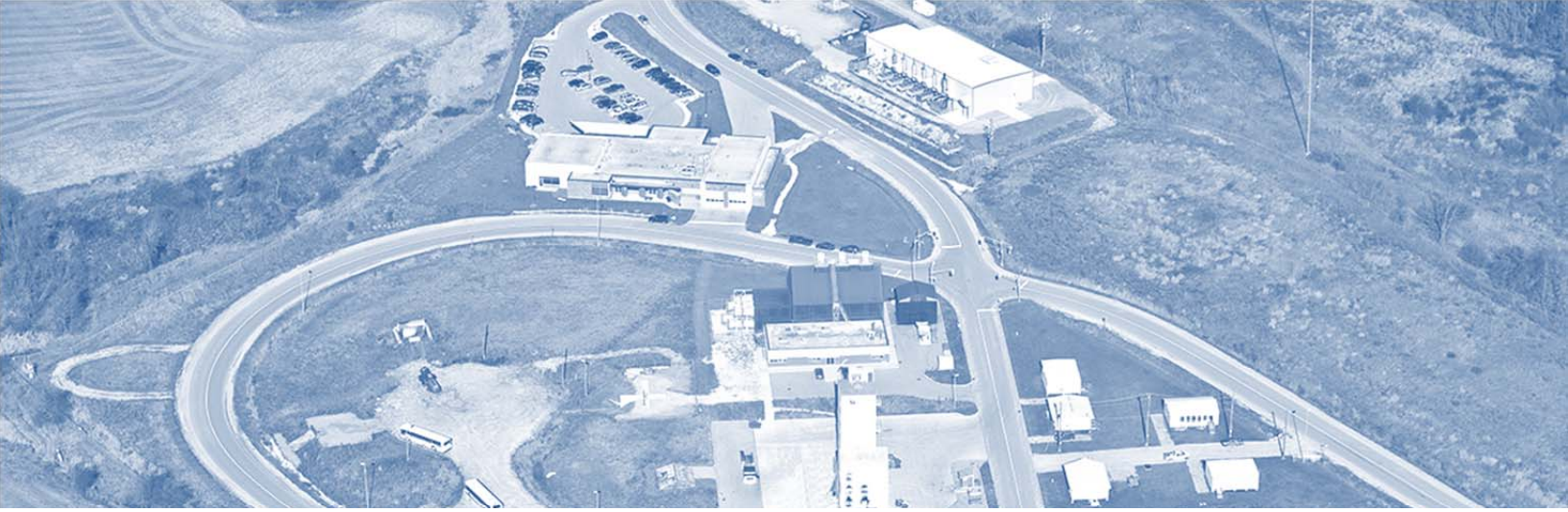




**Waterloo Region
Emergency Services Training
& Research Complex
(WRESTRC)
Policies & Guidelines**



Region of Waterloo

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Section 1: Environmental Issues

Restrictions on burning [section 1; policy 1]

Applies to:	Fire Services, University of Waterloo, Facilities Management
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy Statement

In order to adhere to the design philosophy of minimal environmental impact, it will be necessary to restrict burn activities on site during specific weather conditions. These restrictions will be modified over time as experience provides more detail on amount of smoke generated, emissions present and particulate dispersion.

Operating Principles

Responsibility

The lead trainer or supervisor must direct burn activities as per this policy.

Operating Details

1. Current weather conditions must be checked and recorded prior to all burning activities (i.e., wind direction and speed, weather warning/alerts, precipitation, weather forecast, etc.).
2. On Smog Alert days, burns must be rescheduled or limited according to directions given by the Facility Supervisor. Appendix A provides a sample Smog Alert notification.
3. No burns allowed if winds prevail from the south, whereby smoke from downwind sources could directly affect the Research Building, WRESTRC Administration Building, Toromont Building and possibly Erb Street and beyond.
4. Whenever possible, Facilities Management will notify scheduled users when burn activities must be cancelled.
5. Changes in weather conditions during training activities may require burning to cease. Refer to previous restrictions. It is the responsibility of the user group supervisor to monitor these changes and act accordingly.

See Also

www.weatheroffice.ec.gc.ca

www.regionofwaterloo.ca > Living Here > Environmental Sustainability > Air Quality

Appendix A: Sample smog alert notification

REGIONAL MUNICIPALITY OF WATERLOO

Smog Alert

A **Smog Alert** has been issued by the Ministry of the Environment for Waterloo Region for **today**, _____. This Alert is based on a forecasted level of smog in the Region.

Elevated smog levels are a significant public health threat. Those with existing heart or respiratory problems, the very young, and the elderly are at increased risk during a Smog Alert. However, even the healthy may experience breathing problems, and eye and nose irritations. Those who are susceptible to poor outdoor air quality are reminded to remain indoors as much as possible, and refrain from strenuous outdoor activity.

EXTREME HEAT: Extreme heat episodes can often accompany a Smog Alert. “Beat the Heat” – drink lots of water/natural fruit juices; stay out of the blazing sun/heat; avoid strenuous physical activity outdoors; go to air conditioned places. Also, never leave children or pets unattended in a car. During extreme heat episodes, call/visit friends/neighbours who are at risk of suffering healthy consequences due to hot weather. People at greatest risk include the elderly, infants and young children, the chronically ill, and those taking medications. Signs of heat illness include rapid breathing, headache, weakness or fainting, confusion, and more tiredness than usual. Anyone who has difficulty breathing or feels confused or disoriented should seek medical attention.

Here are some things you can do to protect yourself, your family and the environment:

- **Reduce car use.** Walk, bike, carpool or take public transit instead of driving.
- **Drive clean.** Combine trips, try carpooling and keep your car well tuned.
- **Refuel your vehicle in the early morning or after sundown.** Air pollution levels are lower and gasoline vapours won’t add to the problem.
- **Limit use of small engine tools** (e.g. gas powered mower, leaf blower, chain saw).
- **Replace a gas or electric lawnmower** with a manual push mower.
- **Use air-friendly products.** Avoid use of aerosol sprays, cleaners, oil-based paints, pesticides and other chemicals that contribute to poor air quality.
- **Be energy conscious.** Keep electrical use to a minimum.
- **Delay exercising.** If strenuous activities or exercise are unavoidable, plan them for early in the morning, and avoid high traffic areas.
- **Stay indoors.** Smog levels are highest in the late afternoon and early evening.
- **Shop wisely.** Choose products that have minimal environmental impact.

- **Reduce, Reuse, Recycle** – less consumption of products reduces all types of air pollution.
- **Educate your children.** Encourage children to play outdoors early in the day and choose play areas away from heavy traffic. Talk to them about what they can do to help improve air quality.

Idling Control Protocol: The Region of Waterloo and all area municipalities have adopted an idling control protocol as part of a region-wide education campaign. Do your part and set an example to the community by turning off your engine and curb unnecessary idling. As a rule of thumb, if you are going to be stopped for more than 10 seconds, turn off your engine. You'll save money, breathe easier and spare the air!

The Health Department reminds you to be sensible on Smog/Heat Alert days. For further information, contact the Region Call Centre at 519-575-4400 or visit the Regional of Waterloo website: Safe & Healthy Community – Healthy Living Programs – Extreme Weather.

Air monitoring [section 1; policy 2]

Applies to:	Facilities Management
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy Statement

It is the intent that a proactive approach be taken at this facility such that ongoing air monitoring will serve to assist in regulating the operations and training exercises.

Operating Details

1. Air quality monitoring, recording and maintenance program will be done under the direction of Facilities Management.
2. All data obtained from the monitoring is to be recorded on a regular basis.
3. Burn activity records will be maintained on a regular basis.
4. A regular report will be prepared and submitted by the Facility Supervisor.
5. Follow-up reports will be distributed to the user group committee.

See Also

Driver training track, multiple users (5-5)

Groundwater monitoring [section 1; policy 3]

Applies to:	Facilities Management
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

A monitoring program for both ground and surface water at the Training Facility will be coordinated with the Regional laboratory.

Operating Principles

Responsibility

Facilities Management must ensure this policy is followed.

Operating Details

1. Water quality monitoring and recording will be done under the direction of Facilities Management by Environmental Enforcement (Regional Laboratory).
2. No report will be generated unless the results of this monitoring are abnormal.

See Also

Driver training track, multiple users (5-5)

Storm water management [section 1; policy 4]

Applies to: Facilities Management, University of Waterloo, Fire Services

Approval Date: October 2002

Responsibility: Region of Waterloo, Facilities & Fleet Management

Revision Date: April 2015, December 2017

Review Due: December 2020

Policy

Due to the Environmental Impact Assessment (EIA) wetland on the property, it is critical that all users (especially Fire Services and University of Waterloo) have a basic understanding of how surface water must be managed on the site. Contaminated water from fire props must go to the sanitary system. Only clean water will be directed to the Storm Water Management (SWM) pond system. Surface rain water will flow naturally over the property or be captured in the storm sewer system, and be directed to the SWM pond system.

Operating Principles

Responsibility

The lead trainer or supervisor must adhere to water management policies.

Operating Details

1. Site users are to follow and sign the Training Checklist/Sign-Off Sheet prior to starting training activities (see Appendix B).
2. Users of all props and buildings on Fire Tower Road are to ensure that the special storm/sanitary manhole for their location is set to divert water to the appropriate system (see photo example):
 - Contaminated dirty prop water to the Sanitary Surge Tank



Valve in Waste (dirty) Water Mode

- Non-contaminated clean training water and rain water run off to the Storm Water Management Ponds.



Valve in Storm (clean) Water Mode

3. It is the responsibility of all site users to make sure diverter valves in these special manholes are left in the correct position at the conclusion of training and clean-up (to the Storm Water Management Ponds)



Typical Prop Site Valve Assembly

4. In the event of a spill of contaminated (dirty) water into the Storm Water Management System, notify the Region Call Centre (519-575-4400) and Facilities Management (519-575-4472) immediately.
5. In addition to notifying Facilities Management, close the valve at the outlet of the last SWM pond (Spill-boom located in Administration Building garage bay).

See Also

Emergency contact list (8-11)

Waste water management [section 1; policy 5]

Applies to:	Facilities Management, University of Waterloo, Fire Services
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
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Policy

Waste water comes from two sources:

- Sanitary sewer from buildings
- Contaminated "dirty" prop water

Waste water will be collected in the Sanitary Surge tank and sanitary pumping station. All sanitary water will be pumped off site to the municipal sanitary sewer system through a force main running under First Ave.

Operating Principles

Responsibility

The lead trainer or supervisor must adhere to water management policies.

Operating Details

1. Site users are to follow and sign the Training Checklist/Sign-Off Sheet prior to starting training activities (see Appendix B).
2. Users of all props and buildings on Fire Tower Road will potentially produce contaminated (dirty) water from training activities that must be directed to the correct Water Management System.
3. Users are to ensure that the special storm/sanitary manhole for their location is set to divert (dirty) prop water to the Sanitary Surge Tank.
4. Following all burn training activities, thoroughly flush the training site of all contaminated (dirty) water.
5. It is the responsibility of all site users to make sure diverter valves in the special manhole are left in the correct position at the conclusion of training and cleanup (to the Storm Water Management Ponds).

6. Facilities Management will coordinate the pump out of the sanitary surge tanks and pumping station. Ongoing experience will dictate the pump out schedule.
7. Sanitary pumps will be serviced on a yearly basis or as required; to be scheduled by Facilities Management staff.

Contamination event

1. In the event of a spill of contaminated (dirty) water into the Storm Water Management System, **notify Facilities Management (519-575-4472) and the Call Centre (519-575-4400) immediately.**
2. In addition to notifying Facilities Management, close the valve at the outlet of the last SWM pond (Spill-boom located in the Administration Building garage).

See Also

Emergency contact list (8-11)

Noise pollution [section 1; policy 6]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

It is the intent of this facility to have as little impact on the neighbourhood as possible. Noise can often be an issue that has a negative impact. Such things as emergency sirens, back-up alarms, and truck engines on high-idle must be used only as necessary and with due regard for the environment.

Operating Principles

Responsibility

The lead trainer or supervisor must adhere to noise management policies.

Operating Details

1. Trucks with back-up alarms are to drive forward whenever possible (i.e. do not back into the apparatus bays, but drive through from the back of the building). For safety, back-up alarms are never to be disabled.
2. The use of emergency sirens on the training ground and driver track should be limited to specific training exercise activities where sirens are part of the exercise (i.e. building evacuation notifications, police pursuit training).
3. Vehicle engines are to be turned off when not in use during training. This may be modified during cold weather use of fire vehicles due to freezing of waterlines.

See Also

Evacuation alarm (4-15)

Emergency Services Area, access (7-5a)

Sanitary pumping station [section 1; policy 7]

Applies to:	Facilities Management
Approval Date:	July 2004
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The sanitary pumping station, located at the cul-de-sac of Fire Tower Road, is in place to remove all sanitary domestic waste from the Administration Building and the U of W Building, as well as contaminated water from the designated prop areas. Waste water is pumped via a force main and ties into the landfill leachate system. From there, it is pumped to the Erb Street sanitary sewer system.

Operating Principles

Responsibility

Facilities Management must ensure this policy is followed.

Operating Details

1. The grass area around the station is to be mowed and cleared on a regular basis, and snow plowing activities shall not cover the station.
2. Facilities Management shall arrange for regular inspections and maintenance as required.
3. The shut-off key for the 50 mm yard hydrant is located in the admin office key box.
4. The red flashing light on the panel indicates that the leachate system is in use which overrides the WRESTRC pumps, and the pumping station is at a high level warning requiring that the pumps be turned on. Notify Facilities Management or the Regional Call Centre at 519-575-4400 after hours.
5. The chain fall lift for the crane device is located in the WMC Gas Blower building. Contact WMC supervisor of environmental systems.

See Also

Emergency contact list (8-11)

Low water alarm [section 1; policy 8]

Applies to:	all users
Approval Date:	July 2004
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

In the event of a high demand for municipal water, the Zone 7 pumping station at Erb Street will limit the water flow to the WRESTRC facility at a domestic flow of 3,600 LPM.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. In a high water demand emergency, the Zone 7 pumping station will automatically limit the normal maximum flow of 7,200 LPM and reduce it to a domestic only flow of 3,600 LPM.
2. Crews are to cease all high volume water operations and stop live fire exercises due to potential water interruptions.
3. Notify Facilities Management.

See Also

Water usage restrictions (2-3)

Section 2: Training Ground (general)

Training/checklist sign off [section 2; policy 1]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

A checklist has been prepared to ensure users have performed all the required pre and post use procedures during their training exercise. This form must be completed for every training prop or site location.

Users are also to record fuel usage and quantity, hydrant number used, as indicated on each specific site form. There is also a section (Prop Issues) to list problems, suggestions, and maintenance needs.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this form is completed and filed appropriately. Facilities Management must log activity and equipment as well as attend to issues noted.

Operating Details

1. Pick up the appropriate checklist(s) on the apparatus floor of the Administration Building.
2. Complete all areas of the form, sign form, and return form to the collection box in the Administration Building at the conclusion of the training exercise.
3. See example form attached.
4. Emergency contact numbers are on the back of these forms.

See Also

Tracking facility activities (8-19)



Appendix B: Training checklist/sign off sheet

WRESTRC Training & Research Facility Checklist

Agency or Department:

Type of training:

Date of use:

Time in:

Time out:

Number of participants:

(please specify numbers from each group if more than one group is participating; be sure to include trainers/facilitators and which organization they are from)

Training conducted by:

Signature:

Pre-use checks

- ☐ Weather conditions acceptable for proposed training.
- ☐ Confirm no interference with other site users.
- ☐ Special manhole diverter valve turned to Sanitary Waste (dirty). Place Red Marker on top of valve.
- ☐ Water supply in place.
- ☐ Notify Fire Dispatch of burn.

Post-use checks

- ☐ Ensure all materials are completely extinguished.
- ☐ Flush all contaminated (dirty) water to the prop site catch basin.
- ☐ Clean up prop site – solid debris to waste container.
- ☐ Return special manhole diverter valve to Storm Waste (clean). Remove Red Marker.
- ☐ Notify Fire Dispatch of burn completion.

Fuel used: ☐ Propane Torch ☐ Particle Board ☐ Wood Pallets (#) ☐ Straw bales (#)

Hydrant used:

Prop issues:

Emergency Contacts

WRESTRC

General Office

519-575-4472

AFTER HOURS EMERGENCIES

Regional Call Centre

519-575-4400

Multiple site users [section 2; policy 2]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The operating mandate of WRESTRC is to allow as many users simultaneous access to the site as possible. Safety and unencumbered training will be the determining factors.

Operating Principles

Responsibility

Facilities Management must ensure policy is followed.

Operating Details

1. Only one agency will have access to a training prop or training site at one time. (An exception to that would be a joint, multi agency training session.)
2. Site users must be aware of, and adhere to, safety devices and procedures established for specific prop usage, i.e. signage around driver training track.
3. If environmental conditions change and adversely affect training scheduled at the facility, an exercise may be stopped; i.e. wind causes smoke to obscure track visibility. Site users must coordinate this change in activity.
4. Facilities Management will have the final approval on how many and which training props can be used simultaneously.

See Also

Restrictions on burning (1-1)

Drafting prop (3-7)

Water/ice rescue prop (3-8)

Driver training track, general overview (5-1)

Driver training track, entering training ground (5-4)

Driver training track, multiple users (5-5)

U of W Research Building, access to site (6-2)

U of W Research Building, burn activity (6-3)

Building use, general (7-1)

Health and Safety (8-8)

Water usage restriction [section 2; policy 3]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

Site users must be aware that there is not an unlimited source of water for training activities. The 300 mm supply line from the Erb Street pumping station is limited to a maximum flow of 120 LPS or 7,200 LPM, and an emergency reduced flow of 60.5 LPS or 3,600 LPM.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Fire Department master stream exercises must be conducted with full knowledge of the maximum flow available from the system.
2. All users must be aware of general site water usage in order not to jeopardize a critical fire fighting exercise. Coordination between site users may be required.
3. If the City of Waterloo requires large volumes of water for emergency situations, all training exercises requiring water must be shut down and existing fires extinguished.
4. During summer drought conditions and while Regional water use restrictions are in place, user groups must reduce water consumption and restrict activities to low water volume training activities.
5. Facilities Management may cancel training activities and notify user groups as conditions warrant.

See Also

Restrictions on burning (1-1)

Low water alarm (1-8)

Fire hydrant maintenance [section 2; policy 4]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

Site users must be aware of maintenance requirements to ensure the Fire Hydrant System is always operational, especially during cold weather months.

Operating Principles

Responsibility

The lead trainer or supervisor must identify hydrant use and Facilities Management will attend to maintenance.

Operating Details

1. Always ensure that hydrants are completely open when flow is required.
2. From approximately May 1 to October 1, several high use hydrants will be fitted with gate valves and left in the open position. This is done to reduce wear on the hydrant seals and mechanics.
3. Hydrants used for activities such as wetting down the driver training track, flushing down/cleaning training props and buildings, backup fire attack line from hydrant, etc., may require a gate valve on the hydrant port to help control pressure in the hose line.
4. Hydrants will be stenciled with a number for maintenance logging.
5. Facilities Management will be responsible for ongoing hydrant maintenance. An annual inspection will take place.
6. Site users must advise Facilities Management when and which hydrants are used for training (especially in cold weather months). Note the hydrant number on the training checklist.
7. At the conclusion of use, make sure the hydrant cap is kept off long enough to allow for natural drainage to take place.
8. During winter use (approximately October to April), hydrants are to be pumped out after they are shut down. The pump and hose are stored in the admin building garage.

9. The drain holes of Hydrants #5 and #9, near the fire building, are permanently plugged. These hydrants MUST be pumped out after use during freezing temperatures (approximately October to April). They are identified with a “P” and have a Blue top.

See Also

Hydrant adjacent to Burn Building (4 -12)

Winter shut down procedure (8-16)

Burn materials [section 2; policy 5]

Applies to:	Fire Services, University of Waterloo, Facilities Management
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

Burn materials such as wood pallets, straw, particle board, and propane will be supplied on site for use by all agencies at a cost recovery basis. Departments will be billed for material costs as required.

Operating Principles

Responsibility

The lead trainer or supervisor must log materials used. Facilities Management will supply and charge appropriate agencies.

Operating Details

1. Wood pallets will be stored adjacent to the fire training building. Straw will be stored in the storage container beside the burn building.
2. Liquid fuels such as gasoline and diesel may not be stored on the training facility site; nor may there be a supply of such fuels on site. User groups must bring fuel required for their training exercises and remove fuel containers at the end of their session. (User groups must have MSDS information readily available).
3. The University of Waterloo Research facility may store liquid fuels required to meet their research objectives provided they meet all required fuel handling regulations as well as regulations for industrial facilities.
4. Trainers/supervisors will include the quantities of materials used on their training prop checklist, handed in at the conclusion of their training exercise.
5. Materials will be used as specified in each training prop Policy & Guideline.

See Also

Fire set-up and locations (4-2)

Lighting fires (4-3)

Smoke barrel use (4-5)

Furnished rooms (4-11)

U of W Research Building, general overview (4-1)

Propane torch, fire starter (2-6)

Propane torch, fire starter [section 2; policy 6]

Applies to:	Fire Services, University of Waterloo
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

A propane tank with hose, nozzle and starter will be available for starting training fires.

Operating Principles

Responsibility

The lead trainer or supervisor must log materials used.

Operating Details

1. Propane tanks will be stored in a locked storage box under the Combat Challenge stairs. The torch and igniter are stored in the admin building garage.
2. Trainers are to follow NFPA 1403, *Standards On Live Fire Training Evaluations* when starting all training fires, as well as specific WRESTRC policies and guidelines for each prop area.
3. Advise Facilities Management when propane tanks are empty. (Indicate on training facility checklist and use tags marked “in use,” “full,” “empty.”)
4. Return all propane torch equipment to its storage location upon completion of training.

