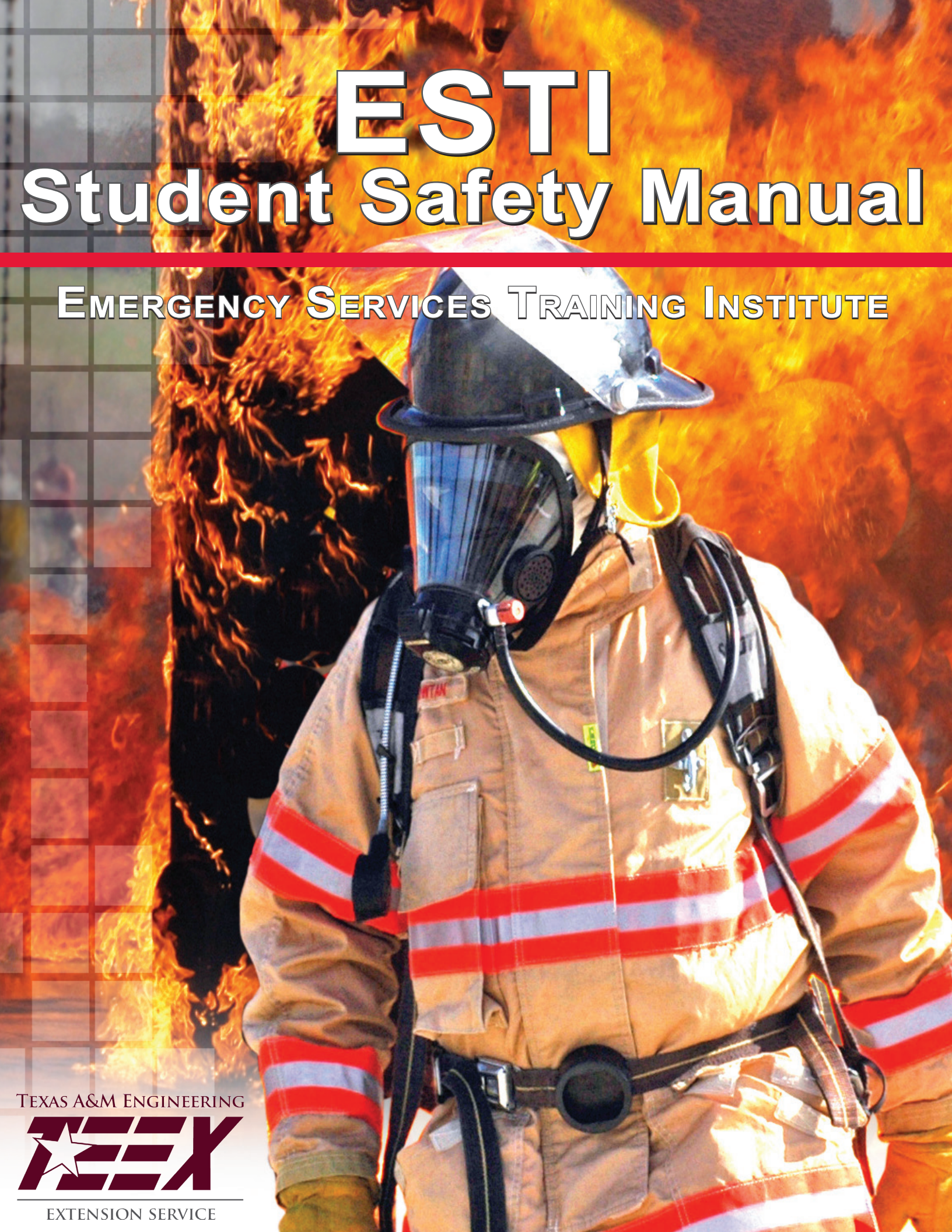
ESTI
Student Safety Manual

Emergency Services Training Institute



Texas A&M Engineering
TEEX
Extension Service

Emergency Services Training Institute

ESTI offers more than 130 courses to clients around the world; many courses are tailored for each delivery to address individual client needs and requirements. Courses meet or exceed the highest national standards—including NFPA, DoD, U.S. Coast Guard, EPA and OSHA—and are provided through a variety of training programs:

