the following minimum requirements:
1. EMR or greater Certification must be current in Oklahoma.
 2. Current CPR certification
 3. Trained in the use of Automated External Defibrillation (AED) equipment, and be familiar with the equipment in use on site.

14.3. Training Staff Responsibilities

- A. The facility representative shall be responsible for the following tasks:
- i. Obtain a weather report, including heat index and wind chill index (as applicable) for the location and day of the training evolution.

- ii. If heat index and wind chill are not provided, obtain current temperature and humidity, or temperature and wind speed, and determine the heat index or wind chill from the charts provided in this document.
- iii. Continuously evaluate weather conditions and the cumulative effect of working under those conditions on the students.
- iv. Verify that appropriate equipment and supplies are available for use.
- v. Provide replacement of any EMR items consumed.
- vi. Ensure appropriate reports are completed and notifications made in accordance with this policy.

14.4. The lead instructor shall be responsible for the following tasks:

- i. Include Rehab in the training event size-up.
- ii. Communicate the rehab plan and procedures to all participants.
- iii. Establish a Rehab group to reduce adverse physical effects on student/candidate while operating during training exercises and extreme weather conditions.
- iv. Adjust work and rest periods to compensate for the effects of extreme weather conditions on participants.
- v. Designate and assign a supervisor to manage Rehab.
- vi. Ensure sufficient resources are assigned to Rehab.
- vii. Ensure EMR personnel or higher certification are available for emergency medical care of students/candidates as required.
- viii. Ensure accountability system is activated and all personnel understand the accountability process in use.

14.5. The Rehab manager shall be responsible for the following tasks:

- i. Be recognized as the Rehab manager.
- ii. Whenever possible, select a location for Rehab with the following site characteristics:
 - Large enough to accommodate the number of personnel expected (including EMR personnel for medical monitoring)
 - Have an area for members to remove personal protective equipment

- Be accessible for an ambulance and EMR or greater personnel should emergency medical care be required
 - Be removed from hazardous atmospheres including apparatus exhaust fumes, smoke, and other toxins
 - Provide shade in summer and protection from inclement weather at other times
 - Have access to a water supply (bottled or running) to provide for hydration and active cooling
 - Isolated from spectators and media
- iii. Ensure personnel in Rehab “dress down” by removing their bunker coats, helmets, hoods, and opening their bunker pants to promote cooling.
- iv. Provide the required resources for Rehab including the following:
- Portable drinking water for hydration
 - Active cooling where required
 - Medical monitoring equipment (chairs to rest on, blood pressure cuffs, stethoscopes, check sheets, etc)
 - Food where required and a means to wash or clean hands and face prior to eating
 - Washroom facilities where required
- v. Record the time all personnel enter Rehab to ensure they receive at least 15 minutes to 20 minutes of rest.
- vi. Ensure personnel rehydrate themselves.
- vii. Ensure personnel are provided with a means to be actively cooled where required.
- viii. Maintain accountability and remain within Rehab until released.
- ix. Document members entering and exiting Rehab and any action taken. An individual Muskogee Fire Department Medical Rehab/Medical Monitoring Form shall be utilized for each student during the training event. See addendum “C”
- x. Inform the lead instructor, facility representative, and EMR or greater personnel if a member requires transportation to and treatment at a medical facility.
- xi. Serve as a liaison with EMR/Rehab Manager, personnel.

14.6. Instructors and staff shall be responsible for the following:

- i. Be familiar with the signs and symptoms of heat stress and cold stress.

- ii. Monitor students/candidates for signs of heat stress and cold stress.
- iii. Notify the lead instructor when stressed members require relief, rotation, or reassignment according to conditions.
- iv. Provide access to Rehab for students/candidates as needed.
- v. Ensure that the team is properly checked in with the Rehab manager with an accountability report, and that the team remains intact

14.7. Students/candidates shall be responsible for the following:

- i. Adequate hydration.
- ii. Be familiar with the signs and symptoms of heat stress and cold stress.
- iii. Maintain awareness of themselves and team members for signs and symptoms of heat stress and cold stress.
- iv. Promptly inform the instructor when members require Rehab and/or relief from assigned duties.
- v. Maintain team integrity.

14.8. EMR Rehab personnel shall be responsible for the following:

- i. Report to the lead instructor and obtain the Rehab requirements
- ii. Coordinate with Rehab manager
- iii. Check vital signs, monitor for heat stress and signs of medical issues
- iv. Evaluate physical and medical condition of participants periodically, and advise both the participant and instructor if any finding indicates that the participant needs to rest, cease activity, or seek medical care
- v. Coordinate emergency medical care and transportation to medical facilities as required
- vi. Inform the lead instructor and the Rehab manager when personnel require transportation to and treatment at a medical facility
- vii. Document medical monitoring and emergency medical care provided on the Muskogee First Responders Training Center Rehab/Medical Monitoring Form

