



City of Winter Park Fire-Rescue

Standard Operating Guideline

430.06

Title: Pre-Training Safety Checklist

Original Date Issued: December 6th, 2005

Date Last Revised: October 5th, 2010

Revision Number: I

Total Pages: 2

Purpose: To establish a pre-training safety checklist that shall be used by all Department personnel prior to training within acquired buildings.

Scope: This guideline is to be followed by all employees. Authority to deviate from this guideline rests with the Deputy Fire Chief or his/her designee, who is solely responsible for the results of the deviation.

General: It is within the mission of the Department to provide quality and qualified training covering the various facets of the jobs we do. The spirit of this guideline is not to hinder this training process, but rather, to establish a unified system to ensure that any building acquired for training purposes meets standardized safety parameters, thus ensuring the safety of all training participants.

Form 430.06.A shall be completed by the Company Officer with whom responsibility has been given for acquiring a building for training within the City. The completion of this form shall occur prior to any training by members of the Winter Park Fire Rescue Department.

Form 430.06.A

Pre –Training Safety Checklist

A.1 Permits, Documents, Notifications, Insurance

- 1. Written documentation received from owner.
- 2. Notification made to Communications Center.
- 3. Notification made to property owners within area of training.
- 4. Liability insurance obtained covering property damage to other property.

B.1 Building Preparation and Inspections

- 1. Building inspected to determine structural integrity.

- 2. All utilities disconnected.
- 3. All combustible/flammable materials removed from area of training.
- 4. Doors checked and operated.
- 5. Chimney checked for stability.
- 6. Stairways and rails checked for stability.
- 7. Porches and outside steps made safe.
- 8. All openings or holes properly covered.
- 9. Hazards from vermin or insects eliminated.
- 10. Building Official approval

C.1 Pre-Training Exercise

- 1. All participants briefed.
- 2. Building layout explained.
- 3. Crew and instructor assignments introduced.
- 4. Safety rules explained.
- 5. Safety Officer established.
- 6. All necessary equipment donned.

D.1 Post Training Exercise

- 1. All personnel accounted for.
- 2. Building inspected for hazards prior to fire department leaving site.
- 3. Training critique conducted.
- 4. Training roster completed.



James E. White
Chief of Department