- Fire Fighting—Municipal, Volunteer, Marine, & Industrial
- Recruit Firefighter Academy
- Hazardous Materials
- ARFF
- Rescue
- EMS
- Maritime
- Oil Spill Response
- Fire Investigator
- Fire Inspector
- Fire Officer
- Fire Instructor
- National Fire Academy (NFA)
- Online Bachelor Degree
- Incident Command/ Management
- Emergency Management

ESTI has established itself as the leader in year-round, hands-on training of municipal, industrial, volunteer and marine emergency response personnel. Each year, we train more than 81,000 firefighters and emergency response personnel from all 50 states and from more than 50 foreign countries.

Training is conducted at our state-of-the-art training facilities at the Brayton Fire Training Field in College Station, Texas, at cooperative learning centers located around the country, and at client locations worldwide.

The Brayton Fire Training Field is one of the largest live-fueled, firefighter training facilities in the world. The 280-acre site is home to 137 props or specific training stations, including 22 fueled, live-fire props.

We offer a variety of courses that can lead to certification by the National Board on Fire Service Professional Qualifications (Pro Board) and/or college credit. Students successfully completing these courses and passing the end-of-course test receive nationally recognized Pro Board certification. Several of our courses have also been reviewed for college credit by the American Council on Education (ACE); students completing these courses may be eligible to earn college credit at participating colleges and universities. Students enrolled in the Recruit Academy may be eligible for college credit through the Blinn College Fire Science Program.

TEEX Emergency Services Training Institute
200 Technology Way
College Station, TX 77845-3424
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www.teex.org

Table of Contents

Emergency Contact Information 1

Police 1

Texas A&M Engineering Extension Service (TEEX) or Texas A&M University Property 1

Local 1

Fire 1

Emergency Medical Services (EMS) 1

Hospitals/Emergency Rooms (Nearest) 2

College Station Medical Center 2

St. Joseph Regional Health Center 2

Baylor Scott & White Hospital 2

TEEX/ESTI Student Safety Manual 3

2016 Student Safety Manual 5

Safety and Personal Protective Equipment (PPE) Requirements 5

Personal Protective Equipment (PPE) Requirements 6

Level 0 6

Level 1 6

Level 2 6

Level 3 7

Level 4 8

Level 5 8

Disaster City 10

Use of Eye Protection Equipment 10

Live-Fire Training Activities (Levels 3 and 4) 10

Non-Live Fire Training Activities (Level 2) 11

Respiratory Protection 11

Self-Contained Breathing Apparatus (SCBA) Use 12

Supplied Air Respirator (SAR) Use 12

Personal Protective Equipment (PPE) Use during Project Ignition 12

Exterior Projects 13

Interior Projects 13

Personal Protective Equipment (PPE) Use When Racking Fire Hose 14

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Heat Stress 14
Heat Cramps *15*
Heat Exhaustion *15*
Heat Stroke *15*
Facilities 15
Injuries *15*
Lightning Procedure *16*
Smoking Policy *16*
Pedestrian Safety *16*
Vehicle Safety *17*
Project-Specific Safety Items *17*
Classroom Safety *18*

All information that is either new to this manual or has been updated will appear in red.

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It is the policy of TEEX that no individual will, on the basis of race, color, sex, religion, national origin, age, or disability, be excluded from participation in, or be denied the benefit of, or be subjected to discrimination under any system program or activity. If you feel you are being discriminated against, please contact the TEEX Human Resources Office at 979-458-6801 or email them at HR@teex.tamu.edu. They will be glad to assist you.

