



**City of Winchester  
Fire & Rescue Department  
STANDARD OPERATING PROCEDURE**



<b>Section:</b> Training	<b>SOP:</b> 12.2
<b>Subject:</b> Training Center Operations Manual	<b>Executed:</b> February 1994 <b>Revised:</b> May 10, 2011
<b>Approved:</b>  Scott Cullers, Fire Chief	

**PURPOSE**

To ensure the safe and equitable use of the Winchester Regional Training Center for Emergency Services (hereafter referred to as the Training Center) while conducting training exercises.

**SCOPE**

The scope of this document will include administrative and operational procedures for all classroom and practical evolutions conducted at this facility.

**REGULATIONS**

Use of the training center shall, at a minimum, follow the regulations set forth by the Virginia Department of Fire Programs (VD FP) as follows:

- VD FP Instructor Manual, Section IS-1 – Instructors for VD FP Programs
- VD FP Instructor Manual, Section IS-2 – Policies Governing Training Courses
- VD FP Instructor Manual, Section IS-3 – Safety in Training
- VD FP Instructor Manual, Section IS-4 – Conduct of High Risk Training Activities
- VD FP Instructor Manual, Section IS-7 – Policies for Conducting Live Fire Training Evolutions

**FISCAL AGENT**

The jurisdiction having authority for the Training Center shall be the Winchester Fire and Rescue Department. The Officer-in-Charge of training for the department, or his/her designee, is responsible for coordination of all training activities and maintenance at the facility.

**SCHEDULING OF EVENTS**

1. Scheduling of events shall be managed by the Winchester Fire and Rescue Department Training Officer.

2. Priorities for scheduling shall be given first to regional schools, second to locally sanctioned schools, and third to all others. In order to assure your first choice of dates, early application is recommended.
3. The Winchester Fire and Rescue reserves the right to deny any training request received without cause or explanation.

## **REPORTS AND DOCUMENTATION**

### **1. Application for Use**

- a. This form shall be completed and returned to the Winchester Fire & Rescue Department at least seven (7) days prior to usage. The form must be completed in its entirety and signed by the On-Site Coordinator, Chief Officer or Lead Instructor. Any incomplete applications will be returned to the applicant and scheduling may be delayed.
- b. Applications can be found in Appendix C of this document. All applications shall be mailed or faxed to the attention of the Training Officer at:

Winchester Fire & Rescue  
Attn: Training Officer  
231 E. Piccadilly St., Suite 330  
Winchester, VA 22601  
Phone 540-662-2298 Fax: 540-542-1318

### **2. Injury/Illness Report**

- a. Emergency care shall be provided immediately upon notification of an injury while using the training facility.
- b. All injuries sustained while at the training center shall be reported on the form contained in Appendix B and submitted to the attention of the Training Officer as outlined above.
- c. In addition, any significant injury, or one that requires transport of the patient to a medical facility will require the notification to the on-call Winchester Fire and Rescue Battalion Officer. Contact of the Battalion Officer may be made through the Winchester Emergency Communication center at 540-662-4131.

### **3. Summary Report**

- a. A summary of use shall be reported for all entities using the training center. This form is contained in Appendix D of this document and shall be completed after each use of the facility. A copy of any injury reports must be included with the summary report.

- b. This report shall be submitted to the Winchester Fire and Rescue Department within seven (7) days of the completion of the training exercise to the attention of the Training Officer as outlined above.

## **FACILITIES**

The Training Center is comprised of a one (1) story classroom, one (1) story structural burn building, a three (3) story ladder tower, male and female restrooms with showers, RIT house, Mayday simulator, Roof simulator, chemical railcar and a two (2) hydrant water supply system. On site pre-inspection can be arranged by appointment by contacting the Training Officer. It shall be the responsibility of the user to provide necessary expendable and non-expendable items for their prescribed training exercises.

Applications received by agencies other than Winchester and Frederick County Fire and Rescue shall require onsite personnel from either jurisdiction. This person will be compensated at the hourly rates (minimum 8 hours) as set forth below.

Non-expendable items may be obtained through the Winchester Fire and Rescue Department at the time of application. The fee schedule is listed below.

All fees associated to the use of the training center shall be payable to the City of Winchester.

A map of the facility along with a list of available resources found at the Training Center is provided in Appendix A of this document.

