

*Eastern Shore Regional Fire Training Center*

28598 Beacon Road

Melfa, VA 23410

**RESPONSIBILITIES OF PERSONNEL – JOB AID**

<b>FACILITY Representative</b>	<b>SAFETY OFFICER</b>
Responsible for overall operation of the ESRFTC	Prevent unsafe acts
Responsible for preparation of Center for evolutions	Eliminate unsafe conditions
Review and approval of live burn checklist	Intervene and terminate unsafe acts
Controls and operates fire monitoring and safety equipment	Supervise additional safety personnel as needed
Assures proper clean-up of Center after use	Coordinate lighting of fires with Lead instructor & Ignition Officer
<b>LEAD INSTRUCTOR</b>	Ensure compliance of participants personal equipment with applicable standards:
Plan and coordinate all training activities	Protective clothing
Monitor activities to ensure safe practices	SCBA
Inspect building integrity prior to each live fire evolution	Personal alarm devices where used
<b>Assign Instructors:</b>	Ensure participants are accounted for before & after each evolution
Attack hose lines	<b>INSTRUCTOR</b>
Backup hose lines	Monitor & supervise assigned Students (no more than five)
Functional assignments	Inspect students protective clothing and equipment
Teaching assignments	Account for assigned students before & after each evolution
<b>Brief Instructors on responsibilities:</b>	<b>IGNITION OFFICER</b>
Accounting for assigned students	Responsible for actual ignition of training fires
Assessing student performance	Coordinates ignition with Instructors & Safety Officer
Clothing and equipment inspection	Responsible for handling of ignition materials
Monitoring safety	Utilization of proper ignition device
Achieving tactical and training objectives	Monitors fires during evolutions
Assign coordinating personnel as needed	Required to wear full protective gear including SCBA
Emergency Medical Services	<b>PARTICIPANT</b>
Communications	Acquire prerequisite training
Water supply	Become familiar with building layout
Apparatus staging	Wear full protective clothing
Equipment staging	Wear approved self contained breathing apparatus
Breathing apparatus	Obey all instructions and safety rules
Personal welfare	Provide documentation of prerequisite training, where from & outside agency
Public relations	
Ensure adherence to this standard by all persons within the training area	