Section 15. Procedures for Conducting Rehab

- 15.1. All personnel shall maintain hydration on an ongoing basis (pre-incident, incident, post incident).
- 15.2. Base-line vital signs will be taken and recorded on the Rehab/Medical Monitoring Form for each participant before beginning any live fire training evolution.
- 15.3. All participants required to wear full PPE and SCBA must meet the following base-line vital guidelines prior to beginning live fire training evolutions
 - Systolic blood pressure must be < 160
 - Diastolic blood pressure must be < 100
 - Heart rate must be < 110
 - Temperature must be < 100.6 ° F
 - SpO2 95% or higher
 - No orthostatic changes of vital signs (Orthostatic: while/upon standing)
 - No symptoms of confusion, headache, chest pain, abdominal pain, dizziness, blurred vision, etc.
- 15.4. All members shall be sent to Individual or Team Rehabilitation Report following 45 minutes of activity wearing full PPE and SCBA. Shorter times will be considered during extreme weather conditions. (See Addendum “D” & “E”)
- 15.5. Upon reporting to Rehab, participants shall receive a general physical assessment by Rehab staff, which shall include forming an overall impression of the participant’s well-being, taking of vital signs and determining any need for medical care.
- 15.6. Active cooling (e.g., forearm immersion, misting fans) shall be applied where temperatures, conditions, and/or workload create the potential for heat stress.
- 15.7. In hot humid conditions, a minimum of 10 minutes (20 minutes is preferable) of active cooling shall be applied following any initial signs of heat stress.
- 15.8. Participants in Rehab shall rest for at least 15 minutes to 20 minutes prior to being reassigned or released.
- 15.9. Participants should drink water during Rehab. After the first hour **Soda and caffeinated and carbonated beverages should be avoided.**
- 15.10. All participants required to wear full PPE and SCBA must meet the following base-line vital guidelines prior to being released from rehab and continuing live fire training evolutions
 - Systolic blood pressure must be < 160
 - Diastolic blood pressure must be < 100
 - Heart rate must be < 110

- Temperature must be < 100.6 ° F
 - SpO2 95% or higher
 - No orthostatic changes of vital signs (Orthostatic: while/upon standing)
 - No symptoms of confusion, headache, chest pain, abdominal pain, dizziness, blurred vision, etc.
- 15.11.** If a participant is demonstrating abnormal vital signs, he or she shall be monitored frequently during Rehab.
- 15.12.** Any participant needing medical care should be treated by EMR or greater personnel and subsequently transported by ambulance to an appropriate medical facility.
- 15.13.** If EMR or greater personnel determines that an individual needs immediate medical care, that individual may not continue to participate in evolutions.
- 15.14.** Considerations for further evaluation and transport to the hospital.
- Participants who are weak or fatigued with pale clammy skin, low blood pressure, nausea, headache, or dizziness shall be assessed by EMS personnel.
 - Participants experiencing chest pain, shortness of breath, dizziness, or nausea shall be transported to a medical facility for treatment.
 - Systolic blood pressure > 200
 - Diastolic blood pressure > 130
 - Heart rate > 140 or < 60 with accompanied hypertension
 - Temperature > 103° F
 - SpO2 < 95%
 - Any other emergent condition not outlined above
- 15.15.** Before returning to participate in training, the individual must obtain medical care and provide a signed statement from a physician, indicating the physician's approval for such activity and be documented with the Muskogee First Responder Training Center Employee's Report of Injury or Near Miss, all stored in the MFD office.
- 15.16.** Participant injury notification shall be made to the appropriate Training organization staff member in charge. All injuries will be reported to Muskogee Fire Department Offices, Fire Chief or designee and incident report filled out.
- 15.17.** Rehab staff should maintain a sequential log of vital signs and observations made during rehab operations utilizing the Muskogee Training Center Rehab/Medical Monitoring Form, as an aid for use in identifying individuals who may require further evaluation or treatment. Each student's form shall be kept until the end of the class, after which it shall be forwarded to the MFD for storage, unless a student injury occurs in which case the record of rehab treatment for that student shall be retained as part of the confidential student injury report.

15.18. No tobacco use shall be permitted in or near Rehab area.

Section 16. Operations in Extreme Heat Conditions

16.1. “Extreme Heat Conditions” are those conditions in which the Effective Heat Stress Index is 90 degrees or higher. Under such conditions, Rehab shall include the following:

- Removal of protective clothing during rest periods;
- Fluid and food to replace electrolytes and calories lost during the evolution;
- A shaded or misted area for initial cool-down of personnel;
- An air-conditioned area (or vehicle) for extended Rehab as needed;
- Medical evaluation and treatment as required.

16.2. Effective Heat Stress Index is determined utilizing the following procedure.

- i. Using the Heat Index chart (Figure 1), select the row indicating the current temperature to the nearest 2 degrees.
- ii. Select the column indicating the humidity, to the nearest 10%.
- iii. Find the value for Humidity (or Heat Stress Index) at the intersection of the selected row and column.
- iv. Add 10 degrees to this number for operations in which turn-out gear is worn.
- v. Add an additional 10 degrees for operations in direct sunlight, or for firefighting evolutions.
- vi. The resultant number is the Effective Heat Stress Index. Compare this number to the following chart to assess the threat of heat-related injuries.

16.3 Effective Heat Stress Index

Effective Heat Stress Index	Danger Category	Injury Threat
Below 60 degrees	None	Little or no danger under normal circumstances
80-90 degrees	Caution	Fatigue possible
90-105 degrees	Extreme Caution	Heat cramps and heat exhaustion possible
105-130 degrees	Danger	Heat cramps or heat exhaustion likely, heat stroke possible
Above 130 degrees	Extreme Danger	Heat Stroke Imminent!