## **ON SITE INSTRUCTOR AND SAFETY OFFICER RESPONSIBILITIES**

The ON-SITE INSTRUCTOR is responsible for seeing that the policies and procedures for the use of the training center are followed. He/She shall assist the safety officer in assuring the safety of those involved in evolutions is maintained. The Coordinator may serve as the Safety Officer during practical evolutions, but not serve as an instructor of practical evolutions while serving as an On Site Instructor.

1. Read and understand this Standard Operating Procedure.
2. Schedule the use of the facility
  - a. Complete application for use at least 7 days in advance.
  - b. Gain approval
3. Obtain proper personnel for the training exercise(s) being conducted
  - a. As outlined in the regulatory documents listed above
4. Conduct of personnel and students
  - a. Maintain order at all times

- b. Use indoor restrooms
  - c. Keep language clean
  - d. Keep noise levels low
  - e. Drive in and out in a slow, safe manner
  - f. Clean up trash
  - g. Have respect for neighborhood and other personnel
  - h. Don't park on others' property
5. Termination of Session Before Leaving the Training Center
- a. All trash and debris placed in proper receptacles and secured
  - b. All electrical lights, heat, etc. are turned off (In winter/freezing temperatures leave heat in both restrooms is left on 50° F) Switches and thermostats are used to turn off lights, heat, etc. not breakers
  - c. All buildings, doors, and windows are closed up. All doors that are lockable are locked.
  - d. All buildings are cleaned and straightened up
  - e. All water is off, hydrants, bathrooms, outlet in Tower
  - f. All fires are completely out and debris moved to the exterior burn pad
  - g. All hose draining, neatly on asphalt
  - h. All personnel have exited facility
  - i. Gate is closed and locked
  - j. ECC is informed when participants are finished
  - k. All reports are completed

## **COMMUNICATIONS**

The On-Site Instructor shall have a means of communicating to the local Emergency Communications Center. This communication may be direct or through another agency. The ECC shall be kept informed of the use of the Training Center for any live fire evolutions, either within or outside the Structural Building.

## **TERMINATION OF SESSION**

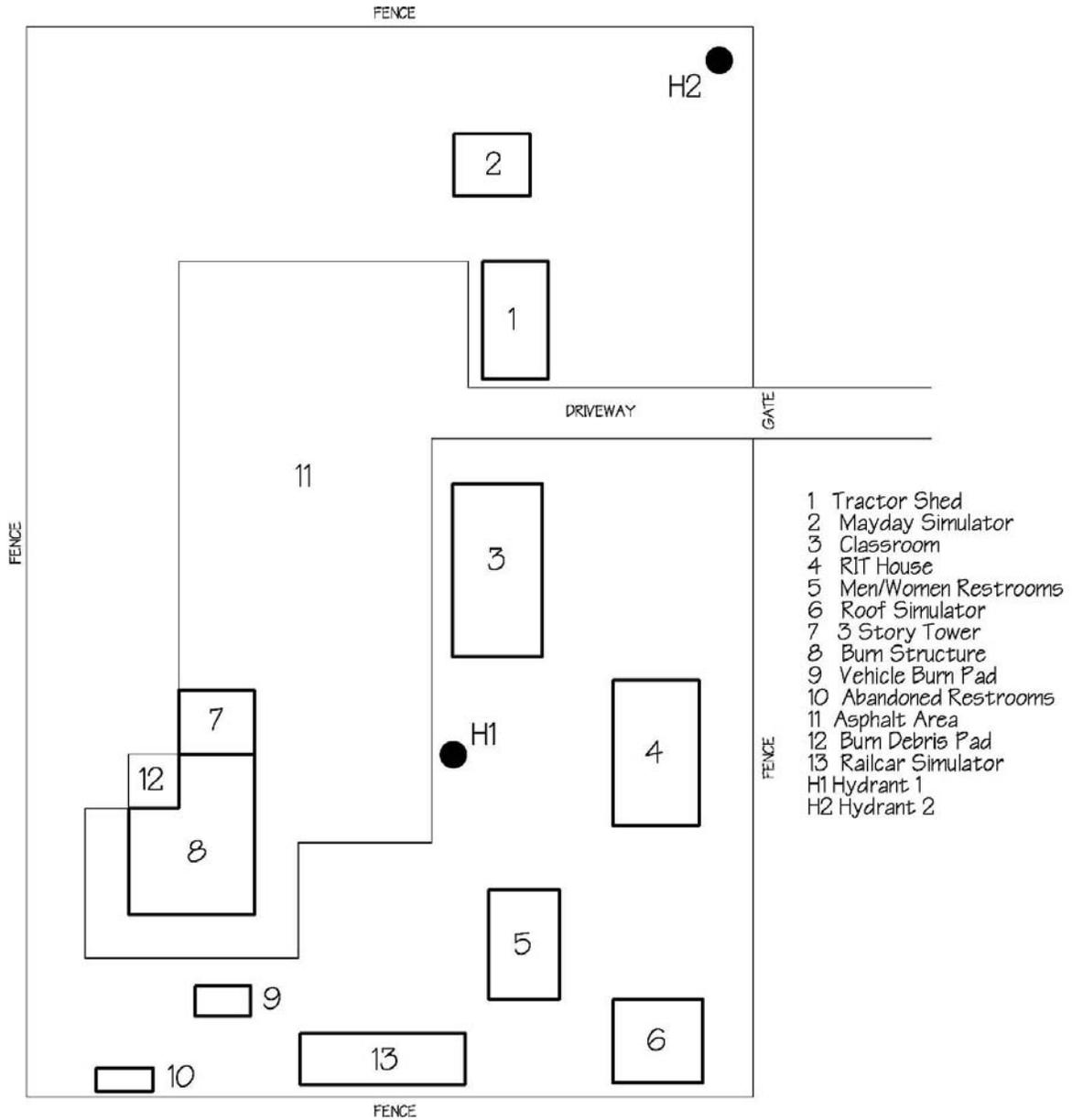
Upon completion of a training session, the facility shall be policed for trash and debris, and all found shall be placed in appropriate receptacles.