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Emergency Contact Information

Police

Texas A&M Engineering Extension Service (TEEX) or Texas A&M University Property

University Police Department

Non-Emergency: 979-845-2345

Emergency: 911 (9-911 from campus phones)

Local

College Station Police Department

Non-Emergency: (979) 764-3600

Emergency: 911 (9-911 from campus phones)

Fire

College Station Fire Department

Non-Emergency: (979) 764-3700

Emergency: 911 (9-911 from campus phones)

Emergency Medical Services (EMS)

College Station Fire Department

Non-Emergency: (979) 764-3700

Emergency: 911 (9-911 from campus phones)

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Hospitals/Emergency Rooms (Nearest)

College Station Medical Center

1604 Rock Prairie Road

College Station, TX 77845

979-764-5100

St. Joseph Regional Health Center

2801 Franciscan Drive

Bryan, TX 77801

979-776-3777

Baylor Scott & White Hospital

700 Scott & White Drive

College Station, TX 77845

979-207-0100

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TEEX/ESTI Student Safety Manual

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2016 Student Safety Manual

The Texas A&M Engineering Extension Service (TEEX) is the world's premier emergency services training provider. This has been accomplished by using subject matter experts to develop curriculum, and design/construct realistic training props, as well as by incorporating safety into everything we do. The result of this is training that is both safe and of the highest quality.

To assist our students and guest instructors in understanding and complying with the TEEX/Emergency Services Training Institute (ESTI) safety requirements, this *TEEX/ESTI Student Safety Manual* was developed. This manual is applicable to all TEEX/ESTI-sponsored training, whether conducted at Brayton Fire Training Field (BFTF), Cooperative Learning Centers (CLC), area schools, or client-owned facilities. It is the expectation of TEEX/ESTI that all staff, students, and guest instructors comply with the requirements of this manual.

The lead instructor has full responsibility for the safety of his/her students and for ensuring all training is conducted in accordance with this manual. The lead instructor in consultation with and the approval of the TEEX/ESTI environmental/health and safety program manager, the TEEX/ESTI health and safety coordinator, or their designees can deviate from the policies contained in this manual if the requested deviation enhances the safety of the students. In no instance will the safety of students be degraded. Requests for deviations will be handled on a case-by-case basis.

Any questions concerning the procedures in the manual should be directed to the TEEX/ESTI environmental/health and safety program manager, the TEEX/ESTI health and safety coordinator, or their designees.

Safety and Personal Protective Equipment (PPE) Requirements

Safety/Clothing requirements are listed beside each course and are detailed in the *TEEX/ESTI Student Safety Manual* available at http://www.teex.com/firesafety. All students and instructors are required to follow this manual at all times. By registering for this school, guest instructors and students signify that:

- they have read the *TEEX/ESTI Student Safety Manual*,
- they agree to abide by the requirements of the *TEEX/ESTI Student Safety Manual* at all times, and
- they will make arrangements to bring the proper PPE with them to the school.

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Personal Protective Equipment (PPE) Requirements

To ensure the safety of our students and staff during training evolutions, the following PPE policy has been adopted by TEEX/ESTI. The policy is based upon five primary levels of protection, with Level 0 as the lowest level of protection. Additionally, Level 5 contains three levels of protection for specialized training in vehicle extrication, Airport Rescue Fire Fighting (ARFF), and rescue. This policy is to be followed by all students and all staff during any TEEX/ESTI-sponsored training activity regardless of the location.

Level 0

This level consists of everyday, casual clothing suitable for an office environment. Level 0 is for courses which are completely classroom based with no hands-on training activities and where students remain in the classroom for the entire course. No PPE is required for Level 0.

Level 1

This is the lowest level of protection for training outside of the classroom. Level 1 is for courses where students are not directly involved with hands-on training but require a slightly higher level of protection based on the environment and surroundings. Examples include conducting field inspections or observing training scenarios or hands-on demonstrations. This level is comprised of normal, everyday outdoor work attire:

- Full-length pants are required for all participants; shorts are **strictly prohibited** for any type of training outside the classroom.
- Short sleeves are allowed, but sleeveless shirts are prohibited.
- Closed-toed shoes **must be worn at all times**, regardless of classroom or exterior training exercises.