16.4 Heat Index Chart

		HUMIDITY								
		10%	20%	30%	40%	50%	60%	70%	80%	90%
TEMPERATURE	104	98	104	110	120	132				
	102	97	101	108	117	125				
	100	95	99	105	110	120	132			
	98	93	97	101	106	110	125			
	96	91	95	98	104	108	120	128		
	94	89	93	95	100	105	111	122		
	92	87	90	92	96	100	106	115	122	
	90	85	88	90	92	96	100	106	114	122
	88	82	86	87	89	93	95	100	106	115
	86	80	84	85	87	90	92	96	100	109
	84	78	81	83	85	86	89	91	95	99
	82	77	79	80	81	84	86	89	91	95
	80	75	77	78	79	81	83	85	86	89
	78	72	75	77	78	79	80	81	83	85
76	70	72	75	76	77	77	77	78	79	
74	68	70	73	74	75	75	75	76	77	

16.5. Go – No Go

- i. The Lead Instructor shall adjust the activity level so that work periods are shorter and breaks are longer, as the Effective Heat Stress Index increases.
- ii. At an Effective Heat Stress Index below 90 degrees, training evolutions may be conducted for 40 minutes, followed by a 20 minute break.
- iii. At an Effective Heat Stress Index between 91 and 105, training evolutions may be conducted for 30 minutes, followed by a 30 minute break.

- iv. At an Effective Heat Stress Index between 106 and 130, work periods should not exceed 15 minutes, followed by at least 45 minutes rest and re-hydration.
- v. **If the Effective Heat Stress Index exceeds 130 degrees, training will NOT be permitted.**

Section 17. Operations in Extreme Cold Conditions

17.1. Extreme Cold Conditions are those conditions in which the Wind Chill Index is 18 degrees below zero or colder. Under such conditions, rehabilitation shall include the following:

- A dry area shielded from the wind or other elements;
- Fluid and food to replace electrolytes and calories lost during the evolution;
- The opportunity to remove wet clothing and don dry clothing;
- A heated area (or vehicle) for extended Rehab as needed;
- Medical evaluation and treatment as required.

17.2. Effective Wind Chill Index is determined utilizing the following procedure.

- i. Using the Wind Chill chart (Figure 2), select the column indicating the current temperature to the nearest 5 degrees.
- ii. Select the row indicating the wind speed, to the nearest 5 mph.
- iii. Find the value for Wind Chill at the intersection of the selected row and column.

17.3. Go – No Go

- i. The Lead Instructor must assess the availability of suitable clothing for all participants prior to allowing them to engage in cold weather activities.
- ii. The Lead Instructor shall adjust the activity level so that work periods are shorter and breaks are longer, as the Wind Chill Index grows colder.
- iii. **If the Wind Chill Index drops below minus 30 degrees, training will NOT be permitted.**
- iv. Relative health risk from wind chill is listed in the following chart.

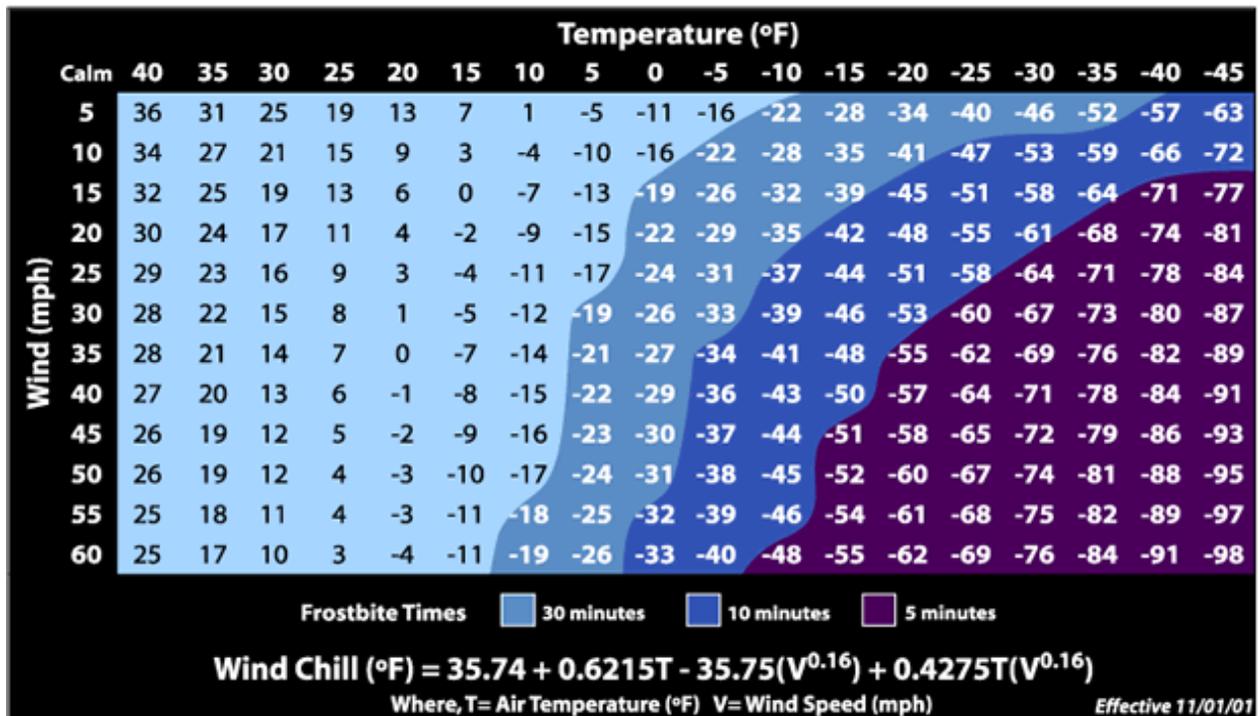
17.4 Wind Chill Temperature

Wind Chill Temperature (degrees F)	Danger
Above 25	Little danger for properly clothed person
25 to (-)70	Increasing danger; flesh may freeze
Below (-)70	Great danger; flesh may freeze in 30 seconds

Wind Chill Chart



Wind Chill Chart



Section 18. Documentation of Student or Instructor Injuries

- 18.1. All injuries to students or instructors, whether or not hospitalization is required. All injuries shall be documented using the Muskogee First Responder Training Center Injury/Accident Report form. See Addendum “D” or “E”. In addition, notification to the appropriate responsible party shall be made. Normal rest, recuperation, fluid replacement, etc., which occurs as part of Rehab is not considered “treatment” and need not be reported as an injury.

