



## Kentucky Fire Commission Application for Live Fire Training

This completed application must be submitted  
15 working days prior to any acquired structure live fire training being conducted

Name of Fire Department Conducting Training: \_\_\_\_\_

Address of Department: \_\_\_\_\_

Location of Training: \_\_\_\_\_

County of Training: \_\_\_\_\_ Date of Training: \_\_\_\_\_ Time of Training: \_\_\_\_\_

Lead Instructor: \_\_\_\_\_ Contact Number: \_\_\_\_\_

List all other instructors that will be assisting in this training: 1. \_\_\_\_\_

2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_

8. \_\_\_\_\_ 9. \_\_\_\_\_ 10. \_\_\_\_\_

Each Department Shall Maintain Copies of the Following Documentation:

1. Copies of all paperwork submitted to the Kentucky Division of Air Quality (if required)
2. A detailed lesson plan of the training that will be conducted
3. Copy of permission forms to participate in live fire training
4. Copy of proof of a clear title (if required)
5. Copy of Certificate of Cancellation of Insurance on the structure (if required)
6. Site plan drawing of the burn site (if required)
7. Floor plan drawing of the burn site detailing all rooms, hallways, and exterior openings (if required)
8. Asbestos abatement and inspection clearance (if required)

**By signing this application, I attest to the best of my knowledge that NFPA 1403 is followed during this live fire training exercise.**

\_\_\_\_\_  
Lead Instructor                      Date

\_\_\_\_\_  
Fire Chief or Designee                      Date

\_\_\_\_\_  
Fire Commission Designee                      Date

\_\_\_\_\_  
Regional Training Coordinator                      Date

Submit all applications to the following:  
Kentucky Fire Commission  
Attention Marc Rudder or Ericka Cole  
118 James Court, Lexington, KY 40505  
Forms may be faxed to: 1-859-256-3125



Kentucky Division for Air Quality  
**Application for Fire Training**

Name of Fire Department: \_\_\_\_\_

Location (Address) of Training: \_\_\_\_\_

County \_\_\_\_\_

Name of official requesting training: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Training/ Burn Date(s): \_\_\_\_\_

Training/Burn Time(s) \_\_\_\_\_

**Pre-Burn Survey**

**Structure Burn**

Identify Composition of:

Siding Material \_\_\_\_\_

Roofing Material \_\_\_\_\_

Has roofing and siding been adequately removed? Yes  No

Has carpet, furniture been removed from the structure? Yes  No

**Asbestos**

Identify accredited asbestos inspector who completed survey: \_\_\_\_\_

Date of survey: \_\_\_\_\_

If analytical results were positive, has material been removed? Yes  No

If no, explain why? \_\_\_\_\_

If yes, identity location of disposal: \_\_\_\_\_

**Property Owner of Burn Site:**

Submit the following to the appropriate Division for Air Quality [REGIONAL OFFICE CONTACTS](#)

1. Completed, signed KY Fire Training Commission: *Application for Live Fire Training*.
2. Copy of an 8 ½ X 11 Topographical Map that shows location of proposed fire training. (*A clearly drawn sketch of the location may be substituted for the map.*)
3. Asbestos survey report
4. Analytical report of samples analyzed for asbestos

\_\_\_\_\_  
Signature of Person Requesting approval of fire training

\_\_\_\_\_  
Date



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

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

Time: \_\_\_\_\_

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

Instructor Number: \_\_\_\_\_

## Permits, Documents, Notifications, Insurance

- Secure the following written documentation from the owner:
  - Permission to burn structure
  - Proof of clear title
  - Certificate of insurance cancellation
  - Acknowledgement of post-burn property condition
  - Debris removal is the responsibility of the property owner
- Obtain the following:
  - Local burn permit
  - Permission to utilize fire hydrants
  - Authority to block off roads
  - Assistance in traffic control
  - Liability insurance covering damage to other property
  - Written evidence of prerequisite training obtained from participating students from outside agencies
- Notify the following of date, time and location of burn:
  - Appropriate dispatch office
  - All affected police agencies
  - Owners and users of adjacent property
- Ensure application and proper paperwork is sent to Division of Air Quality Office at least 15 working days prior to the planned date of the live fire training. The application and more information can be found on their website: <https://eec.ky.gov/Environmental-Protection/Air/Pages/Fire-Training.aspx>