In the event that the Structural Building was used all fires and smoldering materials shall be completely extinguished. All debris shall be cleared from the building and the burn boxes. Debris shall be washed, swept, carried to the large concrete pad outside the south double doors. Be careful not to block the doors with debris. After the building is cleaned out all roof scuttles, windows and doors are to be closed.

All buildings are to be secured with doors and windows closed and locked where possible. All lights are to be turned off and heating and air conditioning controls turned to their original positions. The front gate is to be closed and locked.

The On-Site Instructor is responsible for ensuring that the Training Center is secured prior to leaving. The Coordinator is also responsible for ensuring that the Training Center Summary Report is completed, noting any injury or deficiencies found at the Center.

# APPENDIX A



WINCHESTER REGIONAL FIRE TRAINING CENTER  
 1716 WOODSTOCK LANE  
 WINCHESTER, VA 22602

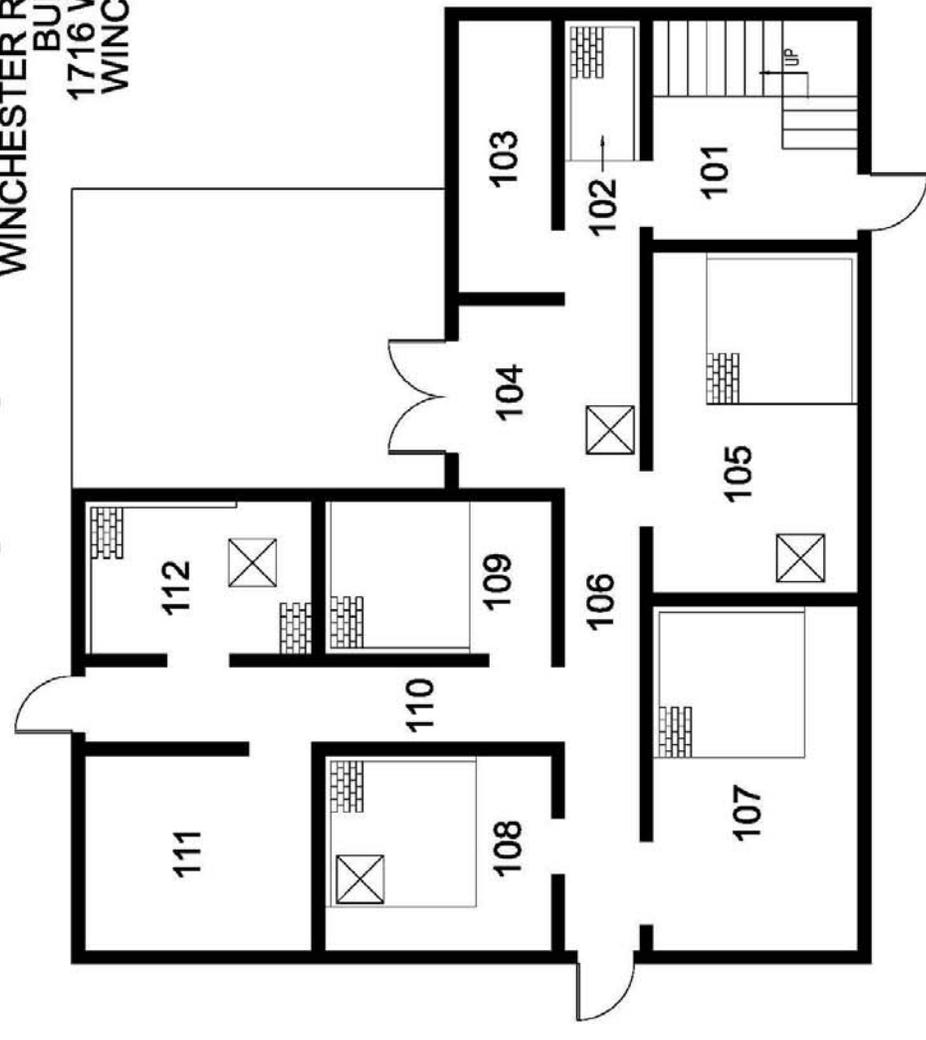
WINCHESTER REGIONAL TRAINING CENTER  
BURN STRUCTURE  
1716 WOODSTOCK LANE  
WINCHESTER, VA 22602

SIDE C

SIDE D

SIDE B

SIDE A



**APPENDIX B**



Winchester Regional Training Center  
**INJURY/ILLNESS REPORT**

- Record of Rehabilitation (Page 2 Only)
- Record of Minor Injury (Not requiring Medical Facility Treatment)
- Injury Requiring Treatment at a Medical Facility  
Duty Officer/Supervisor Notified: \_\_\_\_\_  
Name

**To be completed by injured person:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Agency/Company: \_\_\_\_\_

Home Address: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Date of Report: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

**Please completely answer the next three questions:**

1. What activity (cause of injury) were you involved in when injured or became ill?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. How did injury or illness occur?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What is the nature and location of your injury?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Treatment Received:

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Location of Treatment:

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EMS Personnel / Attending Physician