- 18.2. This report shall be accompanied by an appropriate narrative completed by the EMR person who treated the student, or by the program coordinator. If possible, the student should also complete a narrative report of the injury and the circumstances surrounding it. This report shall be a general summary of the facts pertinent to the incident, which led up to the injury, and a general summary of treatment provided. Specific medical information, such as vital signs, allergies, medications taken, past medical history, etc, shall not be included.
- 18.3. Notes and documentation concerning treatment rendered by EMR/Rehab providers shall be placed in a sealed envelope on which shall be noted; the student's name, the date of the incident, and the course name. This envelope shall be marked "Confidential – Medical Records", and shall be attached to the injury report.
- 18.4. The original injury report and any confidential records shall be retained in a Student Injury folder, maintained in a locked file. The confidential records shall not be opened without the permission of the injured party, or as otherwise allowed by Law.
- 18.5. If participant is unable to resume normal activity after a reasonable period of rest, the reporting and notification procedures shall apply.
- 18.6. Self-medication or self-treatment by students should be documented or reported to the appropriate Muskogee Training Center staff member in charge.

Section 19. Notification of Injuries to Responsible Parties

- 19.1. Notification of student injuries shall be made by the facility representative and/or lead instructor to the program coordinator. In the event that administrative supervisor is not present, voice-mail or e-mail notification is sufficient for incidents involving injuries which do not require hospitalization.
- 19.2. Should a student require hospitalization, the facility representative and/or lead instructor shall make every effort to contact the program coordinator. The program coordinator shall notify the student's Fire Chief or other Fire Department representative. The Fire Chief or department representative should notify the student's family.
- 19.3. Any life-threatening or fatal injury shall be reported directly to the program coordinator and director. This report shall be made in person or by phone.

Section 20. Record Storage

- 20.1.** The Agency is responsible for storage of training records, and Rehab/Medical Monitoring. The Muskogee Fire Department shall store all its records, Training and Rehab/Medical Monitoring Forms. For events sponsored by Muskogee Fire Department, the MFD shall also store the records.

All records shall be stored in compliance with applicable City, state and federal laws.

Individual records shall only be released with written permission of the student or other responsible party.

Records shall be maintained in accordance with Council Policy 1-6 "Records Retention", as may be amended from time to time.



Addendum 1-A

MUSKOGEE FIRST RESPONDER TRAINING CENTER



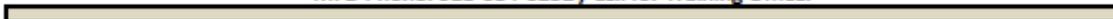
TRAINING REQUEST FORM

Return Form to: Muskogee Fire Department c/o Training

505 Columbus / Muskogee, Ok. 74401 /or

E-Mail to: Training@Muskogeeonline.org

MFD Phone: 918-684-6252 / ask for Training Officer



Agency: _____ Date: _____

Name: _____ Title: _____

Address: _____ City: _____

State: _____

Contact Info: _____

email: _____

Training Event Title: _____

Training Agency _____ Instructor: _____

Dates Need: _____ Approved: Yes No

Alternate Dates: _____

Alternate Dates: _____

Time of Training: _____

Applicants Comments: _____

SIGNATURE

MFD Comments: _____

Approved: Yes No

TRAINING OFFICER OR FIRE CHIEF

CITY OF MUSKOGEE

RELEASE, WAIVER OF CLAIMS, HOLD HARMLESS AGREEMENT

In consideration of a grant of permission to voluntarily elect to participate at the Muskogee First Responder Training Center within the City of Muskogee,

I _____, hereby agree as follows:

1. The consideration for this Release, Waiver of Claims, and Hold Harmless Agreement (hereinafter referred to as "the Agreement" or "this Agreement") is the grant of permission to attend a fire investigation site currently being investigated by the City of Muskogee Fire Department and/or City of Muskogee. I acknowledge that, absent my execution of this Agreement, the City would not have allowed me permission to attend because of unacceptable exposure to liability claims.
2. I hereby agree that my attendance at this site is only granted by the City because of its understanding that in the event of injury or damage or loss of property, that any insurance policy held by me which covers such injury or loss shall be the primary source of any recovery.
3. **I, personally and on behalf of our heirs, personal representatives, executors and assigns, hereby release, waive, discharge and covenant not to sue the City, its City Council, Mayor, any City department or subdivision, its employees, servants, representatives, officers, agents, volunteers, and successors and assigns, (hereinafter collectively referred to as "Releases"), of any from any and all claims, demands, actions, causes of action, judgments, costs, expenses, court costs, attorney's fees or other damages or liability, of any nature whatsoever, including but not limited to personal injury, property damage or wrongful death, whether caused by the sole, contributory or gross negligence of Releasees, or otherwise, or whether arising out of any defect, or presence or absence of any condition in or on any City property, premises, or right of way or in any City vehicle, which against Releasees, I ever had, now have, or can, shall, or may have, upon or by reason of, directly or indirectly relating to, or arising from, my attendance at the fire investigation site.**
4. I voluntarily and expressly assume full responsibility for any risk of bodily injury, death, and property damage due to the negligence, whether sole, contributory or gross negligence, of any or all Releasees while I attend the Muskogee First Responder Training Center.
5. I expressly agree that this Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Oklahoma, and if any portion of this Agreement is held to be invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
6. I have read and voluntarily sign this Agreement, and further agree that no oral representations, statements or inducements apart from the foregoing written agreement have been made.
7. **I understand that we are encouraged to seek the advice of an attorney prior to signing this Agreement, and that we have been given the opportunity to seek such counsel.**
8. I acknowledge the fact that this Agreement, including my address and phone number, could become a public record and will be available to members of the public upon their request.