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

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

Time: \_\_\_\_\_

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

Instructor Number: \_\_\_\_\_

## Pre-Burn Planning

### Pre-Burn 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
  - Primary water source \_\_\_\_\_
  - Secondary water source \_\_\_\_\_
- Ensure separate water sources established for attack and backup hose lines
- Determine required water flow for the burn building and exposure buildings
  - Critical flow = building Length X Width X Height/100 = \_\_\_\_\_ GPM
- Required reserve flow determined (50 percent of fire flow) \_\_\_\_\_ GPM
  - *There must be a minimum of 3000 gallons held in reserve*
- Obtain periodic weather reports
- Designate and mark parking areas
- Establish operations area and mark perimeter
- Communications frequencies established



**KENTUCKY FIRE  
COMMISSION**  
STATE FIRE RESCUE TRAINING

**Kentucky Fire Commission  
Live Fire Checklist  
Building Floor Plan & Evolution Setup**

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

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

Time: \_\_\_\_\_

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

Instructor Number: \_\_\_\_\_



**KENTUCKY FIRE  
COMMISSION**  
STATE FIRE RESCUE TRAINING

**Kentucky Fire Commission**  
**Live Fire Checklist**  
**Site Plan/Vehicle Staging**

**Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

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

**Instructor Number:** \_\_\_\_\_



**Kentucky Fire Commission**  
**Live Fire Checklist**  
**Evolution Objectives**

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

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

Time: \_\_\_\_\_

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

Instructor Number: \_\_\_\_\_

**Objective 1:** \_\_\_\_\_

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**Objective 2:** \_\_\_\_\_

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**Objective 3:** \_\_\_\_\_

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**Objective 4:** \_\_\_\_\_

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**Objective 5:** \_\_\_\_\_

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**Kentucky Fire Commission**  
**Live Fire Checklist**  
**Evolution Objectives**

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

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

Time: \_\_\_\_\_

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

Instructor Number: \_\_\_\_\_

Objective 6: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Objective 7: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Objective 8: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Objective 9: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Objective 10: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





**Information and forms found after this  
page in the application  
packet are to be completed and  
kept for internal use only by the  
fire department conducting live burn training.**

**These forms do NOT need to  
be submitted with the  
Application for Live Fire Training.**



**Kentucky Fire Commission  
Live Fire Checklist**

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

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

Time: \_\_\_\_\_

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

Instructor Number: \_\_\_\_\_

## **Training Structure Preparation**

- Building inspected to ensure structural integrity
- All utilities disconnected
- Highly combustibile interior wall and ceiling coverings removed
- All holes in walls and ceilings patched
- Materials of exceptional weight removed from above training areas (or areas sealed off from activity)
- Precut ventilation openings of adequate size for each separate roof area
- Windows checked and operated, opened, or closed as needed
- Building components checked and operated
- 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 set with prepared class A materials only; no flammable or combustibile liquids, no contaminated materials



**Kentucky Fire Commission  
Live Fire Checklist**

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

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

Time: \_\_\_\_\_

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

Instructor Number: \_\_\_\_\_

## **Pre-Burn Procedures**

*All burns shall be conducted in compliance with NFPA 1403*

- All participants briefed on the following:
  - Training structure layout and safety rules
  - Crew and instructor assignments
  - Building evacuation procedure
  - Evacuation signal (must be demonstrated)
- All hose lines must be:
  - Checked for sufficient size for the area of fire involvement
  - Charged and test flowed
  - Supervised by qualified instructors
  - Manned by an adequate number of personnel
- All necessary tools and equipment placed into position
- Participants must be checked for:
  - Approved full protective clothing
  - Approved self-contained breathing apparatus (SCBA)
  - Adequate SCBA air volume
- Ensure all participants have protective ensemble and equipment properly donned
- All participants including instructors placed through incident rehabilitation for a baseline set of vital signs
- List of instructors and assignments
- List of other participants
- Ensure property owner has signed Acquired Building Release form



**Kentucky Fire Commission  
Live Fire Checklist**

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

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

Time: \_\_\_\_\_

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

Instructor Number: \_\_\_\_\_

## **Post-Burn Procedures**

- Account for all personnel
- Overhaul remaining fires (as needed)
- If further training is to be conducted, building must be inspected for stability and hazards
- Conduct training critique
- Prepare records and reports, if required
- Conduct account of activities
- Document any unusual conditions or events
- Document any injuries incurred and treatments rendered
- Document any changes or deterioration of burned building
- Prepare student training records
- Prepare certificates of completion
- Release property to owner.



