



**Palominas Fire District Training Center
FACILITY USAGE
POLICIES/PROCEDURES and GUIDELINES**

This policy is designed to address the needs of the Fire and Rescue community as well as other agencies or organizations throughout the county of Cochise. The Palominas Training Center can be used for meetings, classes, training, etc.

Facilities available include:

- ❖ **Classroom with current A/V equipment**
- ❖ **Classroom with seating for approximately 32 people with tables/chairs**
- ❖ **Computer Room/Office**
- ❖ **Drill grounds excluding live burn areas.**
- ❖ **Live Burn areas: Burn building, 3 story burn building.**

The required policies, procedures and guidelines are as follows:

1. Persons interested in using a part of the facility must complete the Request for Use Form and return to the Palominas Fire District Office in advance of the intended use. If you are applying for a “live burn” session which is listed as a Company Drill, you **MUST** submit your paperwork three (3) weeks prior to the date requested. More details for drill ground/live burns are on page 2 of this document.
2. If classroom or drill grounds are being used for any part of a local level class, it is the organization's responsibility to complete the local level application if required. A copy of the completed local level application **MUST** be attached with the Request for Use Form.
3. If the organization is conducting a local level class, they **MUST** ensure that all students meet the prerequisite(s) of the course that they will be attending.
4. All organizations using the facility **MUST** setup the rooms (tables and chairs) or drill grounds to their own specifications. When the organization is done using the facility, they **MUST** place everything back to its original state.
5. Any persons/organizations responsible for abuse or damage of the Training Center facility and/or equipment may result in a suspension from further use of the facility and/or be held liable for all cost incurred to repair the damages. Any incident, injury, or “near-miss” **MUST** be reported to the Palominas Fire District Assistant Chief or Training Division within 24 hours using appropriate state forms (AZ-OSHA/NFPA).
6. Anyone falsifying records for use of the facility will be suspended from further use of the facility for a period of not less than 3 years. Local level instructors will also be subject to loss of their privileges.



**Palominas Fire District Training Center
FACILITY USAGE
POLICIES/PROCEDURES and GUIDELINES**

7. The "No-Show" of a group for a reserved date will automatically cancel future use of the facility by that group for a period of not less than 1 year. At least three (3) days' notice should be given to PFD if a group determines they cannot be at the facility after reserving the facility.
8. Fees must be paid in advance. Consumables will be billed and must be paid within 30 days of invoice. Departments with outstanding bills will not be allowed to use the facility until all are paid in full. Those departments delinquent will need to put a deposit down for consumables prior to any future training sessions at the facility.
9. The Training Center is a smoke free facility. No tobacco products are allowed on the property – building or training grounds.
10. The Palominas Fire District Training Division office hours are Monday through Friday, 8:30am to 4:30pm. The facility is available on designated days, nights and weekends for when scheduled.
11. All requests will be handled on a first come, first serve basis upon receipt of the completed application; subject to the Palominas Fire District approval. At that time, the organization will receive approval or non-approval. All requests must be approved by the Assistant Chief who coordinates the facility calendar events. If you have any specific questions, please contact 520 803-9919

Drill Grounds and Live Burns Additional Procedures and Guidelines

12. Any and all logistical items needed for a class MUST be furnished by the user i.e. apparatus, equipment, rope, etc.
13. The water systems can be made available if requested. This must be requested on the Facility Usage Request form; otherwise, you may not be able to use them. Training Center water supply or apparatus, it can NOT be operated solely by students in the training session. The District will provide an approved operator.
14. All organizations must provide a Safety Officer for each hands-on course or activity. The organization and the Instructional Support Personnel MUST comply with all Palominas Fire Training Center policies in regards to facility usage, live fire standard NFPA 1403 and/or 1406, Structural Burn/Live Fire (SBS) Policy, No. 2006-02, and safety rules. Any incident, injury, or "near-miss" MUST be reported via the Palominas Fire District Training Center Incident Report within 24 hours. Abuse of any policies may result in a suspension from further use of the facility and/or Instructors may be suspended.



**Palominas Fire District Training Center
FACILITY USAGE
POLICIES/PROCEDURES and GUIDELINES**

15. The Training Center will, depending upon the usage, provide a person in-charge of the facility that will facilitate the support of the program and oversee the operation. The facilitator will be responsible for the overall safety and usage of the Facility. He/She has the authority to stop any unsafe, unnecessary, or non-professional actions that occur during the use of the facility. The facilitator will secure the facility at the end of the day.
16. Only persons participating in the class as registered students, people who are directly involved with instructional support, or as an apparatus operator will be permitted to attend in an active role.
17. All organizations MUST arrange ambulance stand by or EMS coverage during live fire exercises.
18. The organization must restore the drill grounds, etc. to its original condition at the conclusion of the class.
19. The District reserves the right to modify and/or waive the terms and conditions of these policies, procedure and guidelines at any time(s) at its sole discretion.
20. The District requires a \$1,000,000.00 liability policy be provided before use. A copy of the policy must accompany the Request of Use Form, and must be on file at PFD prior to usage.