Signature _____
Date

Address City State Zip

Phone #

Muskogee First Responder Training Center

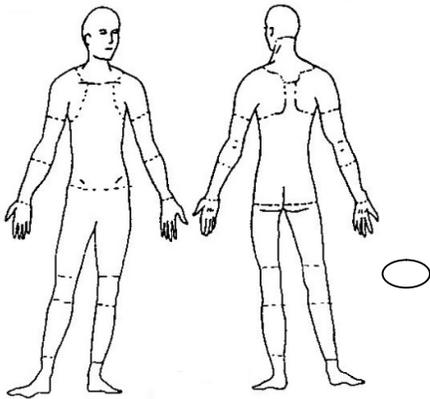


Injury / Incident Investigation Report

Instructions: Complete this form as soon as possible after an incident that results in serious injury or illness.
 (Optional: Use to investigate a minor injury or near miss that *could have resulted in a serious injury or illness.*)

This is a report of a: <input type="checkbox"/> Death <input type="checkbox"/> Lost Time <input type="checkbox"/> Dr. Visit Only <input type="checkbox"/> First Aid Only <input type="checkbox"/> Near Miss	
Date of incident:	This report is made by: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor Safety Staff <input type="checkbox"/> Other_____

Step 1: Injured employee (complete this part for each injured employee)

Name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:	
Department:	Job title at time of incident:		
Part of body affected: (shade all that apply)  Injury Description here	Nature of injury: (most serious one) <input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: <input type="checkbox"/> Other _____	This employee works: <input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary	
		Months with this employer:	
		Months doing this job:	

Step 2: Describe the incident

Exact location of the incident:	Exact time:		
What part of employee's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> Doing normal work activities <input type="checkbox"/> During meal period <input type="checkbox"/> During break <input type="checkbox"/> Working overtime <input type="checkbox"/> Other_____			
Names of witnesses (if any):			
Number of attachments:	Written witness statements:	Photographs:	Maps / drawings:

What personal protective equipment was being used (if any)?

Describe, step-by-step the events that led up to the injury. (Include names of any machines, parts, objects, tools, materials and other important details.)

Description continued on attached sheets:

Step 3: Why did the incident happen?

Unsafe workplace conditions: (Check all that apply)

- Inadequate guard
- Unguarded hazard
- Safety device is defective
- Tool or equipment defective
- Workstation layout is hazardous
- Unsafe lighting
- Unsafe ventilation
- Lack of needed personal protective equipment
- Lack of appropriate equipment / tools
- Unsafe clothing
- No training or insufficient training
- Other:

Unsafe acts by people: (Check all that apply)

- Operating without permission
- Operating at unsafe speed
- Servicing equipment that has power to it
- Making a safety device inoperative
- Using defective equipment
- Using equipment in an unapproved way
- Unsafe lifting
- Taking an unsafe position or posture
- Distraction, teasing, horseplay
- Failure to wear personal protective equipment
- Failure to use the available equipment / tools
- Other: _____

Why did the unsafe conditions exist?

Why did the unsafe acts occur?

Is there a reward (such as “the job can be done more quickly”, or “the product is less likely to be damaged”) that may have encouraged the unsafe conditions or acts? Yes No

If yes, describe:

Were the unsafe acts or conditions reported prior to the incident?

Yes No

Have there been similar incidents or near misses prior to this one?

Yes No

Step 4: How can future incidents be prevented?

What changes do you suggest to prevent this incident/near miss from happening again?

- Stop this activity Guard the hazard Train the employee(s) Train the supervisor(s)
- Redesign task steps Redesign work station Write a new policy/rule Enforce existing policy
- Routinely inspect for the hazard Personal Protective Equipment Other: _____

What should be (or has been) done to carry out the suggestion(s) checked above?

Description continued on attached sheets:

Step 5: Who completed and reviewed this form?

Written by:

Title:

Department:

Date:

Names of investigation team members:

Reviewed by (please route to next office when review is complete, area for remarks is attached):

HR _____ Dept. Head _____ CA _____ CM _____ HR (to keep on file) _____

Step 5: (Cont.) Additional comments, challenges to findings, late breaking news, etc.

Written by:	Title:
Department:	Date:
Remarks:	
Description continued on attached sheets: <input type="checkbox"/>	

Step 5: (Cont.) Additional comments, challenges to findings, late breaking news, etc.

Written by:	Title:
Department:	Date:
Remarks:	
Description continued on attached sheets: <input type="checkbox"/>	

Step 5: (Cont.) Additional comments, challenges to findings, late breaking news, etc. (Please Print)

Written by:	Title:
Department:	Date:
Remarks:	
Description continued on attached sheets: <input type="checkbox"/>	

Addendum "F"



MUSKOGEE FIRST RESPONDER **LIVE BURN OPERATIONS CHECKLIST**

The following checklist will be completed the day of the live burn exercise by both the IC of the organization requesting the training and the Live Fire Coordinator:

