



OFFICE OF THE STATE FIRE COMMISSIONER  
PA STATE FIRE ACADEMY  
1150 RIVERSIDE DRIVE  
LEWISTOWN, PA 17044



### **FACILITY USAGE – GUIDELINES**

These guidelines are intended to address the needs of the Fire and Rescue community as well as other agencies or organizations throughout the Commonwealth of Pennsylvania. The PA State Fire Academy (PSFA) facility may be used for meetings, classes, training, etc.

#### **Facilities available include:**

**Classrooms** - 1-4 classrooms which can be sub-divided.

Each classroom seats 24 people with tables/chairs or 40 people with chairs only.

A/V equipment is available for each classroom

**Conference Room** – seats 16 persons

**Small Meeting Room** – seats 10 persons

**Drill grounds** - Indoor and outdoor areas for various non-fire training, drills and evolutions

**Live Burn areas** - Residential burn building, 4-Story Burn Building and Flammable Liquid Pit area

For questions regarding facility usage, please contact one of the following:

Tom Leiter at 717-247-3748 or [thleiter@pa.gov](mailto:thleiter@pa.gov)

Kathy Koller at 717-247-3749 or [kkoller@pa.gov](mailto:kkoller@pa.gov)

#### **General Requirements as follows:**

1. Organizations interested in using any part of the PSFA facility must complete the Facility Usage Request Form and submit to the PSFA no less than (6) six weeks prior to the date of the event. All requests will be processed on a first come, first serve basis upon receipt of the completed application, subject to the State Fire Academy's approval. Upon approval organizations will receive additional documents for completion and signatures relative to the intended use.
2. The Academy hours of operation are Monday through Friday, 8:00am to 4:00pm. Use of the facility outside of these hours is permissible with certain rules/restrictions. Arrangements must be made for obtaining/returning access badges, keys and paperwork for the facility when any organization is using the facility during off hours or weekends.
3. If classroom or drillgrounds are being used for any part of a local level class, it is the organization's responsibility to complete the local level application and send it to the appropriate Educational Training Agency. A copy of the completed local level application must be attached with the Facility Usage Request Form.
4. 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.
5. All organizations using the facility must setup the rooms (tables and chairs) or drillgrounds to their own specifications. When the organization is done using the facility, they must place everything back to its original state.

6. Any persons/organizations responsible for abuse or damage of the PSFA 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 PSFA within 24 hours.
7. Anyone falsifying records for use of the facility will be suspended from further use of the facility for a period of not less than 5 years. Local level instructors will also be subject to loss of their certification as an instructor if involved in falsifying records for use of the facility.
8. The "No-Show" of an organization on a weekend date will automatically cancel future use of the facility by that organization for a period of not less than 3 years. At least three (3) days notice should be given to the PSFA if an organization determines they cannot be at the facility after reserving the facility.

### **Drill Grounds and Live Burns Additional Procedures and Guidelines**

9. All logistical items needed for a class MUST be furnished by the user i.e. apparatus, equipment, rope, pallets, etc. While users should plan to furnish their own pallets (pallets are occasionally available at the Academy) users should contact the Academy well in advance to discuss possible arrangements. No storage facilities are available at the Academy to store materials prior to the scheduled date of class. Wood pallets are the only permissible fuel for structural fire training. Straw or hay may be used for smoke generation in SCBA exercises.
10. The cascade and hydrant 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. PSFA apparatus can NOT be operated by non-commonwealth employees.
11. Use of the facility for live fire training MUST be an approved local level class. Most are for daylight use, 8am until 4pm. Night-time live fire training sessions; 4pm until 12 midnight. A 16 hour "Structural Burn Session" means day one (1) will be held prior to the burn day. The live burn area will be available for one day ONLY. No organization can utilize the live burn area for the same program more than once every 24 months. An organization can return for a different program if the facility is available.
12. 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 PSFA policies regarding facility usage, live fire standard NFPA 1403 and/or 1406, Structural Burn/Live Fire (SBS) Policy, No. 2006-02 as revised October 1, 2020, and safety rules. Any incident, injury, or "near-miss" MUST be reported via the PSFA 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.
13. The PSFA will, depending upon the usage, provide a person in-charge of the facility who will facilitate the support of the program and oversee the operation. The facilitator will be responsible for the overall safety and usage of the Academy. 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.
14. 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. Anyone else can observe from the bleacher area ONLY.
15. All organizations MUST arrange ambulance stand by coverage during live fire exercises.
16. The organization must restore the drill grounds, etc. to its original condition at the conclusion of the class. Ashes and residue shall only be pushed to the burns areas and left to cool. Ashes will be removed by PSFA staff later eliminating exposure during overhaul on the day of the burn.
17. When requesting use of the Flammable Liquid Pit area, a fuel oil declaration form must be completed and attached to the Facility Usage Request form and copy of the local level application.