See Also

Lighting fires (4-3)

Training facility equipment [section 2; policy 7]

Applies to:	Fire Services
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

It is the intent that various pieces of equipment, common to all users, will be supplied and maintained by the facility. This would include maintenance items like shovels, brooms, squeegees, pails as well as training items like signs, traffic cones, and small quantities of hose, nozzles and fittings. High cost, specialized items or items requiring constant inspection and maintenance for safety will be provided by the user.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Maintenance equipment will be stored at or near the training site for which it is required.
2. Training equipment will be stored in the Administration building apparatus floor area. At the conclusion of training, equipment must be accounted for and returned. Note any loss or breakage at the bottom of the training facility checklist.
3. Facility equipment will be identified by label and/or colour: WRESTRC – “BLUE”.
4. All equipment must be cleaned and checked before returning to its proper storage location.

See Also

Termination and clean up (4-4)

Storage/Instructor shelter (5-7)

Equipment identification (8-14)

Foam extinguishing products [section 2; policy 8]

Applies to:	Fire Services
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

In order to adhere to all environmental concerns with respect to the management of contaminated (dirty) water on site, only products proven to have no environmental impact will be allowed on site.

Note: The 3M AFFF product has been discontinued from production due to its toxic nature and must NOT be used for training evolutions.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Fire Services in Waterloo Region have jointly agreed to use a single, multi-use foam extinguishing product.
2. The product being used is NIAGARA FFF-AR by Angus Fire, as this product does not exceed the minimum levels as required by the Regional Municipality of Waterloo Sewer Use By-law (tested at 1% solution setting).
3. **NO OTHER FOAM PRODUCT** may be used unless tested and proven to meet the Region's Sewer By-law requirements.
4. NIAGARA FFF-AR may be used up to 3% foam solution for short periods of time on specific training evolutions. Large volumes of water must be used during flushing operations to ensure adequate delusion of the product.
5. User groups must have MSDS information readily available.

Explosive and pyrotechnic devices [section 2; policy 9]

Applies to:	Fire Services, Police Services, University of Waterloo
Approval Date:	March 2004
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The use of explosive devices such as pipe bombs, blasting caps, detonation cord, and dynamite may only be used on the WRESTRC site under very limited and controlled situations. These may include such instances as demonstrations during fire cause or police tactical courses; police Special Response Unit (SRU) training sessions; or University of Waterloo approved projects.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed and implemented along with any other safety precautions necessary, and is solely responsible for the safety of all persons, and the protection of facilities. Facilities Management must always be notified verbally in advance and upon request, provided with a written description of the training session; and when possible or practical, be present on site during all exercises.

Operating Details

Training activities must:

1. Be under the supervision and control of Regional Police EDU (Explosives Disposal Unit) explosives specialists who have received approved training in bomb disposal and explosive devices.
2. Only use small quantities for demonstration and training exercises.
3. Use a remote area of the site away from occupied buildings such as the University of Waterloo Research or the Administration buildings; but also recognizing the passive and active recreational activities occurring within adjacent woodlots.
4. Ensure that all personnel involved in the exercise are in a safe zone designated by the EDU supervisor or designate.

5. Ensure that the training ground access gate is locked and posted: "Live Munitions – Entry Prohibited".
6. Ensure that staff and visitors in occupied buildings are advised not to enter the training grounds.
7. Have a fire crew on site in the safe zone, as required and deemed necessary by the supervisor in charge of the activity.
8. Ensure that the EDU supervisor or designate checks the training ground perimeter and sounds a warning siren before detonation of any device.
9. Ensure that the EDU supervisor or designate checks all devices after detonation to confirm that there is no chance of further detonation or unexploded ordnance.
10. Ensure that the area of the detonation is cleaned of all debris resulting from the exercise and this debris is deposited in the site's garbage dumpster.
11. Have the SRU supervisor or designate arrange for all vehicles used in "car bomb" scenarios removed from the property in a reasonable time period as agreed upon by Facilities Management.

Research activities must:

1. Receive written approval from Facilities Management prior to taking place.
2. Be under the supervision and control of University of Waterloo research professors experienced and qualified to conduct this type of activity.
3. Be confined to the interior of the Research Building, thereby not affecting adjacent exposures.
4. Have a fire crew on site in the safe zone, as required and deemed necessary by the supervisor in charge of the activity.
5. Use quantities small enough not to have an impact on the structure on interior safe zones.
6. Not allow storage of this type of material on the WRESTRC property without approved safe guards and written approval from the Facilities Management.

See Also

Police, special units (4-17)

Portable toilet [section 2; policy 10]

Applies to:	all site users
Approval Date:	August 2004
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

A portable toilet has been located on the training ground to facilitate all site user groups. It is located on the Training Tower prop site, east wall of the high-rise tower.

Operating Principles

Responsibility

Facilities Management must ensure this policy is followed.

Operating Details

1. One portable toilet to be permanently on site.
2. To be located on the Fire Training Building prop site, adjacent to the high-rise tower, east wall.
3. To be serviced monthly.

Section 3: Training Ground (site & props)

Vehicle fire prop [section 3; policy 1]

Applies to:	Fire Services
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The vehicle fire prop is designed to allow for a controlled small vehicle (car) fire, while capturing and diverting all contaminated water to the sanitary surge tank. Such things as fire truck placement, traffic control, fire attack principles and overhaul procedures can be simulated.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Trainers must follow the procedure outlined on the Vehicle Fire Prop checklist prior to the start of training (attached).
2. Each fire department is responsible for securing, delivering and removing vehicles required for the Vehicle Fire Prop. This must be coordinated with Facilities Management.
3. Vehicles from auto recyclers must be drained of all oils and fluids, fuel tank removed and pressure/hydraulic cylinders removed or relieved of pressure.
4. Every attempt should be made to NOT burn vehicle tires due to the environmental impact.
5. WRESTRC will attempt to place vehicle shells on this prop site which will have tires, engines, seats, carpet, and flammable contents removed. Trainers will use wood and straw as fuel, and these vehicles will be used repeatedly until they need replacing.
6. Vehicle fires are to take place on the concrete pad ONLY, not on asphalt surfaces.
7. Dirty prop water and debris must be kept within the prop containment pad and not allowed to enter One Hundred Avenue catch basins.
8. Trainers are to follow NFPA 1403, Standards on Live Fire Training Evolutions, with specific reference to Chapter 7, Exterior Props.



Appendix C: Vehicle fire prop checklist

WRESTRC Training & Research Facility Checklist

Agency or Department:

Type of training:

Date of use:

Time in:

Time out:

Number of participants:

(please specify numbers from each group if more than one group is participating; be sure to include trainers/facilitators and which organization they are from)

Training conducted by:

Signature:

Pre-use Checks

- ☐ Weather conditions acceptable for proposed training.
- ☐ Confirm no interference with other site users.
- ☐ Vehicle fluids drained, fuel tank removed, pressure relieved in cylinders.
- ☐ Special manhole diverter valve turned to "Waste Water" (dirty). Place Red Marker on top of valve.
- ☐ Vehicle inspected for hazards and content, and placed on concrete pad.
- ☐ Notify Fire Dispatch of burn.

Post-use Checks

- ☐ Flush all contaminated (dirty) water to the prop site catch basin.
- ☐ Secure vehicle for safe removal and arrange removal.
- ☐ Clean up prop site – solid debris to waste container.
- ☐ Return special manhole diverter valve to "storm waste" (clean). Remove red marker.
- ☐ Notify Fire Dispatch of burn completion.

Fuel used: ☐ Propane Torch ☐ Particle Board ☐ Wood Pallets (#) ☐ Straw bales (#)

Hydrant used:

Prop issues:

Emergency Contacts

WRESTRC

General Office

519-575-4472

AFTER HOURS EMERGENCIES

Regional Call Centre

519-575-4400

Flashover unit prop [section 3; policy 2]

Applies to:	Fire Services
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Flashover Unit Prop is a static structure designed to provide a controlled high heat environment in which the flashover phenomenon can be simulated. Only qualified Flashover Training instructors are permitted to conduct Flashover Training exercises.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Trainers must follow the procedure outlined on the Flashover Training Prop checklist prior to the start of training (attached).
2. All crews participating in Flashover Unit training must have received a theory review from a qualified instructor prior to entering the unit.
3. Theory review must include specific safety requirements for the Flashover Unit.
4. For safety purposes, always use the portable stairs to access the loading platform; have two water supply lines in place; and use a thermal monitor for every burn.
5. Dirty prop water and debris must be kept within the prop containment pad and not allowed to enter Fire Tower Road catch basins.
6. All fire departments will arrange for the purchase of particle board and will manage the distribution and use thereof.
7. Trainers are to follow NFPA 1403, Standards on Live Fire Training Evolutions with specific reference to Chapter 7, Exterior Props.
8. Trainers are to follow Kitchener Fire Department Operating Procedure TR-102, WRESTRC – Flashover Unit (attached).

9. Reference Ontario Fire Service, Section 21 Advisory Committee: Fire Fighters Guidance Note #19, Flashover.



Appendix D: Flashover Training Prop checklist

WRESTRC Training & Research Facility Checklist

Agency or Department:

Type of training:

Date of use:

Time in:

Time out:

Number of participants:

(please specify numbers from each group if more than one group is participating; be sure to include trainers/facilitators and which organization they are from)

Training conducted by:

Signature:

Pre-use checks

- ☐ Weather conditions acceptable for proposed training.
- ☐ Confirm no interference with other site users.
- ☐ Special manhole diverter valve turned to Sanitary Waste (dirty). Place Red Marker on top of valve.
- ☐ Water supply in place.
- ☐ Notify Fire Dispatch of burn.

Post-use checks

- ☐ Ensure all materials are completely extinguished.
- ☐ Flush all contaminated (dirty) water to the prop site catch basin.
- ☐ Clean up prop site – solid debris to waste container.
- ☐ Return special manhole diverter valve to Storm Waste (clean). Remove Red Marker.
- ☐ Notify Fire Dispatch of burn completion.

Fuel used: ☐ Propane Torch ☐ Particle Board ☐ Wood Pallets (#) ☐ Straw bales (#)

Hydrant used:

Prop issues:

Emergency Contacts

WRESTRC

General Office

519-575-4472

AFTER HOURS EMERGENCIES

Regional Call Centre

519-575-4400

Appendix E: Kitchener Fire Department Operating Procedure, WRESTRC – Flashover Unit

Prepared By: J. WEBER, Date Prepared: 2004-11-6, No: TR-102

1. Purpose:
 - 1.1. To ensure that training evolutions using the WRESTRC Flashover Unit are conducted in a safe and acceptable manner, providing protection for instructors/trainers and students.
2. Definition:
 - 2.1. This guideline applies to all instructors/trainers and students at training sessions using the WRESTRC Flashover Unit.
 - 2.2. Qualified Instructor shall have been trained to operate the unit according to manufacturer's instructions.
3. Responsibility:
 - 3.1. It is the responsibility of all crews to follow these guidelines and the directions of the Instructor and Training Safety Officer.
 - 3.2. It is the responsibility of all Instructors to ensure that these guidelines are followed and that all crews participating in the training have received a theory review from a qualified instructor.
 - 3.3. It is the responsibility of all personnel on the Kitchener Fire Department involved in training using the WRESTRC Flashover Unit to thoroughly inspect the unit prior to each burn. The inspection prior to burns shall include but are not limited to
 - 3.3.1. Check overall condition of the unit
 - 3.3.2. Check working condition of the working platform
 - 3.3.3. Check operation of all doors so that they operate as required
 - 3.3.4. Check operation of roof vent
 - 3.3.5. Check operation of all fixtures and appliances including chains, hooks and jacking device as well as condition of any insulating materials
 - 3.4. It is the responsibility of the Platoon Chief/Acting Platoon chief to ensure that 2 trained instructors will be present for all KFD Flashover Training.
 - 3.5. All personnel are to ensure WRESTRC flashover procedures are followed.
4. Procedure:
 - 4.1. Preparation of the WRESTRC Flashover Unit shall be carried out in a safe manner using materials and appropriate quantities as outlined by the manufacturer.
 - 4.1.1. One full sheet on each wall
 - 4.1.2. Two full sheets on the ceiling
 - 4.1.3. No wood to be on the doors
 - 4.1.4. Wood to start the process shall be inserted into the barrel in the burn unit as directed by the instructor
 - 4.2. Anyone lighting the fires shall follow the following procedure

- 4.2.1. All persons lighting the fire shall wear full PPE
- 4.2.2. Fires to be lit by the instructors only
- 4.2.3. A propane fired ignition source shall be used as the ignition device
- 4.2.4. A back-up safety line (38 mm) shall be at the ready during the ignition procedure
- 4.3. The following procedure shall be observed by all participants concerning the use of three hose lines at all evolutions
 - 4.3.1. Primary hose line for control of flashover event and shall be connected to the pumper (38 mm)
 - 4.3.2. Primary back-up safety line shall be in place inside the unit at the rear and be connected to the hydrant (38 mm)
 - 4.3.3. Third hose line or secondary back-up shall be placed outside the unit near the egress door and manned by a RIT team. This line to be connected to the pumper (38 mm)
- 4.4. A Rapid Intervention Team shall be ready during all burns and shall have the following function
 - 4.4.1. Made up of two firefighters located on the outside of the unit as directed by the instructor
 - 4.4.2. The RIT shall be wearing full protective gear including SCBA prepared to enter if needed
 - 4.4.3. Have radio contact with the inside instructor
 - 4.4.4. Be in full PPE
 - 4.4.5. Have a charged hose in place while crews are in the unit during the training
 - 4.4.6. The RIT team may be assigned to other tasks by the instructor if the instructor deems it safe to do so. The RIT team must be aware that its primary responsibility is Rapid Intervention for rescue purposed of the interior training crews.
 - 4.4.7. The team will be ready to open all doors of the lower section of the unit (student observation level) when directed by the instructor during an emergency situation.
- 4.5. One person shall be assigned to record the temperature in the unit using the thermal coupling reader provided by WRESTRC as well as keep track of time the crew is in the unit.
 - 4.5.1. Before burn starts, ensure that thermocouplings are functioning and position correctly.
 - 4.5.2. The person shall ensure the meter is set to and read all temperatures in Fahrenheit.
 - 4.5.3. Temperatures will be recoded at 15-second increments on the record sheets provided. These record sheets will be kept on file in the Training Division.
 - 4.5.4. The person keeping track of temperature will inform the Lead instructor by radio when the temperature exceeds 1000°F.
 - 4.5.5. The person keeping track of time will inform the Lead instructor of each increment of 5 minutes.

5. Reference:

5.1. WRESTRC Flashover Unit 3-2

Two-storey training building [section 3; policy 3]

Applies to:	all users
Approval Date:	November 2011
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The two-storey training building, located at 20 Fire Tower Road, is a masonry block training structure designed to emulate a two-storey residential building complete with attic space. This prop will enable police officers, fire crews and paramedics to create training scenarios based on a typical multi level residential building. The interior will have partitions, furniture and static equipment to represent the environment found in a residential building.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Training must follow the procedure outlined in the Two-storey Training Building checklist prior to commencement of training (attached).
2. Fire departments may use theatrical smoke only to create a smoke filled environment. This building is not designed for live fire training scenarios, therefore no fire with heat or smoke barrels with straw will be permitted in this structure.
3. Destructive training activities such as forcible entry at doors, breaching walls, explosive entry devices, etc. will NOT be permitted on the existing structure. Additional props may be added to accomplish these activities after approval by Facilities Management.
4. Trainers are to follow NFPA 1403, *Standards on Live Fire Training Evolutions*, with specific reference to Chapter 6, *Non Gas-Fired Training Centre Buildings*.
5. The building has a duct system which will allow the connection of a smoke generator on the exterior of the building at E-4. Smoke can be directed to:
 - a. ground floor front
 - b. ground floor rear

- c. second floor hall and specific rooms
 - d. attic space
6. The building is supplied with electrical service. There are receptacles on the perimeter walls on both levels; lights are provided on level one and level two inside the building; exterior lights are provide on each exterior exposure, switched at the exterior electrical panel.
 7. There is an attic hatch in the second floor ceiling. There are two smoke hatches on the roof to simulate roof ventilation activity. These covers are opened manually and must be replaced at the completion of the training.
 8. During winter training operations, salt must NEVER be used on concrete surfaces inside the building to melt ice for improvised footing. Refer to Policy 4-7, Winter Operations.
 9. Charged hose lines may be taken into the building to better simulate a fire attack. Hose streams may be used to produce mechanical ventilation. Master fire streams are NOT to be used to simulate an exterior defensive fire attack as the floor drains will not handle this volume of water. A target to simulate an open window will be marked at several points on the exterior wall surfaces. This point may be used instead of filling the building with water through an open window. (Ensure any adjacent windows and doors are closed so overspray does not enter the building.) At the end of training, ensure all floor surfaces have been squeegeed free of water via the drains or doors.
 10. For police training activity, equipment such as simunition, distraction devices and pepper spray, may be used in the building. At completion of training, all contaminated surfaces must be washed down, water squeegeed to drains and doors, debris such as spent cartridges swept up, and a thorough inspection for hazards made.
 11. Engineered anchors have been added adjacent to five windows on the second floor. They are rated for a 1,000 lbs. maximum working load. They are located on the exterior wall surface but can be reached from the interior, through the window openings.

See Also

Winter Operations (4-7)

Smoke Machine (4-16)

Police, Special Units (4-18)

Winter Shut Down Procedure (8-16)



Appendix F: Two-story Training Building checklist

WRESTRC Training & Research Facility Checklist

Agency or Department:

Type of training:

Date of use:

Time in:

Time out:

Number of participants:

(please specify numbers from each group if more than one group is participating; be sure to include trainers/facilitators and which organization they are from)

Training conducted by:

Signature:

Pre-use checks

- ☐ Confirm no interference with other site users.
- ☐ Unlock ALL perimeter doors and windows – key from Administrative Lock Box.
- ☐ Inspect entire building prior to training exercise to ensure it is in good repair and ready to use.

Post-use checks

- ☐ Squeegee all standing water to floor drains or out of doorways.
- ☐ Clean up prop site – solid debris to waste container beside burn building.
- ☐ If water was used, pin 2nd floor windows OPEN to allow the building to dry out.
- ☐ Turn OFF all lights, inside and out.
- ☐ Lock all doors and windows.
- ☐ Return key to Administration Lock Box.
- ☐ Return smoke machine to garage if used.

Smoke machine used: ☐ yes ☐ no

Hydrant used:

Prop issues:

Emergency Contacts

WRESTRC

AFTER HOURS EMERGENCIES

General Office

Regional Call Centre

519-575-4472

519-575-4400

Multi-use training area [section 3; policy 4]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Multi-use Training Area is a large paved area with a 10m X 10m concrete pad incorporated into it. Such activities as vehicle extrication, hazmat decontamination practices, structural collapse simulation, mass casualty staging, as well as an alternate vehicle fire location, may be conducted on this site.

Operating Principles

Responsibility

The lead instructor or supervisor must ensure this policy is followed.

Operating Details

1. Trainers must follow the procedure outlined on the Multi-Use Training Area checklist prior to the start of training (attached).
2. Each user group is responsible for securing, delivering and removing vehicles required for auto extrication scenarios. This must be coordinated with Facilities Management.
3. Vehicles must be drained of all oils and fluids, fuel tank removed, and pressure/hydraulic cylinders removed or relieved of pressure.
4. Fires of any kind must take place on the concrete pad ONLY, not on asphalt surfaces.
5. Two hydro poles are in place to facilitate the lowering of electrical wires onto a vehicle involved in an MVC. Crews are to ensure wires are in the elevated position and securely tied off at the conclusion of training.
6. Dirty prop water and debris must be kept within the prop containment pad and not allowed to enter Fire Tower Road catch basins.
7. Trainers are to follow NFPA 1403, *Standards on Live Fire Training Evolutions*, with specific reference to Chapter 7, *Exterior Props* and NFPA 1670, *Standards on Operations and Training for Technical Rescue*, with specific reference to Chapter 6, *Vehicle & Machinery*.



Appendix G: Multi-use Training Area checklist

WRESTRC Training & Research Facility Checklist

Agency or Department:

Type of training:

Date of use:

Time in:

Time out:

Number of participants:

(please specify numbers from each group if more than one group is participating; be sure to include trainers/facilitators and which organization they are from)

Training conducted by:

Signature:

Pre-use checks

- ☐ Weather conditions acceptable for proposed training.
- ☐ Confirm no interference with other site users.
- ☐ Vehicle fluids drained, fuel tank removed, pressure cylinders removed or relieved of pressure.
- ☐ Special manhole diverter valve turned to Sanitary Waste (dirty). Place Red Marker on top of valve.
- ☐ Vehicle inspected for hazards and content.
- ☐ Fire on concrete pad **ONLY**.
- ☐ Notify Fire Dispatch of burn.

Post-use checks

- ☐ Flush all contaminated (dirty) water to the prop site catch basin.
- ☐ For vehicle extrication, place all vehicle debris inside vehicle shell.
- ☐ For vehicle extrication, secure vehicle for safe removal and arrange removal.
- ☐ Secure hydro pole prop, wiring in up position.
- ☐ Return special manhole diverter valve to Storm Waste (clean). Remove Red Marker.
- ☐ Notify Fire Dispatch of burn completion.

Fuel used: ☐ Propane Torch ☐ Particle Board ☐ Wood Pallets (#) ☐ Straw bales (#)

Hydrant used:

Prop issues:

Emergency Contacts

WRESTRC

General Office

519-575-4472

AFTER HOURS EMERGENCIES

Regional Call Centre

519-575-4400

Electrical vault and poles prop [section 3; policy 5]

Applies to:	Fire Services, Hydro Companies, EMS
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Electrical Prop site is located in the "non-fire" or clean area of the training ground on One Hundred Avenue. An underground hydro vault and two hydro poles will provide rescue training opportunities for emergency responders and municipal public works/hydro employees.