- Adequate fire apparatus on site
- BLS equipment on-scene
- Separate hydrant water sources
- Fire load; conservative; not excessive
- Ignition location determined
- Safe ignition fuel utilized
- Fire-starter or Live Fire Assistant in full protective clothing/SCBA
- Protection line in place for Fire-starter: manned and charged
- Training Chief Officer (Live Fire Instructor) on-scene
- Safety Officer (or representative) on-scene
- Command and Sectors established
- Command location identified and announced
- All radios checked for proper functioning/channel
- Division established.
- ✓ Rescue (RIT)
- ✓ Safety
- ✓ Division Established
- ✓ Accountability officer established
- Attack lines in place, flow tested for a minimum of 95 gpm each
- RIT lines in place, flow tested for a minimum or 95gpm each
- RIT staffed by minimum of 2-in-2 out rule
- One RIT in place (with hose-line) for each attack entry team
- Attack lines from one pumper, RIT lines from a separate source
- Fire attack entry and RIT units in full protective clothing, PASS and SCBA checked for proper functioning
- Company Officers in charge of each attack and RIT unit
- Attack plan established and understood by all
- Walk through briefing conducted for all crews
- Rescue plan established and understood by all
- Rehab established

Post Burn Activities

The building shall be cleaned and left in a safe condition upon completion of live fire training. Firefighters shall be re-habbed and re-hydrated. Protective clothing and SCBA's shall be rinsed clean.

Lead Instructor

Date

Organization

Muskogee First Responder Multi Agency Training Center
Perishable Expenses List
(rounded up to the dollar)

Burn Materials

- LPG per gallon _____ \$Market Value
- Excelsior _____ \$Market Value
- Hay / Straw _____ \$Market Value
- Pallets/burnable wood _____ \$Market Value

Props

- Plywood _____ \$Market Value
- Re-bar _____ \$Market Value
- Wood Dials _____ \$Market Value
- Sheet-iron _____ \$Market Value
- Sheet-rock _____ \$Market Value
- Sprinkler Heads _____ \$Market Value
- 1 x 4 x 10 Lumber _____ \$Market Value
- 2 x 4 x 10 Lumber _____ \$Market Value
- Roofing shingles _____ \$Market Value

Dry Powder Extinguisher /recharge _____ \$Market Value

- Miscellaneous Saw Blades _____ \$Market Value
- Chain Saw _____ \$Market Value
 - Circular _____ \$Market Value
 - Chop Saw _____ \$Market Value

Firefighter Foam

- Class A _____ \$Market Value
- Class B AR-AFFF 3% - 6% _____ \$Market Value

Gasoline _____ \$Market Value

Diesel _____ \$Market Value

2-Cycle Oil _____ \$Market Value

Price to haul in/out wrecked vehicles _____ \$Market Value

Any Perishable not listed shall be Market Value

Muskogee First Responder Training Center

Perishable Used by Department

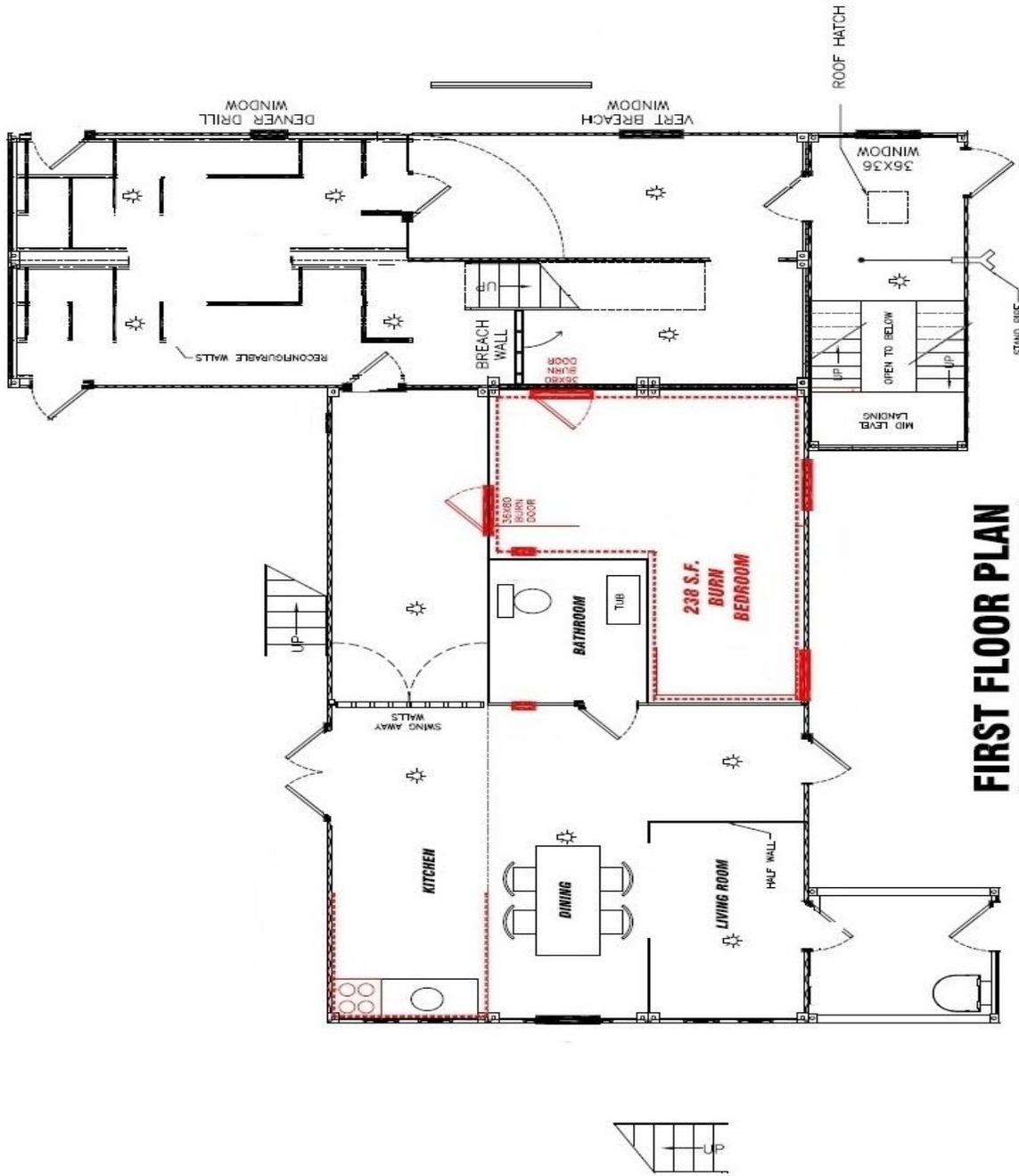
Dept:		Phone:	
Billing Address:			
			Date Used:
Signature			
	<u>Quantity</u>	<u>Unit</u>	<u>Comments</u>
Burn Materials			
• LPG per gallon			
• Excelsior			
• Hay / Straw			
• Pallets/burnable wood			
Props			
• Plywood			
• Re-bar			
• Wood Dials			
• Sheet-iron			
• Sheet-rock			
• Sprinkler Heads			
• 1 x 4 x 10 Lumber			
• 2 x 4 x 10 Lumber			
• Roofing shingles			
• Other			
Dry Powder Extinguisher /recharge			
Miscellaneous Saw Blades			
• Chain Saw			
• Circular			
• Chop Saw			
• Other			
Firefighter Foam			
• Class A			
• Class B AR-AFFF 3% - 6%			
Gasoline			
Diesel			
2-Cycle Oil			
Price to haul in/out wrecked vehicles			
Other:			

