


SOG 2009-002	CCFCA-SOG Fire Life Safety & Education – Safety House	Page 1 of 3
	Cumberland County Fire Chief's Association	REFERENCES: N/A FORMS: <i>Sign Out Forms Maintained by Station 4 Cotton Fire Department</i>
Fire Safety / Severe Weather Training House Operating Procedures		
APPROVED BY: CCFCA Board of Directors – <i>Freddy L. Johnson Sr., President</i>		EFFECTIVE: June 23, 2009 Updated 01/01/2018

1.0 PURPOSE:

This Standard Operating Guideline (SOG) applies to the use, care and scheduling of the Cumberland County Fire Chief's Association 2009 Model Surrey Fire Safety / Severe Weather Training House.



2.0 SCHEDULING

All use of the Fire Safety House and its equipment must be approved prior to use by the Association. All requests for use will be made at least two weeks prior by contacting Stoney Point Fire Department by phone (910-424-0694 option 2) and scheduling with the on duty supervisor. These requests are on a first come basis and any event sanctioned by the Association shall have preference over all other request.

The maximum amount of time the Safety House can be scheduled by a single agency at one time is five (5) consecutive days.

In the event the Safety House is requested by an outside agency the request must be approved by the association. The Safety House must be accompanied by trained personnel approved through the association whenever it is being used by the outside agency.

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3.0 TRAINING

Any personnel using the Safety House must attend a training session on the use and care of the Safety House prior to requesting the unit. This training will be conducted by factory trained personnel located at Cotton Fire Department. Personnel will be required to successfully complete unit familiarization to include proper hook up to an approved tow vehicle, and instruction in the care, use, and maintenance of the equipment. This training must be coordinated with Safety House instructors at Cotton Fire Department.

The Safety House will only be transported by vehicles and personnel approved by the Chief's Association that has received the training.

Responsibilities of the personnel trained to operate the Safety House will be broken down into four titles. To ensure the safety of all participants involved there shall be no less than three trained personnel operating the Safety House at any given time.

Driver: Personnel trained to drive and back the unit. This person is also responsible for set-up including positioning and verification of proper voltage, polarity and land lines for air conditioners and power for the Safety House. A voltage/polarity detector is provided in the unit.

Control Room Operator: Personnel trained to operate all controls and skilled in the supervision of affected rooms being used. Person responsible for the operation of smoke machine and its contents as well as the monitoring of all persons inside the Safety House when it's in use.

Outside Technician: Personnel trained to operate all controls outside the Safety House including the awning, TV, VCR/DVD player, generator, and wheelchair ramp. Person responsible for the coordination of those participants exiting the Safety House via window, door, or ramp.

4.0 RECEIVING THE SAFETY HOUSE FOR USE

The Safety House will be inspected and inventoried by the requesting agency prior to receiving the Safety House for use. A check list shall be completed and left with the shift supervisor on duty at Station 19 Stoney Point Fire Department located at 2190 Lake Upchurch Drive, Parkton, North Carolina 28371. Once the unit is ready for transportation a safety check of the Safety House shall be completed by the driver and left with the shift supervisor on duty.

4.1 RETURNING THE SAFETY HOUSE AFTER USE

When returning with the Safety House the unit will be inventoried and checked for cleanliness & damages prior to receiving the unit by SPFD FD personnel. If the unit is

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not returned in a satisfactory condition this will be noted on the check list and reported to the Association for possible action. The Safety House shall be washed, vacuumed, and all

surfaces wiped down after each use by the requesting agency. A wash brush and trailer wash solution has been provided to clean the exterior of the unit.

5.0 REPORTING DAMAGE AND BROKEN EQUIPMENT

Any damage or to the unit or its equipment while in the possession of the requesting agency shall be the responsibility of that agency to repair said damage. This damage no matter how minor in nature shall be reported to the shift supervisor on duty at **SPFD** and documented on the check sheet. This damage shall also be photographed and a brief statement on how the damage occurred shall be sent to the President of the Association for review and possible action.

If the agency using the Safety House experiences any equipment that is not operating properly they shall report this to the on duty shift supervisor at SPFD and note it on the check list. A brief statement of what is wrong with the equipment shall accompany the check list when returning the unit.

If misuse or abuse of the Safety House and or its equipment is suspected this shall be reported to the president of the Chief's Association for possible action to include being banned from the use of the Safety House. The requesting agency is solely responsible for its personnel and equipment while the Safety House is in their possession.

Approved **June 23, 2009** – CCFCA Fire Prevention & Education Committee – Fire Chief J. F. Hall Committee Chairman. Approved by the CCFCA board of directors effective immediately (July 2009). Updated **01/01/2018** after the Fire Safety House was moved from Cotton VFD to Eastover VFD and then to Stoney Point VFD Station 19 for storage, upkeep and association use.