Operational Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Training must follow the procedures outlined on the Electrical Prop checklist prior to the start of training (attached).
2. A smoke machine using theatrical smoke ONLY may be used to simulate a hydro vault fire.
3. Trainers are to follow NFPA 1670, *Standard on Operations and Training for Technical Rescue Incidents* with specific reference to Chapter 5, *Confined Space*.
4. Reference Ontario Fire Service, Section 21 *Advisory Committee: Firefighter Guidance Note #6-5, Confined Space Rescue*.

See Also

Smoke Machine (4-16)



Appendix H: Electrical Prop checklist

WRESTRC Training & Research Facility Checklist

Agency or Department:

Type of training:

Date of use:

Time in:

Time out:

Number of participants:

(please specify numbers from each group if more than one group is participating; be sure to include trainers/facilitators and which organization they are from)

Training conducted by:

Signature:

Pre-use checks

- ☐ Confirm no interference with other site users.
- ☐ Inspect vault prior to exercise to ensure in good repair and ready to use.
- ☐ Open door and lid to ventilate.

Post-use checks

- ☐ Clean up prop site for next user.

Smoke machine used: ☐ yes ☐ no

Prop issues:

Emergency Contacts

WRESTRC

General Office

519-575-4472

AFTER HOURS EMERGENCIES

Regional Call Centre

519-575-4400

Trench rescue prop [section 3; policy 6]

Applies to:	Fire Services, EMS
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Trench Rescue Prop is located in the non-fire/clean area of the training ground on One Hundred Ave.

This site is designed to simulate a trench excavation. For the safety of the rescuers, this prop is constructed as a series of poured concrete trenches with vertical sides. A security fence surrounds the prop site in order to prevent access to individuals not involved in training at this prop.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Trainers must follow the procedure outlined on the Trench Rescue Prop checklist prior to the start of training (attached).
2. Each fire department is responsible for providing all necessary shoring equipment and lumber to perform a safe trench rescue.
3. The three access gates must be closed and secured at the completion of training, or whenever the prop is not supervised.
4. Confined Space training may also be carried out at this prop site.
5. Ensure all shoring equipment and debris is removed at the conclusion of training, and waste materials are disposed of in the site waste container.
6. Trainers are to follow NFPA 1670, *Standard on Operations and Training for Technical Rescue*, with specific reference to Chapter 5, *Confined Space*; and, Chapter 9, *Trench and Excavation*.
7. Reference Ontario Fire Service, Section 21, *Advisory Committee: Fire Fighters Guidance*, Note #6-5, *Confined Space Rescue*.



Appendix I: Trench Rescue Prop checklist

WRESTRC Training & Research Facility Checklist

Agency or Department:

Type of training:

Date of use:

Time in:

Time out:

Number of participants:

(please specify numbers from each group if more than one group is participating; be sure to include trainers/facilitators and which organization they are from)

Training conducted by:

Signature:

Pre-use checks

- ☐ Confirm no interference with other site users.
- ☐ Inspect prop prior to exercise to ensure it is in good repair and ready for use.
- ☐ Safety briefing concerning fall hazard.
- ☐ Only authorized staff allowed inside security fence.

Post-use checks

- ☐ Clean up prop site for next user.
- ☐ Ensure that the trench floor drain is not blocked.
- ☐ Close and secure all prop site gates.

Smoke machine used: ☐ yes ☐ no

Prop issues:

Emergency Contacts

WRESTRC

AFTER HOURS EMERGENCIES

General Office

Regional Call Centre

519-575-4472

519-575-4400

Drafting prop [section 3; policy 7]

Applies to:	Fire Services
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Drafting Prop is located adjacent to Three Hundred Avenue at the first Storm Water Management (SWM) pond.

The site is designed for drafting operations by using either the permanent 200 mm drafting pipe and six (6) inch NH female thread connection, or by using standard hard suction hose laid over the armor stone wall for normal drafting procedures. Drafting exercises may be restricted by pond water levels and driver training track activity.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Training must follow the procedure outlined on the Drafting Prop checklist prior to the start of training (attached).
2. If training activities are taking place on the Driver Training Track, the drafting and driver instructors must coordinate activity on the track. Only one group at a time will be allowed access to the track. If this cannot be coordinated, one of the training activities must be stopped.
3. Fire vehicles drafting and shuttling water to the fire training ground must activate their emergency warning lights while mobile on the training facility road network.
4. Water levels in the pond must be monitored at all times. Drafting operations must be terminated when the inlet pipe is visible at the surface of the water.
5. Water sprayed back into the pond must be done using a wide fog pattern on nozzles so that banks are not eroded and silt is not disturbed (simulated rainfall).
6. Drafting exercises must stop once the ponds have frozen over.

See Also

Multiple Site Users (2-2)

Driver Training Track, General Overview (5-1)

Driver Training Track, Entering Training Ground (5-4)

Driver Training Track, Multiple Users (5-5)



Appendix J: Drafting Prop checklist

WRESTRC Training & Research Facility Checklist

Agency or Department:

Type of training:

Date of use:

Time in:

Time out:

Number of participants:

(please specify numbers from each group if more than one group is participating; be sure to include trainers/facilitators and which organization they are from)

Training conducted by:

Signature:

Pre-use checks

- ☐ Confirm no interference with other site users.
- ☐ No drafting if pond is frozen.
- ☐ Check water level.
- ☐ Activate emergency warning lights while mobile on Driver Training Track.

Post-use checks

- ☐ Clean up prop site for next user.
- ☐ Report water level of pond to Training Facility staff.

Pond level:

Prop issues:

Emergency Contacts

WRESTRC

AFTER HOURS EMERGENCIES

General Office

Regional Call Centre

519-575-4472

519-575-4400

Water/Ice Rescue Prop (SWM Ponds) [section 3; policy 8]

Applies to:	Fire Services, Paramedic Services
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The primary function of the Stormwater Management (SWM) Ponds is to capture, retain and help filter site storm water before it makes its way to the Alder Creek wetland. For training purposes, these ponds may also be used for water/ice rescue exercises.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Trainers must follow the procedure outlined on the Water/Ice Rescue Prop checklist prior to the start of training (attached).
2. If pond water levels are too low, training will not be permitted. Confirm with Facilities Management.
3. If training activities are taking place on the Driver Training Track, the Water/Ice Rescue and driver instructors must co-ordinate activity on and around the track. Only one group at a time will be allowed access to the track. If this cannot be coordinated, one of the training activities must be stopped.
4. Water/Ice rescue crews must park their vehicles in the Drafting Prop parking area, off the driver training track.
5. Vehicles used for Water/Ice Rescue training must activate their emergency warning lights while mobile to and from the Drafting Prop parking lot.
6. Trainers are to follow NFPA 1670, *Standard on Operations and Training for Technical Rescue*, with specific reference to Chapter 7, *Water*.
7. Reference Ontario Fire Service, Section 21, *Advisory Committee: Fire Fighter Guidance Note #8, Water and Ice Rescue*.

See Also

Multiple Site Users (2-2)

Driver Training Track, General Overview (5-1)

Driver Training Track, Entering Training Ground (5-4)

Driver Training Track, Multiple Users (5-5)



Appendix K: Water/Ice Rescue Prop (SWM Ponds) checklist

WRESTRC Training & Research Facility Checklist

Agency or Department:

Type of training:

Date of use:

Time in:

Time out:

Number of participants:

(please specify numbers from each group if more than one group is participating; be sure to include trainers/facilitators and which organization they are from)

Training conducted by:

Signature:

Pre-use checks

- ☐ Confirm no interference with other site users.
- ☐ Check pond levels for adequate depth.
- ☐ Activate emergency warning lights while mobile on driver training track.
- ☐ All staff involved with water/ice training must wear personal floatation devices (PFDs).

Post-use checks

- ☐ Clean up prop site for next user.

Prop issues:

Emergency Contacts

WRESTRC

General Office

519-575-4472

AFTER HOURS EMERGENCIES

Regional Call Centre

519-575-4400

Combat Challenge Prop [section 3; policy 9]

Applies to:	Fire Services
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

A Combat Challenge training tower has been incorporated into the design of the Fire Training Building. Although fitness is an integral part of all emergency responder training needs, the Combat Challenge site is seen as an adjunct to normal training activities at WRESTRC. For this reason all other training will have priority and this site may only be used when it does not interfere with other activities.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Trainers must follow the procedures outlined on the Combat Challenge Prop checklist prior to the start of training (attached).
2. Combat challenge training may be cancelled without notice if other training is requested within that building.
3. All agencies must assign a lead trainer who will be responsible for scheduling and access to the site.
4. Participants may park at the prop site only if this poses no interference to other training activities taking place.
5. All equipment required must be provided by participants, not WRESTRC.
6. Equipment owned by the combat challenge teams must be stored in a storage unit owned and maintained by said teams. Size and location will be determined through consultation between team representatives and Facilities Management. Locks to be provided by the combat challenge teams.
7. Any person accompanying a combat challenge participant onto the training grounds of the WRESTRC facility does so at their own risk and it is the responsibility of the combat challenge

participant to oversee the safety and activity of said person, and to ensure that no damage occurs to the facility.

8. Membership:

- a. Region of Waterloo fire service combat challenge teams must provide to Facilities Management a current list of team members at commencement of spring training, and any changes to this list must be submitted immediately.
- b. Every spring, all team members must sign a WRESTRC Informed Consent Agreement and Release of Liability (Appendix P) before use of the facility can be permitted.
- c. Combat challenge team members must never be on site training alone.
- d. Combat challenge team members must keep a log sheet identifying the date, members' names and numbers of hours on site. This log must be submitted to Facilities Management on a monthly basis (Combat Challenge Log sheet example attached, Appendix M).
- e. Combat challenge team members must clean up the training grounds and ensure all equipment is stored in the combat challenge storage unit.
- f. Non Region of Waterloo fire service combat challenge teams must apply for membership through WRESTRC, complete required membership applications and waivers, and pay the required membership fee.
- g. Non Region members must advise Facilities Management upon cancellation of membership.
- h. Membership fees will be at a rate of \$20 per month per member with a minimum six month membership period or \$50 per department team per month, to a maximum of five members. A combat challenge team may have different members at different times during the minimum six month fee period, but all team members must complete the application and liability release forms prior to using the facility. For teams with more than five members, additional fees to be negotiated.
- i. Membership fees are to be paid in advance by cheque to (cc: member): The Region of Waterloo – WRESTRC.
- j. Non Regional combat challenge team members must never be on site training by themselves.
- k. Non Regional combat challenge team members may only be on site when accompanied by a Region fire service combat challenge team member, unless otherwise authorized by Facilities Management.
- l. Non Regional combat challenge team members must keep a log sheet to identify date, member names, and number of hours on site.

- m. Non Regional combat challenge team members must clean up the training grounds and ensure all equipment is stored in the combat challenge storage unit.
 - n. Non Regional combat challenge team members must make arrangements with Region members for access to the combat challenge storage unit.
9. Both Region and Non Region combat challenge team members must ensure that Gate #3 at Erbs Road is closed while members are on site and that all gates at WRESTRC are closed and secured when members leave the facility.

See Also

Site Security (8-3)



Appendix L: Combat Challenge Prop checklist

WRESTRC Training & Research Facility Checklist

Agency or Department:

Type of training:

Date of use:

Time in:

Time out:

Number of participants:

(please specify numbers from each group if more than one group is participating; be sure to include trainers/facilitators and which organization they are from)

Training conducted by:

Signature:

Pre-use checks

- ☐ Confirm no interference with other site users.
- ☐ Equipment storage.
- ☐ Inspect Combat Challenge tower before use.

Post-use checks

- ☐ Lock up equipment in Combat Challenge Storage Unit.
- ☐ Ensure area is ready for next user (clean up site – i.e. water bottles, debris).
- ☐ Secure the site upon leaving.

Prop issues:

Emergency Contacts

WRESTRC

General Office

519-575-4472

AFTER HOURS EMERGENCIES

Regional Call Centre

519-575-4400

Appendix M: Combat Challenge Log

WRESTRC Training & Research Facility

Date	Participants	Time in	Time out

Appendix N: Combat Challenge Team Application

WRESTRC Training & Research Facility

Terms and Conditions of Membership

Members are required to adhere to the terms and conditions of the WRESTRC Policies and Guidelines, specifically Policy 3-10, *Combat Challenge Prop*. Infractions or non-compliance with these Terms and Conditions of Membership may lead to the termination of membership.

1. Combat Challenge membership is available to fire services outside of the Region of Waterloo at a cost of \$20 per member per month or \$50 per Department team per month, to a maximum of five members. A Combat Challenge team may have different members at different times during the minimum six month fee period but all team members must complete the application and liability release forms prior to using the facility. For teams with more than five members, additional fees to be negotiated.
2. Members wishing to cancel their membership must provide written notice to Facilities Management and must allow a minimum of 2 weeks for the cancellation to be processed. No cancellation of membership will be accepted within the first 6 months, unless under extenuating circumstances (e.g. medical reasons) and with the approval of Facilities Management.
3. Membership dues are payable in advance by cheque to: The Region of Waterloo – WRESTRC (C.C. Member).
4. Security, controlled access and emergency protocols are in place at WRESTRC. It is the member's responsibility to know and comply with these security measures and emergency protocols. A breach of security measures may result in immediate termination of the membership without notice.
5. Combat Challenge team members are required to clean up the training grounds and ensure that all equipment is stored in the combat challenge storage unit.
6. Facilities Management reserves the right to make reasonable changes to the Terms and Conditions of Membership from time to time. All members will be notified in advance of any changes.

Code of Conduct

1. Members must keep a log sheet identifying the date, member names and number of hours on site (example attached).
2. Members are responsible for reporting any concerns regarding the Combat Challenge Prop to Facilities Management, either in person or in writing.
3. For their personal safety, members may, under no circumstances, train alone on site.

4. Non Regional Combat Challenge team members may only be on site when accompanied by a Region fire service combat challenge team member, unless otherwise authorized by Facilities Management.
5. Should a member incur an injury while making use of the Combat Challenge Prop, the incident MUST BE REPORTED to Facilities Management as soon as is practically possible.

Please retain this page for your records.



Appendix O: Membership Application Form

WRESTRC Training & Research Facility

Name:

Fire Department:

Department address:

Email address:

Home address:

Telephone:

Telephone (business):

Emergency contact:

Emergency telephone:

Emergency Telephone (business):

Relationship to employee:

Employee Signature:

Date:

Please submit this form as part of your application and retain a copy for your records.



Appendix P: Informed Consent Agreement and Release of Liability

WRESTRC Training & Research Facility

In consideration of my use of the WRESTRC Facility for Combat Challenge Training, I agree as follows:

Assumption of Risk

I have read and understand the terms and conditions associated with this membership.

I understand that there exists a risk of injury through participation in sports and recreational activities such as the use of the facility for "Combat Challenge" training. I understand that my injuries may be minor or serious, and may result from my own actions or inactions, or the actions or inactions of others, or a combination thereof. I further understand that any injury that I incur while making use of WRESTRC facility for Combat Challenge training, **MUST BE REPORTED** to Facilities Management as soon as is practically possible.

I understand that any rules or regulations are for the safety and protection of myself and other participants and I agree to follow these rules and regulations.

I understand that any person accompanying a Combat Challenge participant onto the training grounds of the WRESTRC facility does so at their own risk and it is my responsibility to oversee the safety and activity of said person, and to ensure that no damage occurs to the facility.

I understand that the use of the WRESTRC facility for Combat Challenge training requires a minimum level of fitness and health (physical, mental, emotional) and that each person has a different capacity for participating in these activities.

I am assuming responsibility for being physically fit in order to participate and I understand that my decision and choice to participate brings with it risks and potential consequences. **I am fully aware that, by signing this release, I will not be able to hold anyone but myself accountable for the consequences of any injuries I may suffer while engaged in Combat Challenge Training at the WRESTRC Facility.**

Waiver

I agree to waive any and all claims that I have or may in the future have against The Regional Municipality of Waterloo and its elected officials, officers, employees, volunteers, contractors, agents and representatives, and their respective successors, assigns, heirs, administrators and estates (all of whom are hereinafter collectively referred to as the "Releasees") and to release the Releasees from any and all liability for any loss, damage, injury or expense that I may suffer, or that my next of kin may suffer, as a result of my use of the WRESTRC Facility for Combat Challenge training, due to any cause whatsoever, including but not limited to negligence, breach of contract or breach of any statutory or other duty of care, including but not limited to any duty of care under the *Occupiers Liability Act* on the part of the Releasees, and including the failure on the part of the Releasees to safeguard or protect me from the risks, dangers and hazards of my use of the Employee Centre, its equipment and fitness related programs. I further agree not to make any claim or take any

proceeding against any other person, partnership, firm, company, entity of the Crown which may have the effect of causing a claim against Releasees.

I agree to hold harmless and indemnify the Releasees from any and all liability for any property damage or personal injury to any third party resulting from my use of the WRESTRC Facility for Combat Challenge training.

This agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives, in the event of my death or incapacity.

I am aware that I am not covered by Region of Waterloo Workplace Insurance during my use of the WRESTRC Facility. It is my responsibility to verify coverage through my employer. I have advised my employer that I intend to use the WRESTRC Facility for Combat Challenge training.

I have read, understand and agree to the provisions of the Informed Consent Agreement and Waiver of Liability.

Signature

Witness

Date

Date

Please submit this form as part of your application and retain a copy for your records.

General training grounds [section 3; policy 10]

Applies to:	all site users
Approval Date:	July 2004
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

WRESTRC is constructed on a 40 acre site and has many areas not considered specific prop sites. These open areas may be used for training activities as required.

Operational Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Trainers must follow the procedure outlined on the General Training Grounds checklist prior to commencement of the training (attached).
2. For recording purposes, “general training grounds” are open field areas, interior streets and driver training track with non-driver training activities, and any other location that is not a specific prop site.
3. Large vehicles must not be driven on the open field or grass areas due to the potential for ground damage and getting stuck.



Appendix Q: General Training Ground checklist

WRESTRC Training & Research Facility Checklist

Agency or Department:

Type of training:

Date of use:

Time in:

Time out:

Number of participants:

(please specify numbers from each group if more than one group is participating; be sure to include trainers/facilitators and which organization they are from)

Training conducted by:

Signature:

Pre-use checks

- ☐ Confirm no interference with other site users.

Post-use checks

- ☐ Clean up prop site.

Prop issues:

Emergency Contacts

WRESTRC

AFTER HOURS EMERGENCIES

General Office

Regional Call Centre

519-575-4472

519-575-4400

Roof ventilation prop [section 3; policy 11]

Applies to:	Fire Services
Approval Date:	October 2005
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The roof ventilation prop is a wood frame, low pitch roof structure located on the grass perimeter just west of the fire training building. This prop will enable crews to do practical roof ventilation cuts and roof ladder operations while remaining in a relatively low, safe location above grade.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Trainers must follow the procedure outlined on the Roof Ventilation Prop checklist prior to commencement of training (attached).
2. User groups must confirm no interference with other site users, especially those situated on the Fire Training Building prop site.
3. The prop must be inspected for exposed nails, screws, broken wood pieces, etc. to help eliminate cut hazards and ensure structural stability of the prop.
4. Each user group is to provide the required roof sheeting (wood or otherwise) and fastening hardware.
5. Wood pallets may be used to simulate roof sheeting material for cutting purposes.
6. The prop has a sloped roof and a flat roof area. Only the marked open sections may be used for insertion of cutting material. The deck boards are merely for standing on – not for cutting (see attached photographs).
7. At completion of the training, all broken and cut materials must be removed from the roof prop. Particle board and plywood cannot be used in the burn building as burn material. The material must be sent to the landfill.

8. Ontario Fire Service, Section 21, *Advisory Committee: Firefighter Guidance Note # 6-14, Safe Roof Operations, #6-22, Ventilation Saws*

Roof Ventilation Prop





Appendix R: Roof Ventilation Prop checklist

WRESTRC Training & Research Facility Checklist

Agency or Department:

Type of training:

Date of use:

Time in:

Time out:

Number of participants:

(please specify numbers from each group if more than one group is participating; be sure to include trainers/facilitators and which organization they are from)

Training conducted by:

Signature:

Pre-use checks

- ☐ Confirm no interference with other site users.
- ☐ Inspect prop for safety issues.
- ☐ Only cut within the marked area.

Post-use checks

- ☐ Clean up prop site.

Fuel used: ☐ Wood Pallets (#)

Prop issues:

Emergency Contacts

WRESTRC

General Office

519-575-4472

AFTER HOURS EMERGENCIES

Regional Call Centre

519-575-4400

Tanker prop [section 3; policy 12]

Applies to:	Fire Services, Paramedic Services
Approval Date:	January 2006
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Tanker Prop is an out of service road tanker trailer positioned in the non-fire or clean area of the training ground on One Hundred Ave. The tanker trailer can provide hazmat training opportunities for all emergency responders.

Operational Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Training must follow the procedures outlined on the Tanker Prop checklist prior to the commencement of training (attached).
2. Absolutely **NO** hazardous products may be used to simulate a hazmat incident. Water may be used to provide a product leak.
3. The smoke machine, using theatrical smoke, may be used to simulate a vapour cloud.
4. Trainers are to follow NFPA 1670, *Standard on Operations and Training for Technical Rescue Incidents* with specific reference to Chapter 6, *Vehicles and Machinery*.
5. Reference Ontario Fire Service, Section 21 Advisory Committee: *Fire Fighters' Guidance Notes* #6-9 (26), *Hazardous Materials Response* and Note #6-15 (46), *Responding to Chemical, Biological, Radiological and Nuclear (CBRN) Terrorism Incidents*.

See Also

Smoke Machine (4-16)



Appendix S: Tanker Prop checklist

WRESTRC Training & Research Facility Checklist

Agency or Department:

Type of training:

Date of use:

Time in:

Time out:

Number of participants:

(please specify numbers from each group if more than one group is participating; be sure to include trainers/facilitators and which organization they are from)

Training conducted by:

Signature:

Pre-use checks

- ☐ Confirm no interference with other site users.
- ☐ Inspect tanker for stability and hazards (i.e. wasp nests) prior to use.