NFPA 1403
STANDARD ON
LIVE FIRE TRAINING
EVALUATIONS

Addendum "J"

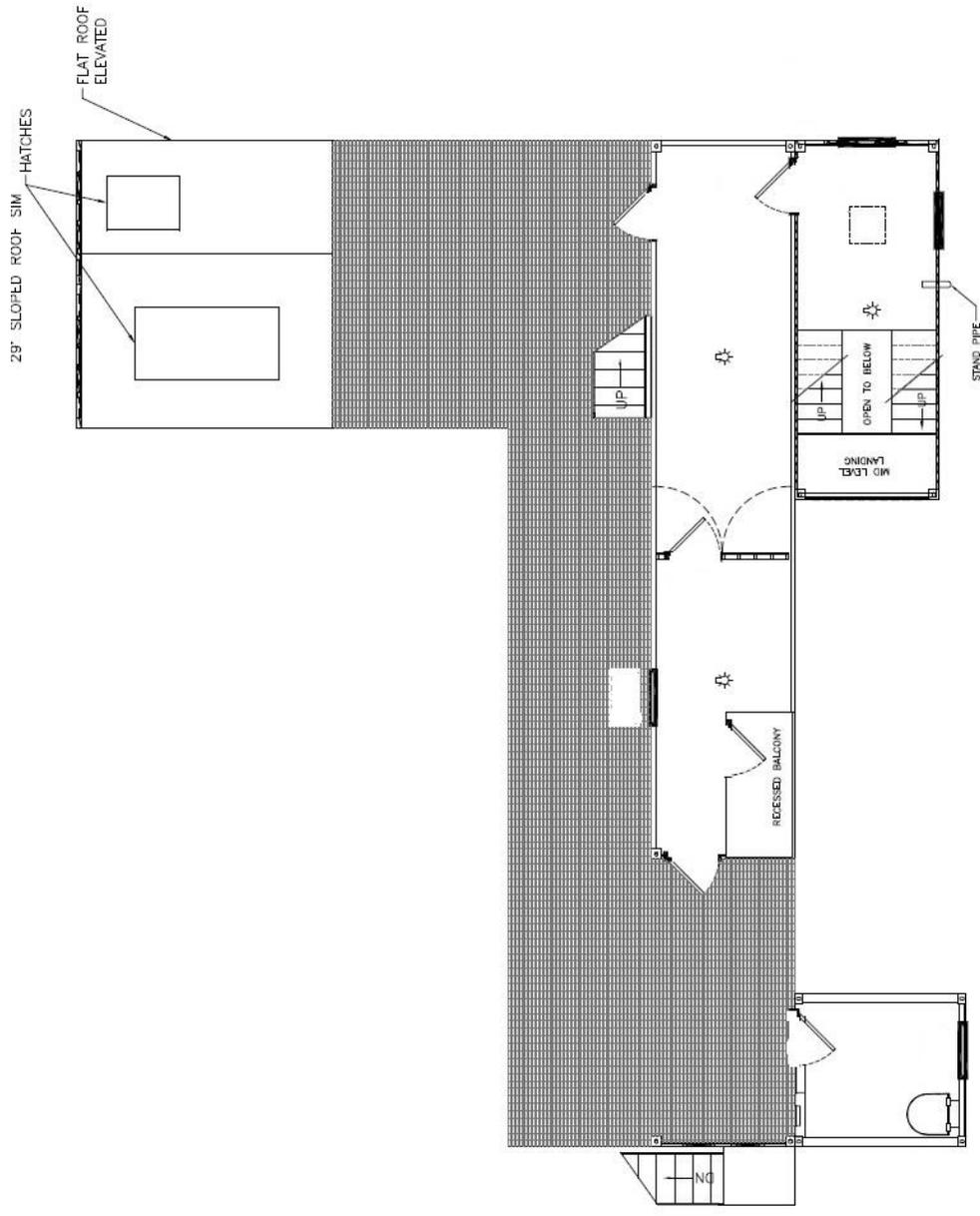
NFPA 1582
STANDARD ON
COMPREHENSIVE OCCUPATIONAL
MEDICAL PROGRAM
FOR
FIRE DEPARTMENTS

