

**North Carolina Fire and Rescue Commission
Live Fire Training
Audit Form**

County: _____ Location: _____ Date: _____

Delivery Agency: _____

Instructor's Name: _____ S.S.#: _____

Checklist:

Permits, Documents, Notifications, Insurance

Points to Observe	Ck off	Comments
Written documentation received from owner: Permission to burn structure. Proof of clear title. Certificate of insurance cancellation. Acknowledgment of post-burn property condition.		
Local burn permit received.		
Permission obtained to utilize fire hydrants.		
Notification made to appropriate dispatch office of date, time, and location of burn.		
Notification made to all affected police agencies: Received authority to block off roads. Received assistance in traffic control.		
Notification made to owners and users of adjacent property of date, time, and location of burn.		
Liability insurance obtained covering damage to other property.		
Written evidence of prerequisite training obtained from participating students from outside agencies.		

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Preburn Planning

Points to Observe	Ck off	Comments
Preburn plans made, showing the following: Site plan drawing, including all exposures Building plan, including overall dimensions Floor plan detailing all rooms, hallways, and exterior openings Location of command post Position of all apparatus Position of all hoses, including backup lines Location of emergency escape routes Location of emergency evacuation assembly area Location of ingress and egress routes for emergency vehicles		
Available water supply determined		
Required fire flow determined for the burn building and exposure buildings		
Required reserve flow determined (50 percent of fire flow)		
Apparatus pumps obtained that meet or exceed the required fire flow for the building and exposures		
Separate water sources established for attack and backup hoselines		
Periodic weather reports obtained		
Parking areas designated and marked: Apparatus staging Ambulances Police vehicles Press vehicles Private vehicles		
Operations area established and perimeter marked		
Communications frequencies established, equipment obtained		

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Building Preparation

Points to Observe	Ck off	Comments
Building inspected to determine structural integrity		
All utilities disconnected (acquired buildings only)		
Highly combustible interior wall and ceiling coverings removed		
All holes in walls and ceilings patched		
Materials of exceptional weight removed from above training area (or area sealed from activity)		
Ventilation openings of adequate size precut for each separate roof area		
Windows checked and operated, openings closed		
Doors checked and operated, opened or closed, as needed		
Building components checked and operated: Roof scuttles Automatic ventilators Mechanical equipment Lighting equipment Manual or automatic sprinklers Standpipes		
Stairways made safe with railings in place		
Chimney 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 fenced or filled		
Hazards from toxic weeds, hives, and vermin eliminated		
Hazardous trees, brush, and surrounding vegetation removed		
Exposures such as buildings, trees, and utilities removed or protected		
All extraordinary exterior and interior hazards remedied		
Fire sets prepared: Class A materials / no contaminated materials Pre-application of appropriate amounts of combustible liquids		

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Pre-burn Procedures

Points to Observe	Ck off	Comments
All participants briefed: Building layout Crew and instructor assignments Safety rules Building evacuation procedure Evacuation signal (demonstrate)		
All hose lines checked: Sufficient size for the area of fire involvement Charged and test flowed 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 B-3, "Building Preparation")		
Training critique conducted		
Records and reports prepared, as required: Documentation of unusual conditions or events Documentation of injuries incurred and treatment rendered Documentation of changes or deterioration of training center burn building Acquired building release Student training records		
Building and property released to owner, release document signed		

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Instructor-in-Charge

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

Safety Officer

Points to Observe	Ck off	Comments
Prevent unsafe acts Eliminate unsafe conditions		
Supervise additional safety personnel, as needed		
Coordinate lighting of fires with instructor-in-charge		
Ensure compliance of participants' personal equipment with applicable standards: Protective clothing SCBA Personal alarm devices, where used		
Ensure that all participants are accounted for, both before and after each evolution		

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Instructor

Points to Observe	Ck off	Comments
Monitor and supervise assigned students (no more than five per instructor)		
Inspect students" protective clothing and equipment		
Account for assigned students, both before and after evolutions		

Student

Points to Observe	Ck off	Comments
Acquire prerequisite training		
Become familiar with building layout		
Wear approved full protective clothing		
Wear approved self-contained breathing apparatus		
Obey all instructions and safety rules		
Provide documentation of prerequisite training, where from an outside agency		

Commission exceptions to NFPA 1403

Points to Observe	Ck off	Comments
Pre-application of small, appropriate amounts of class 'B' fuel onto a fire set, if necessary, before the training fire has been started.		
An adequate ventilation opening(s) shall be made in the roof.		
Fire flow requirements to all Live Fire Qualified instructors as outlined in NFPA 1231, Table 5-9(c).		
A multiplication factor of .5 added to the initial exposure factor for every additional exposure identified in the pre-fire plan.		