Post-use checks

- ☐ Clean up prop site.
- ☐ Close and lock security gates, as required, when leaving site.

Smoke machine used: ☐ yes ☐ no

Prop issues:

Emergency Contacts

WRESTRC

AFTER HOURS EMERGENCIES

General Office

Regional Call Centre

519-575-4472

519-575-4400

Bus prop [section 3; policy 13]

Applies to:	Waterloo Region Police Services
Approval Date:	January 2006
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Grand River Transit (GRT) Bus Prop is an out-of-service transit bus positioned in the non-fire or clean area of the training ground on One Hundred Ave. The bus can provide training opportunities for police, centered around unruly passengers or hostage situations.

Operational Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Training must follow the procedures outlined on the Bus Prop checklist prior to the commencement of training (attached).
2. Use of simunition and distraction devices is permitted in and around this prop once the lead trainer has confirmed the area is clear of all other site users or bystanders.
3. The bus is not operable; doors open manually.

See Also

Explosive and Pyrotechnic Services (2-9)

Appendix T: Bus Prop checklist

WRESTRC Training & Research Facility Checklist

Agency or Department:

Type of training:

Date of use:

Time in:

Time out:

Number of participants:

(please specify numbers from each group if more than one group is participating; be sure to include trainers/facilitators and which organization they are from)

Training conducted by:

Signature:

Pre-use checks

- ☐ Confirm no interference with other site users.
- ☐ Inspect bus for stability and hazards (i.e. wasp nests, animals, etc.) prior to use.
- ☐ Secure site and place appropriate warning signs if simulation is going to be used.
- ☐ Advise other site users of activity and related hazards.

Post-use checks

- ☐ Clean up prop site.
- ☐ Return warning signs to Administration Building.
- ☐ Close and lock security gates, as required, when leaving site.

Prop issues:

Emergency Contacts

WRESTRC

AFTER HOURS EMERGENCIES

General Office

Regional Call Centre

519-575-4472

519-575-4400

Positive Pressure Attack Training Structure

[section 3; policy 14]

Applies to:	Fire Services
Approval Date:	March 2014
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Positive Pressure Attack (PPA) Training Structure is a wood-framed structure designed and built to withstand Class A fires of limited size and duration. The primary training objective of this structure will be to instruct firefighters in the use of positive pressure ventilation (using fans >20,000 CFM) to evacuate fire gases and smoke from a structure in coordination with an interior fire attack. Among the benefits of this training are reductions of heat, smoke, flammable and toxic gases from the interior of a structure. Safety for trapped civilians and interior firefighters will be improved.

This structure is considered to be a temporary building and has a service life of 5 years. It is understood that the interior drywall may have to be replaced during the life span of the building. Use of hoselines should be limited to protecting life and safety of participants. Please follow the direction of instructors when using hoselines inside this structure.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Trainers must follow the procedure(s) outlined on the Positive Pressure Attack (PPA) Training Structure pre-use and post-use checks.
2. Hydrocarbon fuels may NOT be used to assist fire starting.
3. Prop water and debris must be kept within the prop containment pad and not allowed to enter Fire Tower Road catch basins.
4. Training activities must not deviate from the design philosophy of the building. Live fire activities are to be conducted ONLY on the burn pads provided in the building. Fires are confined to only one room of the building per training burn. Fires will consist of Class A fuels

(i.e. skid wood) only. Duration of burns will be limited to 10 minutes maximum at the fully-developed phase of fire. Only 5 skids at one time may be used during one training burn.

5. Destructive training activities such as forcible entry at doors, ventilating a roof, breaching walls, explosive entry devices, etc. will NOT be permitted on the existing structure.
6. Trainers are to follow NFPA 1403, *Standards on Live Fire Training Evolutions* – 2012 Edition, with specific reference to Chapter 7, *Non-Gas-Fired, Live Fire Training Structure*.



Appendix U: Positive Pressure Attack (PPA) Training Structure

WRESTRC Training & Research Facility Checklist

Agency or Department:

Type of training:

Date of use:

Time in:

Time out:

Number of participants:

(please specify numbers from each group if more than one group is participating; be sure to include trainers/facilitators and which organization they are from)

Training conducted by:

Signature:

All fire training must follow NFPA 1403-2012 Edition.

Pre-use checks

- ☐ Weather conditions acceptable for proposed training.
- ☐ Confirm burn pads are intact and no debris on floor in proximity to burn pads.
- ☐ Confirm no interference with other site users.
- ☐ Unlock all perimeter doors and windows – key from Administration Lock Box.
- ☐ Inspect entire building prior to training exercise to ensure it is in good repair and ready to use.
- ☐ Inspect training ground surrounding building to ensure no debris or obstacles are interfering with planned training.
- ☐ Trainer must confirm building is vacant prior to lighting any fires.
- ☐ Water supply is in place.
- ☐ Notify Fire Dispatch of burn.

Post-use checks

- ☐ Ensure all materials are completely extinguished.
- ☐ Lead instructor has ensured that building has been checked with a Thermal Imaging Camera (TIC) to ensure there are no hidden fires within the structure.
- ☐ Any damage to structure is reported to Facilities Management.
- ☐ Remove all debris from building.
- ☐ Clean up prop site – solid debris to waste containers.
- ☐ Flush all contaminated, dirty water to the prop site catch basin.

- ☐ Return special manhole diverter valve to Storm Waste (clean). Remove Red Marker.
- ☐ Lock all doors, windows and hatches – return key to Administration Lock Box.
- ☐ Notify Fire Dispatch of burn completion.

Fuel used: ☐ Propane Torch ☐ Wood Pallets (#) ☐ Straw bales (#)

Hydrant used:

Prop issues:

Emergency Contacts

WRESTRC

AFTER HOURS EMERGENCIES

General Office

Regional Call Centre

519-575-4472

519-575-4400

Fire fighter survival prop [section 3; policy 15]

Applies to:	Fire Services
Approval Date:	October 2009
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

A wooden two story structure has been constructed adjacent to the Combat Challenge stairs. This prop aids in the delivery of the Fire Fighter Survival training program which has been adopted by our area's fire service as an OFC sanctioned training course. This three day training program also includes practical sessions in the Residential Building prop and the use of the Administration Building garage bays for specific training drills.

Use of this specific prop on the fire ground does not preclude the use of the fire training building by other user groups. As always, coordination and cooperation by all site user groups is essential to ensure everyone can meet their training goals of the day.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Trainers must follow the procedure outlined on the Fire Fighter Survival Prop checklist prior to commencement of training (attached).
2. User groups must confirm no interference with other site users. This may require coordination of schedules if multiple groups are training in the same area of the fire ground.
3. The structure must be inspected prior to use to ensure the prop is safe and meets the requirements of the training exercise.
4. Due to the need to tie off safety ropes on the Combat Challenge tower, training on the tower by combat challenge teams must be curtailed and rescheduled.
5. This prop is to be used exclusively for the Fire Fighter Survival program.

See Also

Combat Challenge Prop (3-9)

Multiple Site Users (2-2)



Appendix V: Fire Fighter Survival Prop checklist

WRESTRC Training & Research Facility Checklist

Agency or Department:

Type of training:

Date of use:

Time in:

Time out:

Number of participants:

(please specify numbers from each group if more than one group is participating; be sure to include trainers/facilitators and which organization they are from)

Training conducted by:

Signature:

Pre-use checks

- ☐ Confirm no interference with other site users.
- ☐ Inspect structure to ensure it is in good repair and ready to use.

Post-use checks

- ☐ Clean up prop site.

Prop issues:

Emergency Contacts

WRESTRC

General Office

519-575-4472

AFTER HOURS EMERGENCIES

Regional Call Centre

519-575-4400

Forcible entry prop [section 3; policy 16]

Applies to:	Fire Services, Police Services
Approval Date:	March 2010
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

A wooden structure has been constructed at the bottom end of the site (adjacent to the junction of Two Hundred Avenue and the Skid Pad). This prop was built to facilitate police ERU dynamic building entries and has both a forcible entry door prop and an explosive entry door prop. The structure has been placed remotely on the site due to the safety issues surrounding the use of explosive devices by police.

This prop may be used by fire services in order to take advantage of the forcible entry door component.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Trainers must follow the procedure outlined on the Explosive Force Entry (EFE) Prop checklist prior to commencement of training (attached).
2. User groups must confirm no interference with other site users. This may require coordination of schedules if multiple groups are training in the same area of the training grounds.
3. The structure must be inspected prior to use to ensure the prop is safe and meets the requirements of the training exercise. This is especially important due to the use of explosive materials or live ammunition on various components of this prop.
4. DO NOT touch anything present that may appear to be live ammunition or an explosive device. Report this immediately to Facilities Management, who in turn will contact the police ERU team for advice and/or action.
5. At the conclusion of all training exercises, conduct a thorough cleanup of the site, ensuring no dangerous materials are left on site.

6. Wood or steel doors used in the explosive entry door must be acquired by the group (i.e. Police ERU) using the prop. In addition, the wood dowels used to secure the door must be acquired by the user group.
7. For the forcible entry door, the wood blocks used to secure the door must be acquired by the group using the prop.
8. When the police ERU team is using explosive materials or munitions, this area of the site must be barricaded and appropriate signage posted to prevent endangering any other group or individual.

See Also

Multiple Users (5-5)

Multiple Site Users (2-2)

Explosive and Pyrotechnic Devices (2-9)



Appendix W: Forcible Entry Prop checklist

WRESTRC Training & Research Facility Checklist

Agency or Department:

Type of training:

Date of use:

Time in:

Time out:

Number of participants:

(please specify numbers from each group if more than one group is participating; be sure to include trainers/facilitators and which organization they are from)

Training conducted by:

Signature:

Pre-use checks

- ☐ Confirm no interference with other site users.
- ☐ Inspect prop site and structure to ensure clear of munitions or explosive devices, and that it is in good repair, ready for use.
- ☐ For explosive entry training, set up barricades and warning signs and advise Facilities Management.

Post-use checks

- ☐ Clean up prop site.
- ☐ Put signs and barricades away.
- ☐ Advise Facilities Management upon completion of explosive entry training.

Prop issues:

Emergency Contacts

WRESTRC

AFTER HOURS EMERGENCIES

General Office

Regional Call Centre

519-575-4472

519-575-4400

Section 4: Training Ground (Fire Training Building)

General overview [section 4; policy 1]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Fire Training Building is a multi purpose training structure primarily designed for fire service activities. Such things as fire suppression, search and rescue, ventilation, salvage and overhaul, protective gear, fire behaviour, fire cause determination, air monitoring, thermal imaging, high rise operations, aerial ladder practices, incident command, communications, high angle/rope rescue may all be simulated at this structure.

The structures are also suited for training and research activities of other agencies. Police can simulate forced entry and conduct high angle operations with their specialty teams. Emergency Medical Services can participate in joint casualty management exercises. The University of Waterloo can carry out heat and smoke movement monitoring for research purposes.

All emergency service agencies and Regional departments are encouraged to take advantage of this structure and develop new training opportunities. Facilities Management will assist agencies on the potential use of this training building.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Trainers must follow the procedure outlined on the Fire Training Building (Fire or Non-Fire) checklists prior to the start of training (attached).
2. Hydrocarbon fuels may NOT be used to assist fire starting.
3. Prop water and debris must be kept within the prop containment pad and not allowed to enter Fire Tower Road or One Hundred Avenue catch basins.
4. Training activities must not deviate from the design philosophy of the building. Live fire activities are to be conducted ONLY on the burn pads in the low-rise section of the building. Smoke generation may take place in the low-rise and high-rise sections of the building.

5. Destructive training activities such as forcible entry at doors, breaching walls, explosive entry devices, etc. will NOT be permitted on the existing structure. Additional props may be added to accomplish these activities after approval of Facilities Management.
6. Trainers are to follow NFPA 1403, *Standards on Live Fire Training Evolutions*, with specific reference to Chapter 6, *Non-Gas-Fired, Training Centre Buildings*.



Appendix X: Fire Training Building (Non-Fire and Smoke Exercises) checklist

WRESTRC Training & Research Facility Checklist

Agency or Department:

Type of training:

Date of use:

Time in:

Time out:

Number of participants:

(please specify numbers from each group if more than one group is participating; be sure to include trainers/facilitators and which organization they are from)

Training conducted by:

Signature:

All fire training must follow NFPA 1403.

Pre-use checks

- ☐ Weather conditions acceptable for proposed training.
- ☐ Confirm no interference with other site users.
- ☐ Unlock all perimeter doors and windows – key from Administration Lock Box.
- ☐ Special manhole diverter valve turned to Waste Water (dirty). Place Red Marker on top of valve.
- ☐ Inspect entire building prior to training exercise to ensure it is in good repair and ready to use.
- ☐ Trainer must confirm building is vacant prior to lighting any fires.
- ☐ Water supply is in place.
- ☐ Get thermal monitor from Facilities Management and connect to appropriate burn room.
- ☐ Notify Fire Dispatch of burn.

Post-use checks

- ☐ All fires are completely extinguished.
- ☐ Drain sprinkler and standpipe system if used.
- ☐ Remove all debris from building and flush clean.
- ☐ Clean up prop site – solid debris to waste containers.
- ☐ Flush all contaminate “dirty” water to the prop site catch basin.
- ☐ Return special manhole diverter valve to “Storm Waste” (Clean). Remove Red Marker.

- ☐ Lock all doors, windows and hatches – return key to Administration Lock Box.
- ☐ Return thermal monitor to Facilities Management.
- ☐ Notify Fire Dispatch of burn completion.

Fuel used: ☐ Propane Torch ☐ Particle Board ☐ Wood Pallets (#) ☐ Straw bales (#)

Smoke machine used: ☐ yes ☐ no

Hydrant used:

Prop issues:

Emergency Contacts

WRESTRC

AFTER HOURS EMERGENCIES

General Office

Regional Call Centre

519-575-4472

519-575-4400

Fire set up and locations [section 4; policy 2]

Applies to:	Fire Services
Approval Date:	January 2009
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

Fires may only be constructed on the designated brick burn pads in the low-rise section of the Fire Training Building. These specific rooms are designed to withstand the high heat of training fires. There are 3 burn pads - one on each of the first three levels of the low-rise portion of the building. Smoke may be generated in any area of the low-rise building and in the high-rise smoke tower as specified in policies & guidelines 4-5 and 4-6.

Operating Principles

Responsibility

The lead instructor or supervisor must ensure this policy is followed. Facilities Management will monitor on a regular basis.

Operating Details

1. Fires may only be built on the three designated burn pads.
2. Fires will be constructed of Class A material only.
3. The specified metal and fire brick burn platforms must be used as the burn area for the wood pallets.
4. A limit of four (4) pallets per burn pad will be allowed. After the initial four (4) pallets have burned down, no more than two (2) pallets may be added to the fire, if required, for that particular exercise.
5. There will be a limit of two (2) burn locations allowed per training exercise.
6. A thermal monitor (located in Apparatus Bay desk drawer) must be used for every live fire training event. The thermocouple wires are terminated in a weather-proof box on the west wall of the Burn Building.

7. The ground floor burn room has a sensor above fire, at a four foot level near the burn pad (at ceiling), and at ceiling level adjacent to the stairway. The second and third floor burn rooms each have a sensor over the burn pad (at ceiling) and at ceiling level adjacent to the stairway.

See Also

Lighting Fires (4-3)

Termination and Clean Up (4-4)

Smoke Barrel Use (4-5)

Furnished Rooms (4-11)

Lighting fires [section 4; policy 3]

Applies to:	Fire Services
Approval Date:	August 2004
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

Hydrocarbon fuels may NOT be used as an accelerant to assist with the starting of training fires. This is a requirement of the Environmental Impact Assessment (EIA) as well as NFPA 1403: Chapter 6.3.6.

Operating Principles

Responsibility

The lead instructor or supervisor must ensure this policy is followed.

Operating Details

1. A propane torch is available on site.
2. Paper and cardboard will be available on site to assist with ignition of Class A burn materials.
3. The fire hydrant directly adjacent the Fire Training Building may be used in conjunction with a gate valve and 38 mm line, and act as a back up water supply for fire attack.
4. No fire will be lit until all fire attack lines are charged and in place.
5. The trainer in charge shall designate two firefighters to light the fire(s). Full PPE including SCBA shall be worn and these firefighters must have radio communications to the lead trainer or supervisor.

See Also

Burn Materials (2-5)

Propane Torch, Fire Starter (2-6)

Hydrant Adjacent to Burn Building (4-12)

Termination and clean up [section 4; policy 4]

Applies to:	Fire Services
Approval Date:	January 2009
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

Due to the variety of users, each user group will be responsible for clean-up at the conclusion of their training day. Trainers must allow adequate time to return the training site/prop to a ready state for subsequent users.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed. Facilities Management will monitor on a regular basis.

Operating Details

1. Open sufficient windows and doors to ensure building is completely void of smoke.
2. All fires must be completely extinguished unless it has been agreed with Facilities Management to allow fires to burn out by themselves.
3. Debris from fires must be removed from all levels using waste pails or wheeled cart on site.
4. Debris must be dumped into the waste bin at south-east corner of the building.
5. All waste removal equipment (wheeled cart, pails, shovels, squeegees) will be stored in the ground level of the training building, high rise section.
6. A hose-line must be used to flush down all burn rooms. Water must be squeegeed to floor drains. Do not flush solid debris down floor drains.
7. Use hose-line to flush each floor drain of debris and dirty water.
8. Use hose-line to flush exterior building pad. Ensure dirty water goes to catch basin on that pad.
9. Smoke tower sprinkler and standpipe systems must be drained completely.

10. Standing water in smoke tower must be squeegeed to floor drains.
11. At completion of clean-up, close all doors and widows, locking as required.
12. Close and secure Thermocouple wiring box and return the monitor to Facilities Management.

See Also

Training Facility Equipment (2-7)

Hydrant Adjacent to Burn Building (4-12)

Smoke barrel use [section 4; policy 5]

Applies to:	Fire Services
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Fire Training Building is designed for two types of fire training exercises:

1. High temperature Class A fires, and
2. Low temperature smoke environment.

Both exercises may be used in the low-rise section of the building, but only smoke generation will be allowed in the high-rise area of the structure.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Barrels used for smoke generation will be checked for previous products and cleaned if necessary.
2. Barrels will be located in both the high and low section of the structure on a rolling platform for ease of moving.
3. Only straw, paper and the propane torch may be used to ignite and produce smoke.
4. All staff working in a smoke environment must wear full protective gear plus SCBA.
5. Barrels are to be stored in the Tower Smoke room and the basement of the burn building adjacent to the Main Burn room.
6. At the completion of smoke/burn exercises, all remaining straw and ash must be extinguished and discarded in the site waste container.

See Also

Fire Set-up and Locations (4-2)

Burn Materials (2-5)

Smoke Machine (4-16)

High rise smoke tower [section 4; policy 6]

Applies to:	Fire Services
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The high-rise smoke tower is designed to simulate activities encountered in a high-rise emergency response. Users can experience such things as a stand pipe system, sprinkler system, pressurized stairwell, altered smoke movement, balconies and an elevation of eight floors including the roof. This section of the training building is also equipped with stairwell lighting and GFI outlets.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. The grade level smoke room is designed as an area to generate smoke using a barrel with straw and then move it through the structure via a duct and fan system.
2. The smoke ventilation system is controlled with a series of variable speed fan controls located outside the smoke room in the stairwell.
3. Specific fans and ducts will be labeled according to the floor they supply. A single return air duct will circulate smoke from upper floors back down to the smoke room for re-use.
4. A minimum of one fire fighter with PPE and SCBA will be assigned to monitor the smoke barrel and the fan control system.
5. Make sure return air dampers are closed on floors where smoke is not required.
6. The stairwell pressurization system will be controlled at grade level with an on/off switch.

See Also

Termination and Clean-up (4-4)

Smoke Barrel Use (4-5)

Sprinkler/Standpipe Use (4-8)

Furnished Rooms (4-11)

Rope Rescue Anchor Points (4-13)

Smoke Machine (4-16)

Winter operations [section 4; policy 7]

Applies to:	Fire Services, Police Services
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Fire Training Building was designed as a cold building. There is no heat to protect water services or prevent water from freezing. Winter training may be both challenging and hazardous. Whenever possible, while doing cold weather training exercises, there should be a well directed and limited use of water. Under extreme cold weather conditions, live fire exercises may be halted, at the discretion of Facilities Management.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed. Facilities Management will monitor on a regular basis.

Operating Details

1. If at all possible, water should not be used on or near stairs, ladders and ramps.
2. High volume water exercises should not be done (i.e. master stream operations).
3. Squeegee all excess water to floor drains as soon as possible.
4. Salt must NEVER be used on concrete surfaces inside the training building to melt ice for improved footing.
5. A salt box will be available on site to ensure a safe footing on fire training ground outside the training building.
6. Drain standpipe and sprinkler equipment immediately after conclusion of exercise. Water must not be used in the tower during freezing conditions.
7. Return Training Facility equipment to its proper location (i.e., hose and appliances in Administration Building garage).

See Also

Training Facility Equipment (2-7)

Hydrant Adjacent to Burn Building (4-12)

Skid Pad Watering Hydrant (5-6)

Sprinkler/standpipe use [section 4; policy 8]

Applies to:	Fire Services
Approval Date:	August 2004
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The high-rise smoke tower is designed with an operational standpipe system with typical hose cabinets on each floor. In addition there is a sprinkler system complete with valve assembly and sprinkler heads on Floor 2. These are dry systems and not connected to a domestic water system.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Exterior hookups will be standard siamese connections.
2. Pump operators must be aware not to over pressurize these systems due to their limited size and capacity.
3. A ball valve is installed on each sprinkler head drop in order to control the number of heads operating.
4. Ensure that all drain valves, hose cabinet valves and sprinkler line valves are closed before pumping into the system.
5. At completion of training, drain all systems to level one (1) and squeegee water out of the door.
6. See Facilities Management for replacement sprinkler heads.