NFPA 1524
STANDARD ON THE
REHABILITATION PROCESS FOR
MEMBERS DURING
EMERGENCY OPERATIONS
&
TRAINING EXERCISES



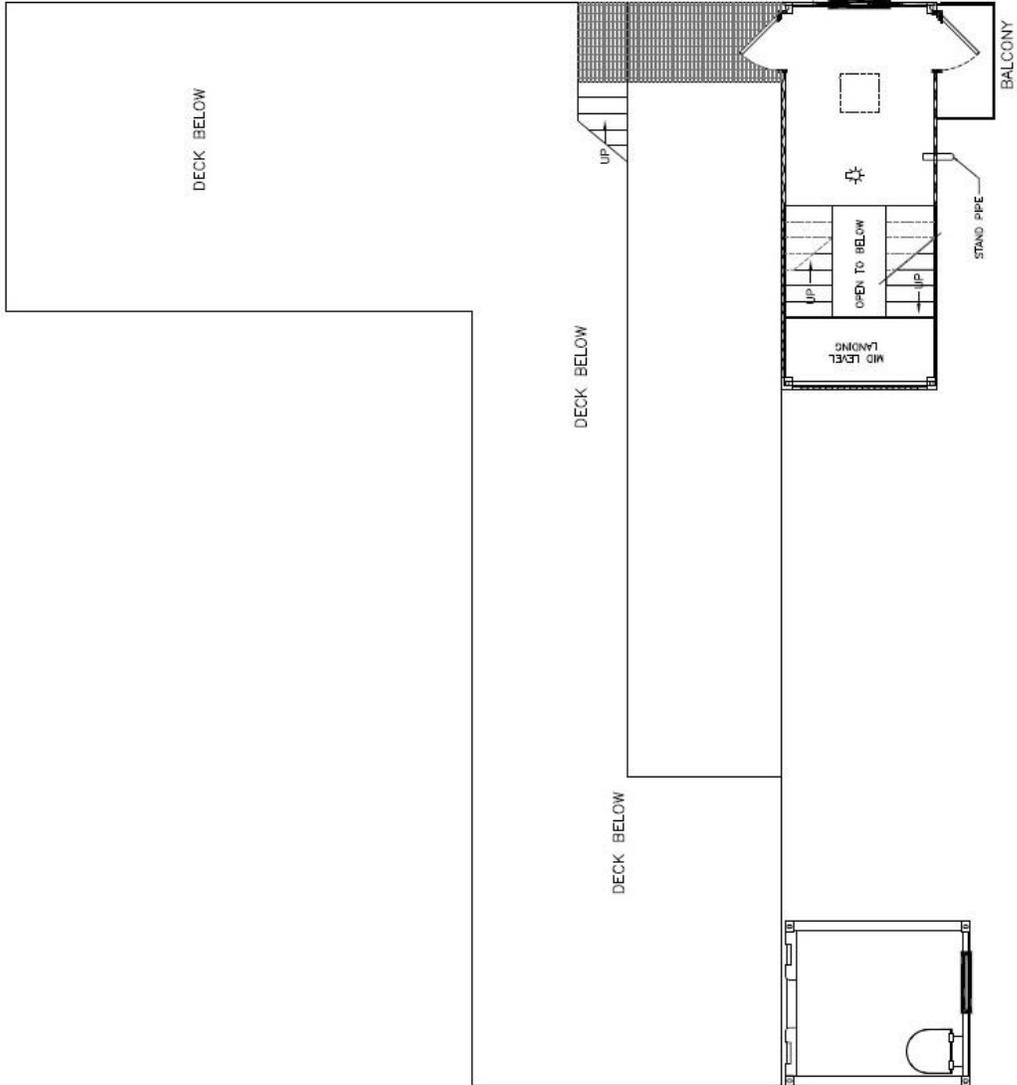
FIRST FLOOR PLAN

(1760 TOTAL SQ. FT.)

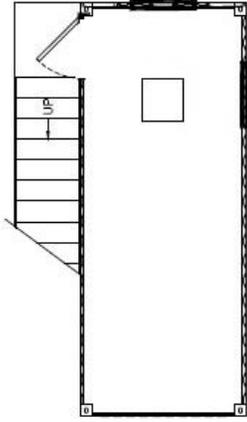


THIRD FLOOR PLAN

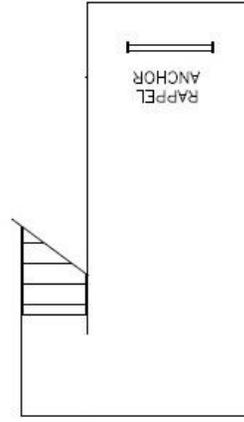
(1440 TOTAL SQ. FT.)



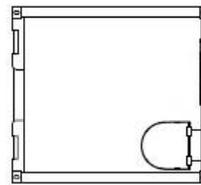
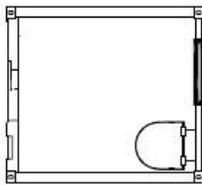
FOURTH FLOOR PLAN
 (160 TOTAL S.F.)



FIFTH FLOOR PLAN
(160 TOTAL S.F.)



ROOF PLAN
(160 TOTAL S.F.)



FOURTH FLOOR PLAN
(160 TOTAL S.F.)

Train Safe: but have fun

MUSKOGEE FIRST RESPONDER TRAINING CENTER



MUSKOGEE FIRST RESPONDER TRAINING CENTER

We are paid Not for what we do; But for what we are trained to do!

The End