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This form does not take the place of any other form (insurance, workmen's compensation, casualty, state or local). The injured person is still responsible for other forms and/or billings.

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Signature of Injured \_\_\_\_\_ Date \_\_\_\_\_

All forms should be sent to:  
**Attn: Training Officer**  
**Winchester Fire and Rescue**  
**231 E. Piccadilly St., Suite 330, Winchester, VA 22601**  
**Phone 540-662-2298 Fax: 540-542-1318**

**APPENDIX C**



Winchester Regional Training Center  
**Application for Use**

Date of Request: \_\_\_\_\_

Requesting Agency/Company \_\_\_\_\_

Person Making Request: \_\_\_\_\_

Requesting Agency's,/Company's Address: \_\_\_\_\_

\_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Training to be Conducted: \_\_\_\_\_

Facilities to be Used: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

On-Site Coordinator: \_\_\_\_\_

Certification Level: \_\_\_\_\_

Safety Officer: \_\_\_\_\_

Lead Instructor: \_\_\_\_\_

Certification Level: \_\_\_\_\_

Assistant Instructor(s): \_\_\_\_\_

\_\_\_\_\_

Certification Levels: \_\_\_\_\_

Resources Requested:

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User's Fee: \$ \_\_\_\_\_

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I \_\_\_\_\_ of the \_\_\_\_\_  
Name Agency

agree to follow all rules and policies of the Winchester Regional Training Center Operation Manual and all nationally recognized, established safety guidelines while using the this Training Facility. I also will be responsible for all students/participants and any damage that may be caused I also know that the City of Winchester, the Winchester Fire & Rescue Department, and staff assume no liability for injuries occurring as a result of the use of this facility.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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Please do not write below this line

Approval Winchester Fire & Rescue Department

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Name

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Signature

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Date

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