See Also

Winter Operations (4-7)

Fire training building orientation [section 4; policy 9]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

For the purpose of training exercises, a ring road has been marked on the training pad surrounding the fire training building. This will simulate a 9 m wide, two lane street on all four sides of the structure. These four internal streets will be identified as Alpha Street (west side), Bravo Street (north side), Charlie Street (east side), and Delta Street (south side).

Operating Principles

Responsibility

The lead trainer or supervisor must specify building orientation as part of the training preplan.

Operating Deadlines

1. For most training exercises, the primary front exposure of the fire training building will be the west side, Alpha Street.
2. The Fire Training building will have removable placards so that the trainer may change the "E-1" exposure for different training exercises.

See Also

Street Names (5-3)

Ventilation hatches [section 4; policy 10]

Applies to:	Fire Services
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Fire Training building has been designed with several roof hatches throughout the structure. They are present as a safety feature for added ventilation if required. In addition, they provide a training opportunity for ventilation practices.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Before any live fire training exercises, trainers are to verify that all roof hatches are unlocked and operable.
2. Trainers are to orient all staff taking part in the exercise as to the location of all hatches.
3. Simulated roof panels may be constructed and placed in the location of existing hatch openings in order to allow crews the opportunity of actual ventilation operations without damaging the structure's roof.
4. Attachment points have been provided on the sloped roof and crews **MUST** use these safety features in conjunction with the training exercise in progress.

Furnished rooms [section 4; policy 11]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

An attempt will be made to furnish various rooms in the Fire Training Building. Furnishings donated to the facility will be set up in the high-rise smoke tower and in non burn pad rooms in the low-rise burn building. The intent is to allow for realistic room settings, but not to increase the potential fire load in the burn building. Experience will dictate the extent of furniture allowed.

Operating Principles

Responsibility

Facilities Management will monitor regularly to ensure users are following policy.

Operating Details

1. Broken or burned furniture must be removed immediately by crews using the facility. Report this to Facilities Management using the Prop Issues area of the checklist.
2. Furniture is never to be used as fuel on the burn pads during training exercises.

See Also

Fire Set-Up and Locations (4-2)

Hydrant adjacent to burn building [section 4; policy 12]

Applies to:	Fire Services
Approval Date:	August 2004
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

A fire hydrant has been provided next to the Fire Training Building on the west side. This hydrant is not to be used as the pumper water supply for burn building fire attacks. It provides a convenient water source for back-up lines, water for flushing/cleaning building interior, water for flushing exterior pad, etc.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Hydrant #6 will be outfitted with gate valves and required reducers in order to connect a 38 mm hand line directly.

See Also

Fire Hydrant Maintenance (2-4)

Lighting Fires (4-3)

Winter Shut Down Procedure (8-16)

Termination and Cleanup (4-4)

Rope rescue and anchor points [section 4; policy 13]

Applies to:	All services, Facilities Management
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

Anchor points have been provided on the sloped roof of the low-rise building, the flat roof of the low-rise building, the flat roof of the high-rise building and the 7th floor of the high-rise building. These anchor points are designed to accept the loads of rope rescue exercises and, on the sloped roof, be a tie-off point for ladder and roof exercises.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed. Facilities Management will arrange for annual testing.

Operating Details

1. Trainers must visually inspect anchor points for damage prior to use during training.
2. Safety guard rails are not to be used as anchor points for high-angle rope work.
3. Facilities Management will have anchors tested on a yearly basis or when concerns are brought forward by instructors.
4. Traffic cones are secured over anchor points to identify a trip hazard.
5. Roof anchor drawings for the smoke tower and burn building are located at the entrance to the building. Roof anchor drawings for the two-storey training building are located on the wall at the bottom of the stairs.
6. Trainers are to follow NFPA 1670, *Standards on Operations and Training for Technical Rescue*, with specific reference to Chapter 4, *Rope Rescue*.
7. Reference Ontario Fire Service, Section 21 *Advisory Committee: Fire Fighter Guidance Note #14, High Angle Rescue* and Note #24, *High Angle Life Safety Rope*.

See Also

Winter Operations (4-7)

Interior walls/ceilings - moving [section 4; policy 14]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The low-rise burn building is designed to have interior partitions move into different room configurations. These movable partitions are located in the ground level crawl space and the 2nd level living room. They are not to be subjected to the direct heat of the three burn rooms or physical abuse.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Trainers must orient all staff to new room configurations prior to training exercises. (As per NFPA 1403, Chapter 6)
2. The ground level crawl space room will have a suspended plywood ceiling at 1200 mm (4 feet) above the floor.
3. The ground level crawl space room and 2nd level living room each have a corrugated steel wall panel hinged on an adjust-a-post in order to swing the wall panel to different positions. The panel is fixed to the wall with slide bolts in the concrete.

Evacuation alarm [section 4; policy 15]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

It is recognized that training exercises are performed under a controlled environment, but in the event the unexpected happens, an evacuation alarm procedure will be in place for the fire training building.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. In the event of a problem, the trainer or safety officer will order the apparatus driver to activate the vehicle air horn, transmitting three long blasts, pausing, and then three more long blasts.
2. The trainer or safety officer will transmit a message over the radio - "Emergency Traffic – all crews to evacuate the building and report to the Safety Officer." **Repeat message.**
3. Safety Officer to institute a Personnel Accountability Report (PAR).
4. All Emergency evacuations are to be reported to Facilities Management explaining the circumstances involved, either in person or on the Training Checklist/Sign-off Sheet under Prop Issues.

See Also

Training Checklist/Sign Off Sheet (2-1)

Smoke machine [section 4; policy 16]

Applies to:	Fire Services
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

Although the smoke of choice for the Fire Training Building will be from straw burning in barrels, there may be situations that require the generation of theatrical smoke, i.e. recruit training. The facility will provide one smoke machine on site, but users are required to supply their own fogging liquid.

Operational Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed. Facilities Management is responsible for equipment.

Operating Details

1. Users must request the Smoke Machine ahead of their arrival on site. It will be locked up, accessible only to Facilities Management.
2. Facilities Management will be responsible for cleaning the unit after use.
3. Crews are to use SCBA whenever exposed to the smoke from this unit.

See Also

Fire Set-Up and Locations (4-2)

Smoke Barrel Use (4-5)

High Rise Smoke Tower (4-6)

Electrical Vault 7 Poles Prop (3-5)

Police, special units [section 4; policy 17]

Applies to:	Police Services
Approval Date:	August 2004
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

It is intended that the Fire Training Building and other training props be available to all members of the Emergency Services and specified Regional staff. The Research Facility is not available for training except when collaborative exercises are agreed to by University of Waterloo personnel and requesting service.

Police special units, such as ERU, may use this building for such things as repelling, hostage confrontation and clearing exercises, dog handling, SCBA training, and special weapons deployment.

Operational Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Trainers must follow the procedure outlined on the Fire Training Building, Non Fire & Smoke Exercises checklist prior to the start of training. (See form attached to General Overview Policy 4-1.)
2. Pyrotechnical devices will be limited to non-destructive types. No explosive entry devices.
3. Forcible entry activities must be simulated so as not to damage doors and hardware.
4. Additional props may be constructed and placed over the existing doors and windows to accomplish low intensity destructive training activities. These require approval of Facilities Management.
5. Ensure that there is no residual tear gas or pepper spray (O.C. gas) in buildings by venting and flushing with water, as required. When using these crowd control gases, ensure that no other site users are in the building or down wind of the exercise.

See Also

Hydrant Adjacent to Burn Building (4-12)

Rope Rescue Anchor Points (4-13)

Protective clothing, non-fire users [section 4; policy 18]

Applies to:	Police Services, EMS, University of Waterloo
Approval Date:	April 2008
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

Due to the nature of training activities in the Fire Training Building, this site may be extremely dirty. It is advised that non-Fire Department users, who do not have fire bunker gear, be prepared with adequate protective clothing.

Operating Principles

Responsibility

User groups must be aware of and understand this policy.

Operating Details

1. Users of the Burn/Smoke Building must be prepared to work in a dirty environment. This means either accepting that your daily uniform may become soiled, or plan ahead by bringing an alternate clean uniform or coveralls to wear during training.
2. An industrial washer and dryer are located in the apparatus area of the Administration building and are available for all users. This equipment may only be used after instruction from Facilities Management.

Safety railings [section 4; policy 19]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

Pipe railings have been installed on all elevated exterior horizontal work surfaces of the Fire Training Building. These are a safety feature to prevent falls. All areas with railings have removable sections to facilitate training and clean up operations.

Operating Principles

Responsibility

The lead instructor or supervisor of the user group using the Fire Training Building is responsible to ensure safety railings are in place and used for their intended purpose and that all their staff are familiar with this building feature.

Operating Details

1. Removable railing sections may only be removed to perform specific training activities or site clean up, and all participants must be made aware of any alterations to this safety feature.
2. When removing a railing section, use the fall arrest safety strap to connect railing section to adjacent section in the event the railing is dropped during removal. The fall arrest strap must be replaced if used for the intended purpose; report to Facilities Management.
3. The instructor or a responsible person must monitor all activities in the location of removed rails until the safety rail has been replaced.
4. The instructor or a responsible person must place caution signs and pylons at ground level to indicate training area above and possible danger zone.
5. Safety railings are not to be used as Rope Rescue anchor points. All users are to familiarize themselves with roof anchor points by consulting the drawings mounted on the wall at the entrance to the building.
6. Safety railings are not to be used as a contact point for ladder operations. Ladders should rest on the concrete structure. Safety tie-offs may be made on adjacent safety railing sections.

7. Safety railings are not to be used to support equipment over 50 lbs. /22 kg.
8. All railing sections must be secured in their proper locations before leaving the training facility.

Fall protection at WRESTRC [section 4; policy 20]

Applies to:	all users
Approval Date:	May 2009
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

In order to provide a safe, yet realistic training environment at WRESTRC, the following recommended guidelines have been developed for use during Ladder Training and operations involving the use of ladders.

Operating Principles

Responsibility

The lead instructor or supervisor of the user group using the Fire Training Building, or other props requiring use of ladders, is responsible for ensuring that ladder training and/or operations using ladders is carried out in accordance with the following policy.

Operating Details

1. All users are to familiarize themselves with the roof anchor drawings posted on the wall at the entrance to the high rise tower and at the bottom of the stairs of the two storey training building.
2. A tie-off system must be used for fire service students and new trainees where ladder climbing competencies are in the developmental stage of their training curriculum.

There are adequate anchor points throughout the fire training building to facilitate a rope and pulley system above windows where ladders are placed into use. A ground level belay point should be used as a connection point for the person climbing the ladder.

3. Where larger Fire Attack exercises are being conducted and firefighters are using full Personal Protective Equipment (PPE) including SCBA's, it may not be practical to have a safety line attached to the firefighter on the ladder.

It is understood that firefighters do not, typically, wear safety harnesses or tie into a fall arrest system when using ladders for suppression or entry tasks. Basic ladder climbing skills and ladder anchoring techniques are encouraged for these types of activities.

It is strongly recommended that a firefighter be positioned to butt the ladder at all times when any staff are engaged in ladder climbing on suppression tasks. Such concepts as leg lock techniques are still an essential part of ladder skills training when both hands are committed to firefighting activities.

4. It is the responsibility of all user groups to understand and implement the recommended guidelines within this document. All approved/competent facilitators must assess the ladder climbing/usage competencies of any groups under their direction to determine when/where a ladder tie-off system would be necessary or practical in application/usage.
5. All user groups must be in compliance with appropriate Occupational Health and Safety Act Regulations for Industrial Establishments (Reg. 851 Section 85 or the ACT sections 25, 26, 27 and 28).

Groups should also refer to the Canadian Environmental OSH Legislation Z259 pertaining to fall protection equipment and systems.

All user groups are responsible for providing their own fall protection equipment in good working condition such as harnesses, fall arrest, pulleys and rope. All user groups must also ensure their facilitators are trained on this equipment and all necessary hook-ups to accomplish a safe working environment.

As per the User Agreement signed by each user group, it is not the responsibility of the Region or Facilities Management to monitor or enforce said recommended guidelines.

See Also

Hot Zone Training Consultants Inc. report dated March 19, 2009

Ontario Health & Safety Act – Sections 25, 26, 27, 28 and Industrial Establishments Regulations section 86

Canadian enviroOSH Legislation; Canadian Centre for Occupational Health & Safety – Z259 documents on fall protection

Respiratory protection in Burn Building [section 4; policy 21]

Applies to:	all users
Approval Date:	July 2009
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

In order to provide a safe working environment for all persons entering the Burn Building, it is strongly recommended that everyone wear, at minimum, a dust mask to protect themselves from the inhalation of ash particulate which may be stirred up when entering and moving through the structure.

Operating Principles

Responsibility

The lead instructor or supervisor of the user group using the Fire Training Building, and Facilities Management for maintenance staff and visitors; must ensure that this policy is followed.

Operating Details

1. Depending on the scope of work and duration of time in the building, an industrial filter mask or SCBA may be required.
2. Those entering the building for either maintenance or training are asked to provide their own masks or respiratory protection.

Burn Building cleaning operation [section 4; policy 22]

Applies to:	Region of Waterloo Employees and Students, contractors
Approval Date:	May 2014
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

Contractors shall also comply with the requirements of this procedure. In addition, contractors are expected to comply with, and demonstrate compliance with (i.e. via documentation) the Ontario Occupational Health and Safety Act, and all other applicable environmental, health and safety regulations.

Entry into the Burn Building or Smoke Tower for repair work shall not be permitted until fires have been extinguished and the building has cooled to ambient air temperatures.

Ashes and soot in the Burn Tower facility may contain polycyclic aromatic hydrocarbons (PAHs). Some PAHs have been classified as confirmed or suspected human carcinogens. The Ontario Ministry of Labour recommends that exposure to PAHs by all routes (e.g. skin and inhalation) should be carefully controlled to levels as low as possible).

Operation Principles

Responsibility

The lead hand of the contractors cleaning the Fire Training Building, Facilities Management and visitors; must ensure that this policy is followed.

Operating Details

1. All windows and doors in the burn building and smoke tower must be open during cleaning procedures if possible, and if the environmental conditions permit. In addition, the general ventilation systems (i.e. supply and exhaust systems) shall be turned on and set to move air up through all levels of the building.
2. Workers must wear disposable coveralls, protective gloves, and a NIOSH-approved full face piece respirator equipped with P100 and organic vapour cartridges while conducting the cleaning work.

The use of respiratory protection shall be in accordance with the Region's Respiratory Protection Program.

3. Worker must attempt to minimize the generation of airborne dust. Air hoses shall not be used and the use of dry sweeping should be avoided as much as possible, or if required, a dust suppression material shall be used.
4. Ash and soot-containing waste shall be disposed of as regular waste.
5. After gross material clean-up has been performed, any remaining material from surfaces shall be cleaned up either by the use of a HEPA vacuum or wet wiping/mopping.
6. Workers must remove contaminated overalls and gloves following cleaning procedures and either decontaminate them or dispose of them with other waste in the burn building area.
7. Respirators must be cleaned using wet methods.
8. Upon leaving the burn building, workers must proceed immediately to the nearest washing facility (Administration Building) to wash their hands, face and any other exposed areas.

See Also

ROW Respiratory Protection Program

Burn Building repair operations [section 4; policy 23]

Applies to:	Region of Waterloo Employees and Students, contractors
Approval Date:	May 2014
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

In order to provide a safe working environment for all persons entering the Burn Building to carry out repair operations, the following policy must be followed so they may protect themselves from the inhalation of ash particulate which may be stirred up when entering and moving through the structure.

In addition, contractors are expected to comply with, and demonstrate compliance with (i.e. via documentation) the Designated Substances Regulation (O. Reg. 490), the Ministry of Labour Guideline: Silica on Construction Projects, the Ontario Occupational Health and Safety Act, and all other applicable environmental, health and safety regulations.

Ashes and soot in the Burn Building may contain polycyclic aromatic hydrocarbons (PAHs). Some PAHs have been classified as confirmed or suspected human carcinogens. The Ontario Ministry of Labour recommends exposure to PAHs by all routes (e.g. skin and inhalation) should be carefully controlled to levels as low as possible).

Materials used in masonry repairs (e.g. fire tiles and grout materials) contain crystalline silica. Overexposure to respirable crystalline silica can result in the development of a lung condition referred to as silicosis and therefore exposure to silica via inhalation should be reduced to below occupational exposure limits for silica. Exposure to silica (i.e. via inhalation) may occur when handling (e.g. mixing) or cutting these materials when they are dry.

Operating Principles

Responsibility

The lead hand of the contractors employed by the Region to conduct repair work in the burn building and smoke tower, and Facilities Management must ensure that this policy is followed.

Operating Details

1. Entry into the Burn Building or Smoke Tower for repair work shall not be permitted until the fire has been extinguished and the building has cooled to ambient air temperatures.

2. Repair work in the Burn Building shall be conducted on an as required basis. This work may include masonry work, electrical work and steel work (e.g. welding, grinding, etc.).
3. All windows and doors in the burn building and smoke tower must be open during repair work if possible, and if the environmental conditions permit. In addition, the general ventilation systems (i.e. supply and exhaust systems) shall be turned on and set to move air up through all levels of the building.
4. Workers must wear disposable coveralls, protective gloves, and a NIOSH-approved full face piece respirator equipped with P100 and organic vapour cartridges while conducting the cleaning work.
5. The use of respiratory protection shall be in accordance with the Region's Respiratory Protection Program.
6. Worker must attempt to minimize the generation of airborne dust. Air hoses shall not be used and the use of dry sweeping should be avoided as much as possible, or if required, a dust suppression material shall be used.
7. Ash and soot-containing waste shall be disposed of as regular waste.
8. After gross material clean-up has been performed, any remaining material from surfaces shall be cleaned up either by the use of a HEPA vacuum or wet wiping/mopping.
9. Workers must remove contaminated overalls and gloves following cleaning procedures and either decontaminate them or dispose of them with other waste in the burn building area.
10. Respirators must be cleaned using wet methods.
11. Upon leaving the burn building, workers must proceed immediately to the nearest washing facility (administration building) to wash their hands, face and any other exposed areas.

See Also

ROW Respiratory Protection Program

Section 5: Training Ground (Driver Training Track)

General overview [section 5; policy 1]

Applies to:	all users
Approval Date:	March 2012
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Driver Training Track is designed as a circumferential road surrounding the training grounds and research facility. It has only one crossroad and two access points; one from the apparatus bay of the Administration Building; the other being the main crossroad onto the training ground.

The perimeter driver training track is divided into two streets: Two Hundred Avenue and Three Hundred Avenue. Two Hundred Ave. is normally a low speed roadway connecting the skid-pad area with the main access intersection. There may be specific training evolutions that also require Two Hundred Ave. to be a high speed roadway. This area of the track may see future training prop development. Three Hundred Ave. is a low speed roadway which also incorporates the skid-pad.

The inner training area has three streets: Fire Tower Road, One Hundred Avenue and Waterloo Region Street. All roads on the training facility property are designed for two-way traffic. The skid-pad also allows for varied traffic patterns depending on the training activity required.

Operational Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Trainers must follow the procedure outlined on the Driver Training Track checklist prior to the start of training (attached).
2. Only one group or department may operate on the training track at a time.
3. Driver training instructors must communicate and co-ordinate with other training site users so that everyone is aware of each others' presence and training activity.
4. Inner roadways (Fire Tower Rd., One Hundred Ave. and Waterloo Region St.) may only be used for Driver Training operations when there are no other site users in this area, or at the discretion of Facilities Management.

5. Observe all speed limits and warning signs, as posted.
6. Fire Department trainers are to be aware of NFPA 1451, Standard for a Fire Service Vehicle Operations Training Program, with specific reference to the chapter on Training and Education, in addition to in-house training programs.
7. EMS trainers are to follow regulations as prescribed under the Ambulance Act of the Province of Ontario in addition to in-house training programs.
8. Police trainers must be driver training instructors and are to follow specific training programs developed by the training division of Waterloo Regional Police Services, or their specific police jurisdiction, with due consideration to driver training programs delivered by O.P.C.
9. Users must follow procedures laid down by their respective municipal safety divisions, corporate training departments or privately contracted training agency, all of which must adhere to industry standards in program delivery.



Appendix Y: Driver Training Track

WRESTRC Training & Research Facility Checklist

Agency or Department:

Type of training:

Date of use:

Time in:

Time out:

Number of participants:

(please specify numbers from each group if more than one group is participating; be sure to include trainers/facilitators and which organization they are from)

Training conducted by:

Signature:

Pre-use checks

- ☐ Weather conditions acceptable for proposed training.
- ☐ Confirm no interference with other site users.
- ☐ Unlock security gate beside Administration Building – key from Administration Lock Box.
- ☐ Set up caution signs as required for site safety (stored in Apparatus Bay).
- ☐ Skid Pad traffic cones and watering equipment from track-side Storage Building.
- ☐ Check entire track for debris and other users before training starts.

Post-use checks

- ☐ Return traffic cones and watering equipment to track-side storage building.
- ☐ Check entire track at conclusion of training for debris, etc.
- ☐ Return caution signs to Administration Building.
- ☐ Close and lock security gate beside Administration Building – return key to Administration Lock Box.

Prop issues:

Emergency Contacts

WRESTRC

General Office

519-575-4472

AFTER HOURS EMERGENCIES

Regional Call Centre

519-575-4400

Speed restrictions [section 5; policy 2]

Applies to:	all users
Approval Date:	March 2012
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Driver Training Track has been designed as a two-way traffic road system that must meet the needs of multiple user groups. It is NOT a race track.

Operating Principles

Responsibility

All those participating, instructing or supervising activities on training facility roadways must adhere to this policy.

Operating Details

1. For the safety of all site users, it is important to adhere to the posted speed limits on the property. Specific training evaluations on Two Hundred Ave. and Three Hundred Ave. may require speeds in excess of those posted. This will only be permitted under the strict supervision of qualified training staff and after notification of Facilities Management.