Address: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Lead Instructor: \_\_\_\_\_  
Instructor Number: \_\_\_\_\_

## Responsibilities of Personnel

### Instructor-In-Charge:

- Plan and coordinate all training activities
- Monitor activities to ensure safe practices
- Inspect building integrity prior to each fire
- Assign instructors to:
  - Attack hose lines
  - Backup hose lines
  - Functional assignments
  - Teaching assignments
- Brief instructors on responsibilities of:
  - Accounting for assigned students/Assessing student performance
  - Clothing and equipment inspection
  - Monitoring safety
  - Achieving tactical and training objectives
- Assign coordinating personnel as needed
  - EMS
  - Communications
  - Water supply
  - Apparatus staging
  - Breathing apparatus
  - Incident rehabilitation
  - Public relations
- Ensure adherence to this standard by all persons within the training area
- No alcohol consumption at any training
- No persons under the influence of drugs or alcohol allowed to participate

## **Safety Officer**

- Prevent unsafe acts
- Eliminate unsafe conditions
- Intervene and terminate unsafe acts
- Supervise additional safety personnel as needed
- Coordinate lighting of fires with instructor-in-charge
- Ensure compliance of participant's personal protective equipment with applicable standards
  - Protective ensemble
  - SCBA
  - Personal alarm devices
- Ensure that all participants are accounted for, both before and after each evolution
- No alcohol consumption at any training
- No persons under the influence of drugs or alcohol allowed to participate

## **Instructor**

- Monitor and supervise assigned students (No more than 5 per instructor)
- Inspect students' protective ensemble and equipment
- Account for assigned students, both before and after evolutions
- No alcohol consumption at any training
- No persons under the influence of drugs or alcohol allowed to participate

## **Student**

- Acquire prerequisite training
- Become familiar with building layout
- Wear full protective ensemble
- Wear approved self-contained breathing apparatus
- Obey all instructions and safety rules
- Provide documentation of prerequisite training, when from an outside agency
- No alcohol consumption at any training
- No persons under the influence of drugs or alcohol allowed to participate



Address: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Lead Instructor: \_\_\_\_\_  
Instructor Number: \_\_\_\_\_

**Incident Commander:** \_\_\_\_\_

**Instructor In-Charge:** \_\_\_\_\_

**Safety Officer(s):** \_\_\_\_\_

**Accountability Officer:** \_\_\_\_\_

**Engineer on Primary Engine:** \_\_\_\_\_

**Engineer on Secondary Engine:** \_\_\_\_\_

**Interior Instructors:**  
\_\_\_\_\_  
\_\_\_\_\_

**RIT Team:**  
\_\_\_\_\_  
\_\_\_\_\_

**Incident Rehabilitation Officer:** \_\_\_\_\_

**Secondary Instructors:**  
\_\_\_\_\_  
\_\_\_\_\_



**Kentucky Fire Commission**  
**Live Fire Checklist**  
**Accountability**

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

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

Time: \_\_\_\_\_

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

Instructor Number: \_\_\_\_\_

## Student Group Assignments

### Group 1

**1. Team Leader:**

**2.**

**3.**

**4.**

**5.**

### Group 2

**1. Team Leader:**

**2.**

**3.**

**4.**

**5.**

### Group 3

**1. Team Leader:**

**2.**

**3.**

**4.**

**5.**





**Kentucky Fire Commission**  
**Live Fire Checklist**  
**Accountability**

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

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

Time: \_\_\_\_\_

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

Instructor Number: \_\_\_\_\_

## Student Group Assignments

### Group 4

1. Team Leader:

2.

3.

4.

5.

### Group 5

1. Team Leader:

2.

3.

4.

5.

### Group 6

1. Team Leader:

2.

3.

4.

5.



**Kentucky Fire Commission**  
**Live Fire Checklist**  
**Accountability**

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

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

Time: \_\_\_\_\_

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

Instructor Number: \_\_\_\_\_

## Student Group Assignment

### Group 7

1. Team Leader:

2.

3.

4.

5.

### Group 8

1. Team Leader:

2.

3.

4.

5.

### Group 9

1. Team Leader:

2.

3.

4.

5.



**Kentucky Fire Commission**  
**Live Fire Checklist**  
**Accountability**

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

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

Time: \_\_\_\_\_

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

Instructor Number: \_\_\_\_\_

## Student Group Assignments

### Group 10

1. Team Leader:

2.

3.

4.

5.

### Group 11

1. Team Leader:

2.

3.

4.

5.

### Group 12

1. Team Leader:

2.

3.

4.

5.