All driving activity must take weather conditions into consideration.

2. The skid pad is the only section of the track where a maximum speed limit is not posted.
3. Observe all warning signs related to training activities.
4. Traffic signals at the intersection of Fire Tower Rd. and Two Hundred Ave. are there as training aid. They may be set to a specific cycle as required for training activities in progress.

Street names [section 5; policy 3]

Applies to:	all users
Approval Date:	July 2010
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

All roadways on the property will be assigned street names for ease of identification by users. Standard street signs are located at intersections and transition points on the track (site plan attached).

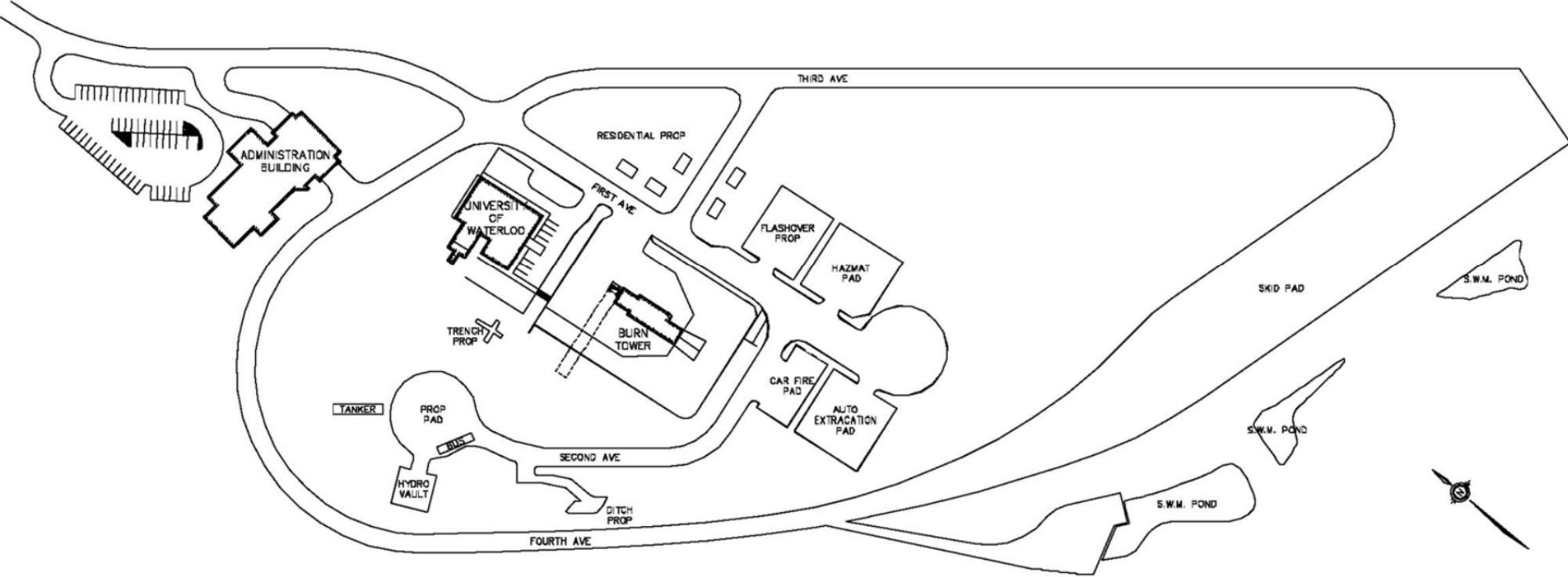
Operating Details

1. Fire Tower Road – from property gate at Erbs Road, past the Administration Building, past the U of W Research Building and fire props, ending in a cul-de-sac.
2. One Hundred Avenue – from vehicle fire prop (Fire Tower Rd.) to the cul-de-sac at the electrical vault prop.
3. Two Hundred Avenue – from Administration Building rear driveway, east along the Landfill boundary to the Skid Pad.
4. Three Hundred Avenue – from Administration Building rear driveway west to, and including, the Skid Pad.
5. Waterloo Region Street – from Fire Tower Rd. to Two Hundred Ave. to service the Residential Prop site.
6. The Fire Training building site pad has been marked to simulate a ring-road around the building. These four internal roads are identified as Alpha St., Bravo St., Charlie St. and Delta St.

See Also

Fire Training Building Orientation (4-9)

WRESTRC SITE PLAN



Entering training ground [section 5; policy 4]

Applies to:	all users
Approval Date:	July 2010
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

Due to the potential for multiple users on the training ground, access to this area must be strictly controlled and signed. All users must adhere to posted warning signs.

Operating Principles

Responsibility

All vehicle operators must understand and adhere to this policy.

Operating Details

1. The intersection of Fire Tower Rd. and Two Hundred Ave. will be controlled by traffic signals. These signals are a training aid and at times may not be active. The lights may also be set to a specific cycle as required for training activities in progress.
2. The normal mode for the traffic signal will be flashing YELLOW for Fire Tower Rd. traffic crossing Two Hundred Ave. and flashing RED for Two Hundred Ave. traffic.
3. If the Driver Training Track is in use, it is the responsibility of the instructor to place the two portable caution signs on Fire Tower Rd., so they are visible from both directions (i.e., to the Training Ground and from the Training Ground).
4. The caution signs will be stored in the apparatus bay by the workshop. Return at completion of training exercise.

See Also

Multiple Site Users (2-2)

Multiple Users (5-5)

Multiple users [section 5; policy 5]

Applies to:	all users
Approval Date:	July 2010
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

While the policy for use of the Driver Training Track states only one user group/department at one time may use the track, it is recognized that there may be the need for other users or Facilities Management to be on the track as well. Such things as property maintenance or other training activities may necessitate other users on the track.

Operating Principles

Responsibility

All vehicle operations must understand and adhere to this policy.

Operating Details

1. Only essential activities will be permitted when the track is assigned to a user group for training.
2. Users or Facilities Management that are not involved with the scheduled training must first contact the driver training instructor to receive permission to enter Two Hundred Ave., Three Hundred Ave. or the Skid Pad. This may be done with the assistance of Facilities Management.
3. Secondary users must activate their 4-way emergency flashers and/or their vehicle's emergency lighting system while on the Driver Training Track. Those involved in training may or may not have emergency lights activated, depending on the training taking place.
4. Secondary users must proceed as quickly as possible with their activity and then leave the Driver Track area. Notify the driver training instructor when clear of the track.

See Also

Multiple Site Users (2-2)

Drafting Prop (3-7)

Water/Ice Rescue Prop (3-8)

Entering Training Ground (5-4)

Skid pad watering/hydrant [section 5; policy 6]

Applies to:	all users
Approval Date:	April 2008
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Skid Pad area of the track is designed for use by many user groups. Because of its length and width it may be used for maneuvering drills, collision avoidance and skid control.

Operating Principles

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. All user groups must be aware of boundary hazards such as light standards, storage shelter and SWM ponds, while operating on the Skid Pad.
2. A hydrant has been provided to facilitate watering of the Skid Pad to reduce adhesion of tires. A gate valve will be in place on the hydrant and the hydrant will be left open during warm weather. The gate valve will control water flow.
3. A ground monitor and 65 mm hose will be stored in the track-side storage shed. Return equipment and lock in the shed at completion of training.

See Also

Winter Operations (4-7)

Storage/Instructor Shed (5-7)

Winter Shut Down Procedure (8-16)

Storage/instructor shelter [section 5; policy 7]

Applies to:	all users
Approval Date:	April 2008
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

A small shelter is located adjacent to the Skid Pad on the inside of the track. This building will be for equipment storage, as well as provide a shelter and meeting point for crews involved in driver training.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. The shelter will contain such things as:
 - a. nozzles, 38 mm hose, hose keys
 - b. white board with brush and markers
 - c. traffic cones
 - d. chairs
2. It is the instructor's responsibility to ensure that all equipment is cleaned and put back in the storage shelter at the completion of training.
3. The key for the shed is in the lock box in the apparatus bay area of the Administration Building.

See Also

Training Facility Equipment (2-7)

Emergency Services Area, Key Lockbox (7-5e)

Section 6: University of Waterloo Research Building

General overview (U of W Fire Research Centre) [section 6; policy 1]

Applies to:	University of Waterloo
Approval Date:	August 2004
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The University of Waterloo (U of W) has a stand alone Fire Research Centre on the training ground of the WRESTRC site. The building is owned and operated by U of W, in cooperation with the Region of Waterloo, who owns the property. The University will conduct test burns to aid in structural fire research as well as health and physiological monitoring of firefighters in their working environment.

Operating Principles

Responsibility

The University as well as their staff and students are responsible for following the policies and guidelines of WRESTRC as they relate to their activities on site. Additionally, University staff must develop their own specific Research Facility policies and guidelines.

Operating Details

1. University staff and students must follow the procedure outlined on the U of W Research Building checklist prior to the start of activities (attached).
2. Hydrocarbon fuels may NOT be used to assist fire starting unless hydrocarbon fuels are the focus of the research activity; in which case, waste products must be contained in appropriate pans, collected in storage drums and removed from the site as a hazardous waste product. This residual product must not be allowed to enter the sanitary sewer system.
3. Wood pallets used for fires may be acquired from the site's storage facility.
4. Ensure that dirty water entering the Fire Prop sanitary sewer system does not contain contaminants contrary to Region of Waterloo's Sewer User By-law. (Reference XCG Technical Memorandum #5-1302-01-01 February 12, 2002).

See Also

Explosive and Pyrotechnic Devices (2-9)



Appendix Z: University of Waterloo Research Building checklist

WRESTRC Training & Research Facility Checklist

Agency or Department:

Type of training:

Date of use:

Time in:

Time out:

Number of participants:

(please specify numbers from each group if more than one group is participating; be sure to include trainers/facilitators and which organization they are from)

Training conducted by:

Signature:

Pre-use checks

- ☐ Weather conditions acceptable for proposed training.
- ☐ Confirm no interference with other site users.
- ☐ Adhere to U of W Policies and Guidelines for proposed activity.
- ☐ Assisting Fire Department _____ # of staff.
- ☐ Firefighting water supply is in place.
- ☐ Notify Fire Dispatch (519-741-2582) and WMC (519-883-4750 x0) of burn.

Post-use checks

- ☐ All fires are completely extinguished.
- ☐ All debris removed from building and flushed clean.
- ☐ Solid debris taken to waste container on site.
- ☐ Flush contaminated/dirty water down building CB/sewer system.
- ☐ Contain and dispose of Hazardous Waste Products as per Policy 1-6.
- ☐ Notify Fire Dispatch (519-741-2582) and WMC (519-883-5150 x0) of burn completion.

Fuel used: ☐ Propane Torch ☐ Particle Board ☐ Wood Pallets (#) ☐ Straw bales (#)

Hydrant used:

Prop issues:

Emergency Contacts

WRESTRC

AFTER HOURS EMERGENCIES

General Office

Regional Call Centre

519-575-4472

519-575-4400

Access to site [section 6; policy 2]

Applies to:	University of Waterloo
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The University of Waterloo (U of W) is considered a partner in the use of WRESTRC, and therefore has access to the Administration Building and training ground. There will be lock codes and access cards provided to specified U of W staff and it will be their responsibility to ensure that only designated people enter the property.

Operating Principles

Responsibility

Designated U of W staff must ensure this policy is followed.

Operating Details

1. U of W staff may access the site on a 24/7 basis.
2. A swipe card will allow entry to the main gate at Erbs Road, the interior site gate and the interior lock box. A Region of Waterloo access card will allow entry to the doors leading to the apparatus bay of the Administration Building. Call the Service First Call Centre (519-575-4400) for any access issues.
3. During normal business hours, Monday to Friday, U of W staff are required to sign in at the administration building and verify the training activity in which they are participating on site. Some activities on site may preclude entry without an escort or notification of the supervisor of those training on site.
4. The key to unlock the security gate on Fire Tower Rd. and access to the training ground is in the lock box in the apparatus bay.
5. U of W staff may park at the Research Building with due consideration for activity on the Driver Training Track.
6. After normal business hours, the main gates at Erbs Road must be closed while U of W staff are on site.

See Also

Multiple Site Users (2-2)

Entering Training Ground (5-4)

Emergency Services Area, Key Lockbox (7-5e)

Burn activity [section 6; policy 3]

Applies to:	University of Waterloo
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

University of Waterloo (U of W) will conduct significant burns within their facility and will require the presence of experienced firefighters during these activities.

Operating Principles

Responsibility

The U of W staff person in charge of the burn must ensure this policy is followed.

Operating Details

Research burns are conducted in a controlled environment to obtain data that can be used to measure and assess fire and smoke behaviour. Predetermined fuel loads are ignited and usually burned until consumed. Normally the role of a fire crew will be to stand by for purposes of safety and fire control, should this situation arise. Burns will occur in the steel Burn House and inside the large fire test area. Each test will usually be one-off and last 20 to 30 minutes.

Definitions

Large Fire Test Area (LFTA) – Comprises the laboratory area which is inside the red steel structure.

Burn House – A two story steel structure which is movable on steel rails and may be situated inside or outside the LFTA of the red steel structure.

Office Area – The single story annex to the LFTA which is comprised of the control room (R107), storage room (R102), office (R101), two small labs (R110 and R103), the mechanical room (R104), sprinkler room (R108) and tool room (R109).

Responsible U of W Staff Person – the senior U of W person in charge of the experiment and other U of W personnel on site.

1. It will be the responsibility of U of W to arrange for and pay (as required) a crew of firefighters of at least four persons in full PPE to assist in their burns.
2. The responsible U of W staff person must discuss the experimental protocol with the senior member of the attending fire crew, who will then recommend the appropriate size and

deployment of the fire crew deemed necessary to ensure the safety of property and personnel; all else notwithstanding.

3. Fire crews must follow all WRESTRC, U of W and Fire Department operating procedures and guidelines with respect to safe operations and environmental issues, and are under direct supervision of the responsible U of W staff person in charge of the experimental burn.
4. At least one 38 mm suppression line must be charged during burns.
 - a. For fires in the Burn House when it is external to the LFTA, the suppression line will normally be run from the U of W Fire Research Lab pumper which will be set up by U of W staff.
 - b. For burns within the LFTA, two lines are recommended which will be run from the U of W pumper and will normally be set up by U of W staff or, if requested, by the stand-by fire suppression crew. In addition, a 100 mm supply line to the pumper will be run and charged from an adjacent hydrant.
5. The fire suppression crew in full PPE will be responsible for the ignition of the burn and for ensuring that the fire is fully extinguished, if so requested by the responsible U of W staff member.
6. Post burn clean up and take down of the pumper is the responsibility of U of W staff.
7. All required equipment will be the responsibility of U of W, unless otherwise requested.
8. On site fire control
 - a. The office area is automatically sprinklered.
 - b. The LFTA sprinkler system is manually activated but is normally not charged.
 - c. The Burn House can be connected to the manually operated sprinkler system but is normally not.
 - d. There are three (3) hydrants external to the fire research facility, all within about 100 feet of the structure.
 - e. One 65 mm Siamese wall hydrant exists in the LFTA (in the office area/fan wall corner) which is charged from the sprinkler room.
 - f. One Fire Dept 65 mm Siamese connection to the right of the main entrance to the office area, labeled "sprinkler," is available for charging the sprinkler line(s) from a pumper.
9. Flammable Products
 - a. Other than products and materials being burned in the experiment, other consumables include miscellaneous Class A products, office equipment and electronic equipment, most of which is contained in the office area.

- b. Room 110 (to the right of the main entrance of the office area) may contain flammable gases in pressurized tanks and small quantities of flammable liquids.

See Also

Multiple Site Users (2-2)

Hazardous waste disposal [section 6; policy 4]

Applies to:	University of Waterloo, Facilities Management
Approval Date:	October 2014
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The U of W Research Facility, from time to time, may burn or use products that can not be dumped or flushed down the sanitary sewer. These products must be treated as Hazardous Waste and removed from the site by a licensed waste hauler.

Operating Principles

Responsibility

U of W staff supervisor must ensure this policy is followed.

Operating Details

1. Contaminated water or hazardous liquids must be collected in appropriately sized Hazardous Waste containers, and stored safely on site.
2. Hazardous Waste containers are to be removed from site as required under MOE regulation #347 and are the complete responsibility of the University of Waterloo.

See Also

Emergency Contact List (8-11)

Section 7: Administration Building

Building use, general [section 7; policy 1]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Administration Building is divided into three distinct areas:

1. Administration/Classroom Area
2. Employee Centre
3. Emergency Services Area

There is an access card security system to control the after hours movement of users throughout the building. The property is accessible to users on a 24/7 basis and each user group will be able to enter areas specific to their needs i.e. Regional Staff Employee Fitness Centre Members may only access the Employee Centre.

Operating Details

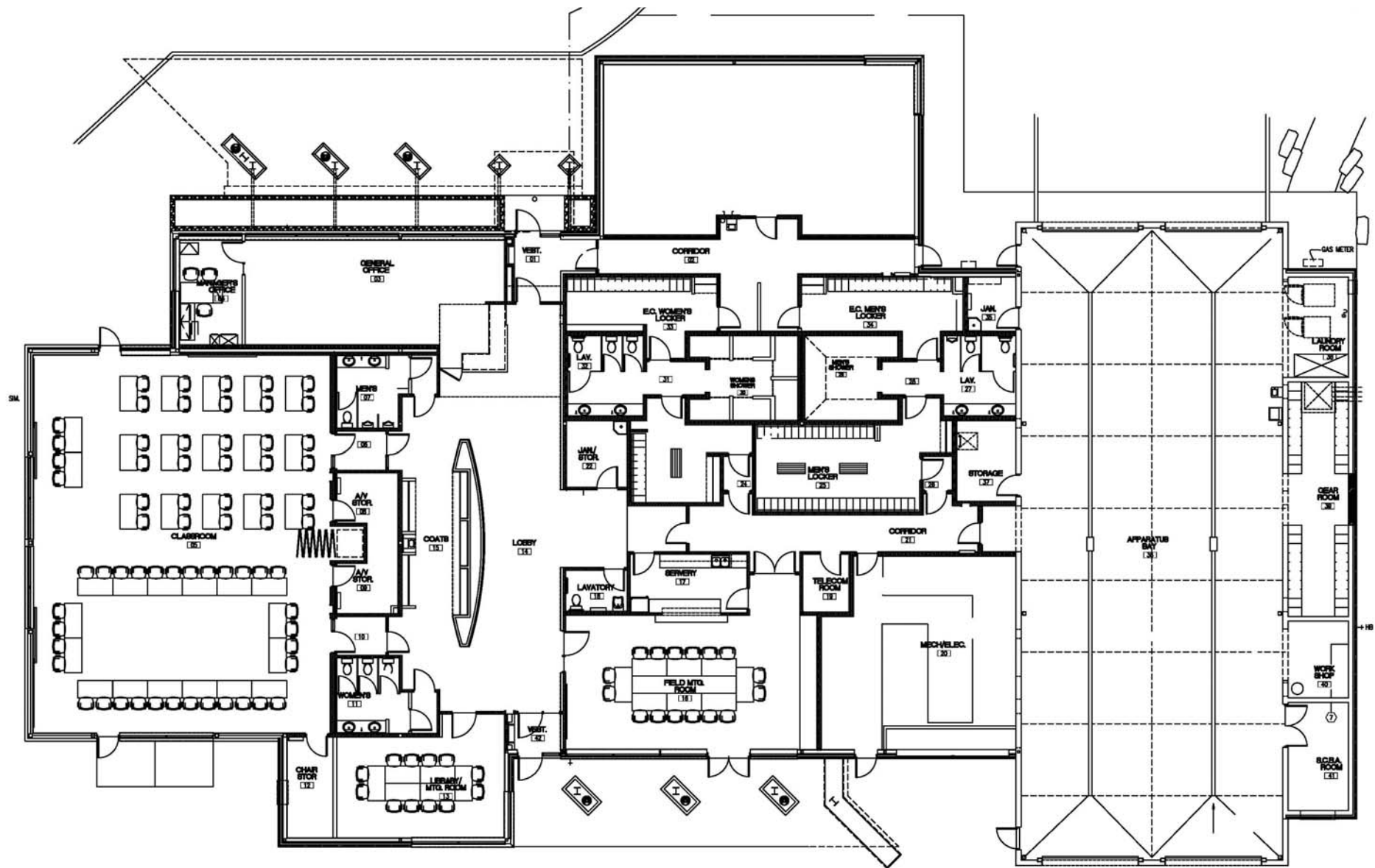
1. Refer to attached building plan to see specific areas.
2. The building card access system for the front doors will de-activate during normal business hours of 7 a.m. to 5 p.m., Monday through Friday when Facilities Management are present.
3. User groups are asked to respect the activities of other users in the building.
4. The Field Meeting Room and kitchen may be considered common space during normal business hours, unless being used for meetings or classes.
5. Emergency Services user groups will have priority access to the Field Meeting Room.
6. For emergency access, an exterior lock box has been mounted on the wall at the front entrance to the Administration Building. It contains the Administration Building master key. On call and Facilities Management staff have the lock box code in Secure Push.
7. An intercom system has been installed beside the front door along with instructions for use. Regional security can remotely over-ride the locks on the doors to grant access to approved users.

See Also

Employee Centre, Access (7-4b)

Emergency Services Area, Access (7-5a)

WRESTRC, Administration Building Floor Plan



Maintenance, general [section 7; policy 2]

Applies to:	FACILITIES MANAGEMENT
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

WRESTRC, both buildings and property, will fall under the general maintenance program provided by Facilities Management. This will cover emergency repairs, scheduled systems maintenance and minor renovations as prescribed by Facilities Management. General custodial duties will be contracted to an external custodial company as prescribed by Facilities Management.

Operating Principles

Responsibility

Facilities Management must ensure this policy is followed.

Operating Details

1. For facility maintenance issues or to request for service, contact Facilities Management at 519-575-4472 during regular office hours or the Regional Call Centre at 519-575-4400 after hours.
2. Custodial service will be required throughout the week as prescribed by the maintenance contract.

Administration/classrooms, audio visual equipment

[section 7; policy 3a]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

Audio visual equipment will be provided at the training facility. Such things as wireless Internet access, overhead projectors, video projectors, TV's, flip-charts, audio system and screens will be available for all user groups.

Operating Principles

Responsibility

Facility users and Facilities Management must ensure this policy is followed.

Operating Details

1. Audio visual equipment will be stored in a locked storage room accessible from both classrooms.
2. Classrooms #1 and #2 both have permanently installed video projector, audio system and VCR/DVD player. These are accessed via the podium situated in the front of each room, and the wall mounted control panel.
3. Users will be responsible for providing their own laptop computers for presentations.
4. The training centre Administration Building has Wi-Fi. Facilities Management will assist clients by providing the network connection point, but will not provide IT support if the connection cannot be made.
5. All user groups are reminded that only access to work specific, applicable websites will be allowed. Any abuse of this service by accessing inappropriate websites will result in an immediate loss of privileges with no exceptions.
6. Users must report broken/inoperable equipment to Facilities Management using the appropriate Equipment – Building Deficiency Report (attached).



Appendix AA: Equipment/Building Deficiency Report

WRESTRC Training & Research Facility

Reporting agency or department:

Person reporting problem:

Date of occurrence:

Equipment/building involved:

Equipment serial number:

Description of deficiency or problem encountered:

Deficiency status:

☐ equipment replaced

☐ equipment repaired

☐ remedial action required

Date:

By whom:

Details:

Deficiency Corrected ☐

Supervisor Signature:

Administration/classrooms, coffee breaks and lunches [section 7; policy 3c]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The training facility is designed to facilitate coffee breaks and catered lunches. The kitchen has a microwave, fridges, a sink and counter work surface only. There shall be no cooking at this facility. Lunches may be catered in.

Operating Principles

Responsibility

Facilities Management must ensure this policy is followed.

Operating Details

1. Groups requiring coffee should contact the Police at 519-650-8500 ext. 6404 for this service on a cost recovery basis only. See attached memo.
2. A vending machine is provided for such items as pop and juice. No bottled water will be available.
3. Catering arrangements may be made with area catering companies for groups wishing to have catered lunches or snacks. Groups are requested to make their own catering arrangements.
4. Due to minimal permanent staff at the Training Facility, it is requested that clean up after meeting and training sessions be done by the groups using the facility. Facilities Management will assist whenever possible. In addition, NO food is to be left in the fridges or out on counters at the end of a training session. Left over food must be removed by training groups responsible or discarded as per point 5 below.
5. WRESTRC subscribes to the Region's policy of reduce, reuse, recycle. The Green Bin program for biodegradable waste has been adopted at this facility. All users are asked to use the Green Bins for appropriate waste, as well as the long standing Blue Bin program for recyclables. Please advise your caterers that products such as Styrofoam plates and cups and plastic cutlery are not acceptable at this Region facility.



MEMORANDUM

Organizational Performance Division – Training Branch

To: WRESTRC User Group
From: Staff Sergeant Joanne VanDeursen
Date: May 13, 2015
Re: Availability of Coffee on-site

Van Houtte Coffee Services continues to maintain the coffee machine at WRESTRC. Prior to Police occupying office space in the building Van Houtte was the company supplying the coffee.

The coffee machine in the kitchen has been cleaned and is ready for use of Van Houtte (only) coffee. The automatic dispenser in the lunch room has been removed due to lack of use.

If you bring your own coffee to use in the machine we could lose the contract with Van Houtte, so please do not do use anything but Van Houtte coffee.

The cost per packet of coffee will now be \$5.25 per urn; each makes 8 cups and there are 6 urns available. The coffee quality has been upgraded from 2 oz. to 2.5 oz. Milk, cream, sugar and stir sticks are all available as well.

Hot water is available from the machine as well although tea and hot chocolate are not available on site. Individuals wishing to have either would need to bring their own.

We would remind members that if you are using the coffee urns, it is your responsibility to clean up after yourselves as well. The Training Branch will supply the coffee packets as requested. It will be your responsibility to make and serve the coffee.

There are trolley's available to bring the coffee into the classroom foyers. Dirty cups can then be returned to the trolley for you to put in the dishwasher or the member can put the dirty cup directly into the dishwasher themselves.

When you request the coffee packets Training will need to record how many packets you want, your GL account number and you will be asked to initial a tracking log.

If you have any questions feel free to contact me at:

Staff Sergeant Joanne VanDeursen, Joanne.vandeursen@wrps.on.ca, 519-650-8500 ext. 6404, or

Marlene McConnell, Marlene.mcconnell@wrps.on.ca, 519-650-8500 ext. 6407

Administration/classrooms, checklist [section 7; policy 3d]

Applies to:	all users
Approval Date:	August 2004
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

A checklist has been prepared to ensure all required equipment is available and arrangements have been made. This will also be used to track details on the participating group and identify any deficiencies or problems encountered.

Operating Principles

Responsibility

Facilities Management and user group supervisor.

Operating Details

1. Facilities Management will complete preliminary details on the form prior to scheduled day and use as a checklist for set-up of classroom.
2. Any additional information required is to be provided by the supervisor from the group using the facility before leaving.
3. For groups attending after business hours, leave the completed form in the tray at the front entrance.
4. See example form attached.

Appendix BB: Admin classrooms checklist

WRESTRC Training & Research Facility

	CLASSROOM #1	CLASSROOM #2	FIELD MEETING ROOM	SMALL MEETING ROOM	APPARATUS BAY
Department/Agency					
Time In					
Time Out					
Training					
No. Attending					
Coffee					
Account #					
Contact Name					

Administration/classrooms, automatic external defibrillator (AED) [section 7; policy 3e]

Applies to:	all users
Approval Date:	January 2008
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

As part of the Region of Waterloo's Public Access Defibrillation (PAD) program, our Paramedic Services division has provided an AED at the WRESTRC facility.

Operating Principles

Responsibility

Facilities Management and ROW Paramedic Services must ensure this policy is followed.

Operating Details

1. The AED is housed in a cabinet located in the administration front vestibule to ensure access by anyone using the training facility or staff employee centre.
2. The cabinet has a monitored alarm to notify staff in the event the AED is removed.
3. Facilities Management will perform a daily visual inspection to ensure the AED is displaying the green "✓". This indicates that the unit is ready for use. If the red "X" is visible, FACILITIES MANAGEMENT will notify Paramedic Services immediately so the unit can be replaced and sent for service.
4. Paramedic staff will perform a yearly maintenance service. During this time, the unit will be out for inspection and services, and a spare unit will be left in place.
5. All units have a tracking number on the front. WRESTRC unit is "Z53."
6. If the unit is required for emergency service, Facilities Management must contact Paramedic Services for a replacement unit.
7. Additional equipment provided with the AED:
 - a. Towelette

- b. Disposable razor
- c. Scissors
- d. Pocket mask

Employee Centre, membership fee [section 7; policy 4a]

Applies to:	Regional staff
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Employee Centre (EC) is a fitness facility available to all Region of Waterloo staff ONLY. Staff must be members of the Region's Wellness Association and have paid all required membership fees.

Operating Principles

Responsibility

The Region is responsible for collecting fees via payroll deduction, and the Fitness Centre Committee is responsible for maintaining/purchasing equipment for the Centre.

Operating Details

1. The Employee Centre will be accessible 24/7.
2. Only paid up members will be allowed access.
3. EC users will be responsible for ensuring the Employee Centre is kept tidy and safe. The EC will require weekly custodial care arranged by Facilities Management.

Employee Centre, access [section 7; policy 4b]

Applies to:	Regional staff
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Employee Centre (EC) may only be accessed through the main entrance of the Training Facility Administration building with the use of a ROW "Access Card". Once in the Employee Centre corridor, staff may access the Employee Centre locker rooms and showers, as well as the exercise room.

Operating Principles

Responsibility

All EC users must ensure this policy is followed.

Operating Details

1. Regional staff may acquire a Region of Waterloo access card or have their existing access card reprogrammed by Facilities Management. Contact Facilities Work Reception 519-575-4472.
2. Staff must provide proof of membership in the Region's Wellness Association, as well as sign a waiver, releasing the Region of any responsibility while using the Employee Centre and associated equipment.
3. There is a card access reader to the gym entrance door for added security for those using the Employee Centre.
4. A swipe card (provided at registration) will allow entry to the main gate at Erbs Road. The access card will allow entry to the administration building main entrance door and the EC door. If access is made after normal business hours of 7 a.m. to 5 p.m. Monday to Friday, ensure that the gate and all doors are locked when leaving.
5. The Erbs Road gate must be closed behind you while you are at the EC after business hours. The site **MUST** be secure for your added safety as well as to ensure that the public cannot access the landfill site after business hours.

See Also

Site Security (8-3)

Employee Centre, emergency telephone [section 7; policy 4c]

Applies to:	Regional staff
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Employee Centre (EC) will be accessible on a 24 hour, 7 day a week basis. There may be times when a Regional staff member is alone in the Employee Centre. A telephone is available in the centre in the event an emergency phone call must be made.

Operating Principles

Responsibility

All Employee Centre Users must ensure this policy is followed.

Operating Details

1. A phone (local calls only) will be located in a prominent location within the Employee Fitness Centre.
2. Emergency numbers and the training facility address will be posted by the phone.

Emergency Services Area, access [section 7; policy 5a]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

One apparatus bay will be kept clear of vehicles in the event that emergency in-service vehicles must be parked inside.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Vehicles with back-up alarms are requested to enter from the Driver Track side and drive through the bay to the front.
2. Security access cards for emergency service groups will operate the front and rear man-doors to the Apparatus Bay area.
3. Man-doors are unlocked by security between 8 a.m. and 4:30 p.m., Monday to Friday. A sign informing users of this is located on each of the doors.
4. Users are to ensure that overhead doors are closed during inclement weather, when not in the Apparatus Bay area and when leaving the property.
5. Overhead doors are to be completely open or closed and not left in a partial open position.
6. Key pad codes will provide entry to the main gate at Erbs Road and the interior Apparatus Bay lock box. A Regional access card will provide entry to the Apparatus Bay via man-doors front and back. Ensure that the gate and all doors are locked after access is made to or from the property.

See Also

Site Security (8-3)

Emergency Services Area, turnout gear [section 7; policy 5b]

Applies to:	all users
Approval Date:	April 2008
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Apparatus Bay and adjacent utility/service rooms are considered to be dirty areas within the complex. Turnout gear (PPE) and soiled coveralls must remain in the Apparatus Bay area. Soiled or dirty uniforms must be changed before using the Field Meeting Room, Small Meeting Room or classrooms in the administrative area.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. Remove bunker gear and boots before leaving the Apparatus Bay area.
2. Gear may be hung in the Gear Room or on your vehicle.
3. Contaminated or soiled clothing must not be worn in the Field Meeting Room or Administration/Classroom Areas of the building.
4. Locker rooms and showers have been provided to accommodate clean-up.

Emergency Services Area, clean up [section 7; policy 5c]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Training Facility will be used by a wide variety of groups within the region and this usage may take place at various hours of the day. It is imperative that all users clean up after their sessions and return the area to a ready state for the next group.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. All garbage and recyclables shall be placed in the appropriate waste containers.
2. Tables and chairs shall be returned to their normal position.
3. Dirt on the apparatus floor shall be flushed and squeegeed to the floor drains.
4. All WRESTRC equipment shall be returned to its proper location.
5. If Facilities Management or contracted custodial service is required to clean up after facility use, that user group will be billed for the work required.
6. Upon leaving, ensure exterior doors are secure. Lights are activated by a sensor and will turn on and off as per ambient light.

See Also

Equipment Identification (8-14)

Emergency Services Area, training checklist

location [section 7; policy 5d]

Applies to:	all users
Approval Date:	August 2004
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

A workstation will be established on the Apparatus Bay floor to provide users with a location to complete the required paperwork after training.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. All Training Facility users who use any of the training ground props are required to complete a Training Checklist/Sign Off sheet.
2. A copy of the Policy and Guideline manual is located at the Apparatus Bay workstation for user reference and is available on the Region's website.
3. Checklists will be located in files, by training site, at the apparatus floor workstation.
4. Completed checklists are to be filed in the specified location at the workstation.

See Also

Training Checklist/Sign Off (2-1)

Emergency Services Area, key lockbox [section 7; policy 5e]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

A key lockbox will be located in the area of the Apparatus Bay floor workstation. The lockbox will contain keys for the training ground access security gate, the training ground pad-locks, the SCBA Compressor room, the Driver Track Storage shed and the traffic light controls.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. The Lockbox is opened by a security access code.
2. Facility keys must not leave the Training Complex property.
3. Facility keys must not be given to anyone not authorized to use the Training Facility.
4. The key lockbox must always be locked.

See Also

Emergency Services Area, Training Checklist Location (7-5d)

Site Security (8-3)

Emergency Services Area, SCBA Fill Station

[section 7; policy 5f]

Applies to:	Fire Services
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Training Facility is equipped with a SCBA Fill Station capable of filling 2216 psi and 4500 psi bottles. The fill station is located in the workshop adjacent to the SCBA compressor room.

Operating Principles

Responsibility

Supervisors and Facilities Management must ensure this policy is followed.

Operating Details

1. Only persons trained in the use of this equipment will be allowed to fill bottles.
2. A log sheet will be located at the fill station and must be completed by all persons filling bottles (attached).
3. The SCBA fill station may be accessed by all Fire Departments for emergency bottle filling.
4. Non core users may use the filling station under the supervision of Facilities Management at a per bottle filling fee.
5. Facilities Management will be responsible for regular maintenance and air quality sampling as required.

Section 8: General Site Issues

User Group Committee meetings [section 8; policy 1]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The User Group Committee is to provide regular and effective communication between the Region and the core users, on the day to day operations of the Training Facility.

Operating Principles

Responsibility

Facilities Management must ensure this policy is followed.

Operating Details

1. The Committee will meet, once a year, in the month of April. Meetings will be held at the WRESTRC Facility, 1001 Erbs Road, Wilmot Township.
2. Special meetings may be scheduled, as required, at the call of the chair (Facilities Management).
3. Agenda and previous minutes will be emailed at least one week prior to the meeting.
4. This committee will be comprised of:
 - a. Region of Waterloo, Facilities Management
 - b. Region Corporate Training Representative
 - c. Regional Director of Paramedic Services
 - d. Regional Police Inspector responsible for training
 - e. University of Waterloo
 - f. Township Fire Chiefs
 - g. Deputy Chiefs from Tri-city Fire Departments
 - h. Mutual Aid Fire Coordinator (minutes only)

Safety meetings and audits [section 8; policy 2]

Applies to: all users, Facilities Management, University of Waterloo Manager

Approval Date: October 2002

Responsibility: Region of Waterloo, Facilities & Fleet Management

Revision Date: April 2015, December 2017

Review Due: December 2020

Policy

Due to the nature of activities on the WRESTRC site, safety will be of a paramount importance. All users must take part in and adhere to regular Facility Safety Meetings and Safety audits.

Operating Principles

Responsibility

Facilities Management and all user groups must ensure this policy is followed.

Operating Details

1. A safety audit will be held on a regular basis as determined by Facilities Management and Region of Waterloo Health & Safety staff.
2. Meeting agendas will include the following topics:
 - a. injury record to date and investigations
 - b. old business
 - c. new business
 - d. assigned actions and completion dates
 - e. site safety audit with action plan to correct concerns
3. A review of safety issues will be incorporated into the User Group Committee Meeting agenda.

See Also

Region of Waterloo Human Resources Policy, IV-12, Workplace Inspection

Site security [section 8; policy 3]

Applies to:	all users
Approval Date:	April 2008
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Training Facility is designed to be a secure site and not accessible to the general public. The property is surrounded by a chain link fence, with the access road requiring a Region access card.

Building access will require the Region's access card and users may only gain entry to areas related to their specific needs.

Operating Principles

Responsibility

Facilities Management must ensure this policy is followed.

Operating Details

1. Access cards will be issued by Facilities Management to specific user groups as outlined below.
2. User groups are responsible to report lost or stolen cards to the Facilities Management as soon as possible.
3. Users must ensure that all doors, windows and gates are secure when they leave the site.
4. Regional staff using the Employee Centre, see also Health & Safety policy 8-8.
5. Access codes and access cards must not be given to anyone other than authorized Regional Emergency Services or University of Waterloo staff without the express permission of Facilities Management.

See Also

Building Use, General (7-1)

Employee Centre, Access (7-4b)

Emergency Services Area, Access (7-5a)

Orientation [section 8; policy 4]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

All user groups must attend a site orientation session before they are allowed to use any part of the Training Facility.

Operating Principles

Responsibility

User group trainers and supervisors must ensure this policy is followed.

Operating Details

1. All users must be familiar with and abide by this WRESTRC Policy and Guideline Manual.
2. All users must attend a site orientation before using the facility.
3. Training division staff and/or key personnel within each of the core user groups must attend an orientation session presented by Facilities Management. New personnel in these positions must attend this orientation before using the Training Facility.
4. Each user group will be responsible for specific crew and staff orientations presented by their qualified training staff. Facilities Management will assist where necessary.
5. Outside users will be given a specific orientation relating to the area of the Training Facility they will be using.

Visitors to site [section 8; policy 5]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

Visitors and persons not involved in authorized training or research activities will not be allowed onto the Training Grounds unless approved by Facilities Management.

Operating Principles

Responsibility

Facilities Management must ensure this policy is followed.

Operating Details

1. Visitors must park in the Administration parking lot and sign in at the Administration office.
2. Only pre-arranged tours will be conducted by Facilities Management.
3. Contractors and Region staff (i.e. Facilities Management) must sign in and out at the Administration office during normal business hours. After hours work must be pre-arranged with Facilities Management before coming onto the site.
4. While training or research activities are ongoing, visitors touring the facility must wear safety glasses while in the area of the University of Waterloo building, fire training building and fire-training props on First and Second Avenues. Visitors must be aware of the training and research activities taking place and remain in a safe area, unless equipped with the appropriate PPE (Personal Protective Equipment) for that activity.
5. Guests of core users may be signed in and then become the responsibility of the agency with whom they are attending. In some cases, Facilities Management will require that a waiver be signed by each visitor; please contact Facilities Management before inviting guests onto the site.
6. Safety equipment must be returned to the Administration office at time of signing out.

Non-core users, site use [section 8; policy 6]

Applies to:	Facilities Management
Approval Date:	August 2004
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Training Facility is primarily for use by the Region's Emergency Services, non-Emergency Regional staff and the University of Waterloo. When time is available, the facility may be rented out to other user groups such as Conestoga College, the private sector, non-Regional Emergency Services, etc.

Operating Principles

Responsibility

Facilities Management must ensure this policy is followed.

Operating Details

1. Core users have first priority for scheduling Training Facility time.
2. Facilities Management must attempt to schedule non-core user groups during slow times so as not to impact core users.
3. At the discretion of Facilities Management, non-core users may be asked to cancel or move their booking due to a conflict with core user groups.
4. Non-core user groups will be charged a facility rental fee as detailed in the Facility Rental Fee document.
5. Non-core users must sign a User Agreement, as drawn up by Region of Waterloo Legal staff, before access to the site is allowed.
6. All user groups must attend a facility orientation, relevant to the area being used.

See Also

Orientation (8-4)

Site Scheduling Procedures (8-20)

Smoking in the workplace [section 8; policy 7]

Applies to:	all users, Facilities Management
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Region enforces a non-smoking environment.

Operating Principles

Responsibility

Facilities Management, lead trainers and supervisors must ensure this policy is followed.

Operating Details

1. Refer to the Region's Human Resources Policy IV-2, Smoking in the Workplace, for specific details of the Region's policy.
2. Smoking will not be permitted on the Fire Training Ground while flammable fuels are being used to ignite training fires (i.e. propane torch, diesel/gas Class B fires).

Health and safety policies [section 8; policy 8]

Applies to:	all users, Facilities Management
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Region will make every effort to promote and provide safe and healthy work environments and attitudes.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed. Facilities Management will ensure the most current policies are available in the administration building.

Operating Details

1. All Regional employees must be aware of and follow Health and Safety Policies as outlined in the Region's Human Resources Policy Manual.
2. Non-Region user groups must follow their corporate Health and Safety Policies and all safety regulations as outlined by the Occupational Health and Safety Act.

Working alone on site [section 8; policy 9]

Applies to:	Facilities Management, University of Waterloo, Employee Centre members
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

There will be occasions when Region staff or site users may work alone on site. Persons in this position must be fully aware of any potential hazards posing a danger to their well-being, and take all necessary precautions to ensure their safety.

Operating Principles

Responsibility

Users and Region staff must ensure this policy is followed.

Operating Details

1. Persons working alone on site after normal business hours must ensure that Facilities Management are aware of work being done and scheduled hours of work.
2. Persons working alone on site after normal business hours must ensure that the Training Facility entrance gates are closed and locked.
3. Region staff using the Employee Centre must be familiar with the emergency phone and procedure for calling 9-1-1.
4. Region staff working alone on the property must have a means of communication (i.e. two-way radio, cell phone) and must be familiar with their use.
5. Any person working alone on site during normal business hours must sign in and out at the Administration reception and advise FACILITIES MANAGEMENT of their location and nature of work.

See Also

Employee Centre, Emergency Telephone (7-4c)

Site Security (8-3)

Accident/injury reporting [section 8; policy 10]

Applies to:	all users, all Region staff
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

All workplace incidents of actual or potential personal injury, including occupational disease, will be reported, documented and investigated by management with steps taken to prevent a recurrence.

Operating Principles

Responsibility

Facilities Management, lead trainers and supervisors must ensure this policy is followed.

Operating Details

1. For Regional staff, refer to the Human Resources Policy Manual, IV-11, Work Related Injury or Illness, completing all applicable Region and WSIB forms using the Parklane Occupational Health & Safety program.
2. For Regional staff not directly supervised and working for the WRESTRC facility, the immediate supervisor of that person is responsible for completing all required forms and notifications. Facilities Management must be notified of all incidents and assist with the investigation.
3. For non-Region staff partaking in training activities at the Training Facility, the immediate supervisor/trainer of that person is responsible for implementing their company/municipality's accident reporting system. Facilities Management must be notified of all incidents, complete a third party liability form and assist with the investigation.
4. Critical injuries or fatalities must be reported immediately to Facilities Management (Work Reception 519-575-4472), Waterloo Regional Police Services, Ministry of Labour, and the Region's Health and Safety Division.

See Also

Emergency Contact List (8-11)

Emergency contact list [section 8; policy 11]

Applies to:	all users, Facilities Management, University of Waterloo
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

Due to the nature of activities going on at the Training Facility, it is essential that Facility staff be notified of any unusual incidents involving both personnel and equipment. This would include personal injury, equipment failure or damage, and environmental concerns.

Contact Names and Telephone Numbers

1. Facilities and Fleet Management, work reception, 519-575-4472
2. After Hours Emergencies, Call Centre, 519-575-4400

See Also

Accident/Injury Reporting (8-10)

Restrictions on Burning (1-1)

Storm Water Management (1-4)

Waste Water Management (1-5)

Reporting/Maintenance Issues (8-12)

Emergency Procedures, After Hours (8-21)

Emergency Procedures, Fire (8-22)

Emergency Procedures, Bomb Threat (8-23)

Emergency Procedures, Training Ground Incident (8-24)

Reporting maintenance issues [section 8; policy 12]

Applies to:	all users, Facilities Management, University of Waterloo
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

To ensure that the Training Facility operates in a safe and efficient manner, it is critical that all users and staff report damaged or lost equipment belonging to the Facility.

Operating Principles

Responsibility

Lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. During Training Facility business hours, report maintenance issues directly to Facilities Management in order that a first hand explanation may accompany the report.
2. Facilities Management must take appropriate action to correct the problem; i.e. Facilities Management Work Order, replacement purchases, internal repairs, external contractors.
3. Facilities Management will identify Out of Service props or equipment with appropriate signs. Equipment with damage that makes it unsafe to use, must be immediately taken out of service.
4. During off hours, when Facilities Management staff are not present, users are to report maintenance issues on the bottom of their Training Checklist form under Prop Issues, giving as much detail as possible.
5. Facilities Management must be notified of all incidents that result in personal injury, large dollar loss or the damage to a piece of equipment or facility.
6. Facilities Management must collect the Training Checklist forms daily and take appropriate action as in number 2, above, to correct any problems.
7. Users, at the discretion of Facilities Management, will be invoiced for repairs or equipment loss that is deemed avoidable, intentional or irresponsible. Copies of work orders and receipts will accompany WRESTRC invoices.

See Also

Training Checklist and Sign Off (2-1)

Training Facility Equipment (2-7)

Admin/Classroom, Checklist (7-3d)

Emergency Contact List (8-11)

Inspection of training props [section 8; policy 13]

Applies to:	Facilities Management
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

Training props, buildings and sites will be inspected on a regular basis to ensure all facilities are ready for use.

Operating Principles

Responsibility

Facilities Management must ensure this policy is followed.

Operating Details

1. Facilities Management will do a visual inspection of all training locations on a regular basis or before training activities start.
2. Inspection is to include:
 - a. readiness of sites for training
 - b. observe for hazards
 - c. if site has been tampered with or altered from its intended use
 - d. adequate burn materials are available
3. The Fire Training Building, as well as other static props, will be thoroughly inspected on a regular basis for damage to heat absorbing panels, cracks/spalling of concrete, warping of doors and windows, blocked floor drains. Complete the Facility Inspection Log (Appendix DD) and schedule repairs as required.
4. The Fire Training Building will be inspected by an Engineering Inspection Firm if and when structural damage appears. Schedule repairs as indicated in the Engineering Report.
5. All inspections are to be recorded in the Facility Inspection Log Book (attached).

See Also

Reporting Maintenance Issues (8-12)

Maintenance, General (7-2)

Winter Shut Down Procedure (8-16)



Appendix DD: Facility Inspection Log

WRESTRC Training & Research Facility

Site Okay = OK, Not Inspected = NI, Requires Attention = RA, Not Applicable = NA

Year:

Month:

Inspected by:

	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Burn Material																									
Fire Training Building																									
Combat Challenge Prop																									
Driver Training Track																									
Vehicle Fire Prop																									
Flashover Unit Prop																									
Hazardous Materials Prop																									
Multi-Use Prop																									
Electrical Prop																									
Ditch Prop																									
Trench Rescue Prop																									
Drafting Prop																									
Water/Ice																									

Equipment identification [section 8; policy 14]

Applies to:	all users, Facilities Management
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

Because of the multiple user groups using the Training Facility, all equipment will be labelled with WRESTRC and/or identified with a blue marking.

Operating Principles

Responsibility

Lead trainer or supervisor, and Facilities Management, must ensure this policy is followed.

Operating Details

1. At the completion of training exercises, clean and return all Training Facility equipment (as labelled) to its proper location.
2. User Groups are requested to notify Facilities Management of equipment that is not properly labelled.

See Also

Training Facility Equipment (2-7)

Training Checklist and Sign-off (2-1)

Landscaping/snow removal [section 8; policy 15]

Applies to:	Facilities Management
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

All landscaping and snow removal will be coordinated with Facilities Management.

Operating Principles

Responsibility

Facilities Management must ensure this policy is followed.

Operating Details

1. Facilities Management will coordinate this activity with the contract service provider.
2. Due to limited resources, snow plowing will be done on a priority. Facilities Management will advise the contract service provider as soon as possible to the day's training activity and need for immediate snow removal.
3. Grass cutting in the large area of open field assigned as future development may require the services of outside contractors with the appropriate lawn cutting equipment, on an as needed basis.

Winter shut down procedure [section 8; policy 16]

Applies to:	all users, Facilities Management
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

It is intended that the Training Facility be available for use 12 months of the year. It is also recognized that some activities may be reduced or altered due to winter weather conditions.

Operating Principles

Responsibility

Facilities Management must ensure this policy is followed.

Operating Details

1. All facility hydrants will be serviced annually to ensure proper operation and that there are no leaks that may cause winter freeze-up.
2. Open hydrants with gate valves will be closed down in October. These may be re-opened on May 1st.
3. **Absolutely no salt may be used to de-ice concrete work surfaces in the fire training tower.**
4. Storm and waste water drains, sewers and manholes will be inspected and cleaned out, as required, during October.
5. Sanitary Water Main inlets and outlets will be inspected for debris and cleaned out, as required, during October.
6. Move equipment from training ground storage building to the Administration Building/Apparatus Bay, during October.
7. All prop sites will be inspected, cleaned up and flushed during October.
8. Inspect and test Rope Rescue Anchor points annually (through qualified third party testing company).

See Also

Fire Hydrant Maintenance (2-4)

Inspection of Training Props (8-13)

Garbage removal/recycling [section 8; policy 17]

Applies to:	Facilities Management
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

Garbage removal and recycling will be coordinated through Facilities Management, Contract Services.

Operating Principles

Responsibility

Facilities Management is to ensure this policy is followed.

Operating Details

1. The contracted custodial service will be responsible for collecting training facility garbage and green bin bags, and placing them in the designated garbage containers.
2. Recyclables will be collected and sorted by the contracted custodial service, and deposited in the recycle bins.
3. Garbage, green bin and recycled materials will be collected by the designated waste collector as needed.

Tracking facility activities [section 8; policy 19]

Applies to:	all users, Facilities Management
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

All training and research activities, user participation and equipment usage will be tracked, with reports being generated on a regular basis.

Operating Principles

Responsibility

Facilities Management must ensure this policy is followed.

Operating Details

1. Facilities Management will collect Training Checklists each day and update computer scheduling/inventory program as required, and file Training Checklists and retain hard copy for one year.
2. Facilities Management will complete the Classroom/Meeting Room Checklist as per the client's request prior to the date of use and give the form to the user group to be completed and signed off the day of use. Facilities Management will update computer scheduling/inventory program as required and file Training Checklists and retain hard copy for one year.

See Also

Training Checklist and Sign Off (2-1)

Admin/Classroom Checklist (7-3d)

Emergency Services Area, Training Checklist Location (7-5d)

Site scheduling procedures [section 8; policy 20]

Applies to:	all users, Facilities Management
Approval Date:	August 2004
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The Training Facility is a multi-use shared facility with equal access to all its core users. Facility scheduling will be done on a first-come, first served basis with the primary core user group always having priority.

Operating Principles

Responsibility

User group training division and Facilities Management must ensure this policy is followed.

Operating Details

1. Training venues and prop sites will be scheduled for one user group at a time.
2. A training site prop may be refused depending on adjacent prop activity or nature of training on the facility.
3. User groups may view the current schedule on the [WRESTRC website](#) under Living Here; Emergency Services, Response and Planning; Emergency Services Training Centre; and booking.
4. Scheduling requests are by phone to Facilities Management, 519-575-4472. The following information must be provided:
 - a. Agency, Supervisory Contact, number
 - b. Date(s) Requested
 - c. Arrival Time and Departure Time
 - d. Number of Participants (classroom only)
 - e. Audio Visual Equipment required (classroom only)

5. Monopolizing of training time or venues by one user group will not be permitted. This issue will be dealt with at the discretion of Facilities Management. It is recognized that larger departments will require more per capita time.
6. User groups are encouraged to pre plan Training Facility usage among themselves prior to contacting the facility scheduler in order to avoid conflicts due to special or unusual needs; i.e. Fire Training Building for a department recruitment class.

See Also

Multiple Site Users (2-2)

Non-core User, Site Use Policy (8-6)

Emergency procedures, after hours [section 8; policy 21]

Applies to:	all users, Facilities Management
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The on-call system provides a contact supervisor in the event of an emergency after normal business hours of 7 a.m. to 5 p.m., Monday to Friday.

Operating Principles

Responsibility

Facilities Management will ensure that there is a Facilities Management member on call for incidents occurring after normal business hours.

Operating Details

1. On-Call System:

- a. Access to the on-call staff member is provided through the Region's 24 hour Call Centre: 519-575-4400.
- b. The Call Centre will then contact the on-call staff member's cell phone, who will respond by phone within 15 minutes and will report to the site within one hour if needed.

2. Response to After Hours Emergencies:

- a. For serious emergencies requiring emergency service assistance, call 9-1-1 stating the nature of the emergency.
- b. Second contact will be to the Call Centre as above.
- c. Refer to specific Emergency Procedures for details of actions required.

See Also

Emergency Procedures, Fire (8-22)

Emergency Procedures, Bomb Threat (8-23)

Emergency Procedures, Training Ground Incident (8-24)

Emergency Contact List (8-11)

Emergency procedures, fire [section 8; policy 22]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

To provide emergency procedures for Regional employees and visiting users in case of fire.

Operating Principles

Responsibility

Facilities Management is responsible for ensuring emergency procedures are up to date and that all user groups are familiar with procedures. Facilities Management's knowledge of this procedure will be assessed at annual employee reviews by their supervisor or as required.

Operating Details

1. Upon discovery of fire:
 - a. Evacuate fire area immediately, assisting any persons requiring assistance.
 - b. Close door to fire affected room or area if possible.
 - c. Activate nearest fire alarm, located at each exit.
 - d. Call 9-1-1
 - e. Extinguish fire if it can be done safely.
 - f. Evacuate the building and report to meeting area in the north (Administration) parking lot.
 - g. Facility staff are to check building for complete evacuation – ONLY IF SAFE TO DO SO.
2. Upon hearing fire alarm:
 - a. Evacuate building via the nearest exit, with last person closing door behind them.
 - b. Move calmly and quickly to evacuation area north (Administration) parking lot.
 - c. Confirm that 9-1-1 has been called.

- d. Facility staff are to check building for complete evacuation – ONLY IF SAFE TO DO SO.
- 3. After hours:
 - a. Should a fire occur after regular business hours, also contact the Call Centre at 519-575-4400.

See Also

Emergency Contact List (8-11)

Emergency Procedures, After Hours (8-21)

Emergency procedures, bomb threat [section 8; policy 23]

Applies to:	all users, Facilities Management
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

This policy is to provide emergency procedures for Regional employees and visiting users in case of a bomb threat.

Operating Principles

Responsibility

Facilities Management is responsible for ensuring emergency procedures are up to date and that all user groups are familiar with procedures. FACILITIES MANAGEMENT knowledge of this procedure will be assessed at annual employee reviews by their supervisor, or as required.

Operating Details

1. Telephone threat:
 - a. The person receiving the call should
 - i. note phone line call is coming in on and,
 - ii. obtain precise information using “Bomb Threat Procedure Telephone Checklist” form (attached).
 - iii. if a threat is received on a voice mail, message is not to be erased.
 - iv. Call 9-1-1 to inform them that a threat has been received and relay all pertinent details.
 - v. Notify Facilities Management.
2. Written threat:
 - a. Avoid handling envelope and contents. Place in a secure area.

- b. Call 9-1-1 to inform them that a threat has been received and relay all pertinent details.
 - c. Notify Facilities Management.
- 3. Suspicious object:
 - a. Do not touch or move object. Note details of object. Secure the area.
 - b. Call 9-1-1 to inform them of the suspicious object and relay all pertinent details.
 - c. Notify Facilities Management.
- 4. Evacuation procedure:
 - a. The Supervisor onsite or Facilities Management will initiate evacuation and contact senior management.
 - b. Each employee and visitor is to conduct a search of their work area and remove all personal effects (i.e. bags, purses etc.) prior to evacuation.
 - c. Evacuate the building and report to the meeting area in the north (Administration) parking lot.
- 5. After hours:
 - a. If a bomb threat is received after normal business hours; the employee should:
 - i. Call 9-1-1 and give details of the situation.
 - ii. Call the Call Centre at 519-575-4400.
 - iii. Evacuate to the meeting area in the North (Administration) parking lot.
 - iv. Ensure entrance gate is unlocked for emergency responders.

See Also

Emergency Contact List (8-11)

Emergency Procedures, After Hours (8-21)



Appendix EE: Bomb Threat Telephone Checklist

WRESTRC Training & Research Facility

To be completed by the person receiving a telephone bomb threat.

Name:

Work number:

Department/division:

Date:

Time:

Exact wording of the threat:

Try to keep the caller talking.

Some examples of what you might ask:

- a) Where is it?
- b) What does it look like?
- c) Why was it placed in the building?
- d) What kind is it?

Caller's Identity (check those that apply)

☐ male ☐ female ☐ adult ☐ juvenile

Call display number: () -

Origin of Call (check those that apply)

☐ local ☐ long distance ☐ booth ☐ internal

Voice Characteristics (check those that apply)

- ☐ loud ☐ soft ☐ raspy ☐ pleasant ☐ intoxicated ☐ foul
- ☐ fast ☐ slow ☐ nasal ☐ stutter ☐ slurred ☐ other

Manner (check those that apply)

- ☐ calm ☐ angry ☐ rational ☐ irrational ☐ emotional ☐ laughing ☐ other

Background Noises (check those that apply)

- ☐ quiet ☐ voices ☐ animals ☐ airplanes ☐ traffic ☐ machines ☐ party ☐ music

Did the caller have an accent? If so, give details (i.e., French, English, English as a second language, etc.):

After the call has been received, call Facilities Management at ext. 4472 or a member of BERT (Building Emergency Response Team) and proceed to the Command Centre with this questionnaire.

Emergency procedures, training ground incident

[section 8; policy 24]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

To provide appropriate care and emergency response in the event of an incident causing injury and/or damage while operating on site.

Operating Principles

Responsibility

The supervisor of the training activity is responsible to manage the situation in an efficient, safe manner.

Operating Details

1. The supervisor/training officer must control the incident scene and secure any equipment that may have failed, causing or contributing to the incident.
2. Response to an accident resulting in minor injury requiring first aid:
 - a. Assist the injured person. Transport to medical aid as required.
 - b. Notify Facilities Management.
 - c. The supervisor/trainer of the user group involved must complete their department/company Incident Report with a copy being forwarded to Facilities Management.
3. Response to an accident resulting in injury requiring medical aid:
 - a. Ensure that the injured person received medical aid as required; e.g. 9-1-1-/ambulance, private transportation to clinic or hospital.
 - b. Notify Facilities Management.

- c. The supervisor/trainer of the specific user group involved must complete their department/company Incident Report, with a copy being forwarded to Facilities Management.

4. Response to a critical injury:

Definition: Critical injury is defined by Ontario Regulation 834/92 as an injury of a serious nature that: places life in jeopardy; produces unconsciousness; results in substantial loss of blood; involves the fracture of a leg or arm, hand or foot, (but not a finger or toe); consists of burns to a major portion of the body; or causes loss of sight of an eye.

- a. Call 9-1-1. Do not try to deal with this incident with your on site training crew alone; provide immediate first aid only.
- b. Notify Facilities Management.
- c. The supervisor/trainer of the specific user group involved must contact their department/supervisor advising of the incident.
- d. Ensure that the scene is not disturbed, destroyed, altered, or carried away except for the purpose of saving life, relieving human suffering, maintaining an essential public service, or preventing unnecessary damage to an essential public service, or preventing unnecessary damage to equipment or other property.
- e. Ensure that the Ministry of Labour has been notified.
- f. Ensure that the Region's Health & Safety Division is notified.
- g. The supervisor/trainer of the specific user group involved must complete their department/company Incident Report, with a copy being forwarded to Facilities Management.

Emergency procedures, Regional notification

[section 8; policy 25]

Applies to:	Facilities Management
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

This policy is to provide the appropriate notification to Regional staff with respect to emergency incidents occurring on the Training Facility site.

Operating Principles

Responsibility

Facilities Management will contact the required Regional staff as well as other necessary agencies in response to the Emergency Incidents.

Operating Details

1. Fire Emergency

- a. Immediately notify the Region's call centre (519-575-4400); who will contact Director, Facilities Management and Health & Safety Division.

2. Bomb Threat

- a. Immediately notify the Region's call centre (519-575-4400); who will contact Director, Facilities Management and Health & Safety Division.

3. Training Ground Incident

a. Damage with no injuries

- i. Immediately notify the Region's call centre (519-575-4400); who will contact Director, FACILITIES MANAGEMENT and Health & Safety Division as required.

a. Critical Injury

- i. Immediately notify the Region's call centre (519-575-4400); who will contact:
 - Director, Facilities Management

- Manager, Health & Safety Division
- Ministry of Labour at 1-519-885-3378 (Mon – Fri office hours) or at 1-800-268-6060 (Spills Action Centre for call out)

Address of complex [section 8; policy 26]

Applies to:	all users
Approval Date:	April 2008
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The official mailing address of the WRESTRC facility is:

R.R. #3
Waterloo, ON
N2J 3Z4

The municipal address within the Region of Waterloo is:

1001 Erbs Road
Wilmot Township, ON

Operating Details

1. The WRESTRC property has three distinct and separate occupants:
 - a. Toromont Energy
 - b. Region of Waterloo Training Facility (WRESTRC)
 - c. University of Waterloo Research Facility

Updates to Policies and Guidelines [section 8; policy 27]

Applies to:	all users
Approval Date:	October 2002
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

The WRESTRC Policy and Guideline Manual will be reviewed on a regular basis by Facilities Management, with input from the user group committee.

Operating Principles

Responsibility

Facilities Management will ensure policy is followed.

Operating Details

1. Revisions or additions to this manual may be initiated by any of the core users.
2. Revisions and additions (as required) will be reviewed by the user group committee with final approval resting with Facilities Management.
3. Updates provided by the Training Facility will be identified through the distribution of a Facilities Management Building Notice. The manual is accessed via the WRESTRC website and is available in a PDF format. User groups with a manual must print the required policies and make the appropriate number of copies. If any agency wishes to make additional copies of the manual, it is their responsibility to ensure all updates/revisions are added to their additional manuals. A hard copy will be made available at the Apparatus Bay work station.
4. It is the responsibility of each core user agency to distribute updated policies internally and ensure that all their staff understand these new and/or revised policies.

Golf cart usage [section 8; policy 28]

Applies to:	all users
Approval Date:	November 2010
Responsibility:	Region of Waterloo, Facilities & Fleet Management
Revision Date:	April 2015, December 2017
Review Due:	December 2020

Policy

WRESTRC has provided a golf cart for use by the Facilities Management and Facility Users, both Region and non-Region.

Operating Principles

Responsibility

The lead trainer or supervisor must ensure this policy is followed.

Operating Details

1. The gas powered golf cart may be used for general transportation on site as well as for maintenance and training support duties. This cart has a rear facing seat that folds to a flat cargo deck.
2. The vehicle must be parked adjacent to the gear storage room as the battery charger will be hanging on the wall in this location. **If the battery charger is connected, check with Facilities Management before using the golf cart.**
 - a. The key is located in the garage bay key lock box.
3. Everyone using this vehicle must carry out a pre-trip vehicle check to ensure:
 - a. Battery charger is disconnected and turned off, in storage pouch on the wall
 - b. Oil level is okay
 - c. Fuel level is okay (lift front seat to access engine compartment)
4. To start the vehicle, turn the key to ON; shift to forward or reverse as required; depress the accelerator to start the engine and move the vehicle (may require pulling out the choke which is left of the gear lever); always lock the brake when leaving the cart.

5. This vehicle is NOT a toy. It is available to assist with training activities such as setting up traffic cones on the driver track, transporting SCBA cylinders to the filling station, transporting tools and small equipment on site, and moving people up to four in number.
6. Any abuse of this vehicle will result in cancellation of use privilege. Any damage caused by misuse of this vehicle will become the responsibility of the individual and/or their agency.
7. Advise Facilities Management if oil or fuel must be added. This may be noted on your facility use sign out check sheet.