Level 2

This level of protection is the minimum requirement for any hands-on training activity and is comprised of all Level 1 requirements plus the following:

- National Fire Protection Association (NFPA) 1971 *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*-approved firefighter's helmet or American National Standards Institute (ANSI) Z.89-approved hardhat (non-live fire training activities)
- For Level 2 eye protection, see specific requirements under "Use of Eye Protection Equipment"
- NFPA 1971 *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*-approved steel-toe

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firefighter's boots, ANSI Z.41/Americans Society for Testing Materials (ASTM) F2413-05, ASTM F2413-11, or earlier approved standards for safety-toe boots (non-live fire training activities)

- NFPA 1971 *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*-approved firefighter's gloves or suitable work gloves for non-live fire training activities

Note: Loose jewelry, such as necklaces, hoop earrings, and dangling earrings, is prohibited. It is highly recommended that all piercings be removed for the duration of the training exercise/evolution for the individuals' safety.

Level 3

This level of protection is the minimum requirement for any exterior, live-fire training activity where smoke inhalation does not occur or is incidental to the activity and is comprised of all Level 1 requirements plus the following:

- NFPA 1971 *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*-approved structural firefighter's coat and pants:
  - — Must meet all applicable NFPA standards
  - — Must be in good condition with all NFPA 1971 *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting* approval tags in place
  - — Must be in good standing with all NFPA 1851 *Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*

    Note: This requirement is the responsibility of the individual providing the equipment and, if needed, individuals can be asked to provide documentation of compliance with this standard.
  - — All closures are in place and in good working condition
  - — No tears or holes in gear
  - — Must be a complete set (coat and pants with suspenders)
  - — Full-length pants are required to be worn in conjunction with bunker gear
- NFPA 1971 *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*-approved firefighter's helmet with ear flaps and chin strap

  Note: Chin strap must be worn securely underneath the chin.

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- NFPA 1971 *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*-approved helmet with the Original Equipment Manufacturer (OEM) face shield, or NFPA 1971 *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*-approved goggles, or both; goggles are not recommended for use during exterior fire training activities
- Sunglasses or other eyewear worn in conjunction with an NFPA 1971 *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting* helmet and face shield must meet ANSI standard Z.87
- NFPA 1971 *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*-approved fire fighting hood; "double hooding" is not allowed
- NFPA 1971 *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*-approved safety toe firefighter's boots
- NFPA 1971 *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*-approved firefighter's gloves

Level 4

This level of protection is the minimum requirement for any interior live-fire training activity and is comprised of all Level 3 requirements plus the use of an NFPA-approved Self-Contained Breathing Apparatus (SCBA) and Personal Alert Safety System (PASS) device. All SCBA and PASS devices used on BFTF will be provided by TEEX/ESTI. All SCBA and PASS devices used at other locations must document compliance with NFPA 1981 for SCBA and NFPA 1982 for PASS devices.

Level 5

This level of protection defines the minimum requirements for specialized training activities.

Airport Rescue Fire Fighting (ARFF)

The use of NFPA 1971 *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*-compliant proximity suits is allowable as Level 3 bunker gear (exterior evolutions) and as Level 4 bunker gear (interior/cabin evolutions).

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Rescue

Students participating in the following courses are required to have at least the following safety equipment:

- Rope rescue, confined space rescue, and trench rescue courses:
  - — NFPA 1971-, 1977-, or 1951-approved helmet with chin strap
  - — Occupational Safety and Health Administration (OSHA)-approved hard hat with chin strap

    Note: Chin strap must be worn securely underneath the chin.
  - — Approved eye protection (at a minimum the approved eye protection shall be ANSI Z87 rated or higher)
  - — Leather work gloves or rope rescue gloves
  - — Safety-toed footwear
- Urban Search and Rescue (US&R) operations and wilderness search and rescue courses:
  - — NFPA 1971-, 1977-, or 1951-approved helmet with chin strap

    Note: Chin strap must be worn securely underneath the chin.
  - — Approved eye protection (at a minimum the approved eye protection shall be ANSI Z87 rated or higher)
  - — All-leather work gloves or approved rescue gloves
  - — Safety-toed footwear with ankle support
  - — Long-sleeve shirt and pants
- Vehicle extrication and machinery courses:
  - — NFPA 1971 structural fire fighting ensemble or 1951 technical rescue ensemble

    Note: 1977 wildland fire fighting ensemble is no longer acceptable protection by TEEX/ESTI for vehicle extrication and machinery courses.
  - — NFPA 1971-, 1977-, or 1951-approved helmet with chin strap

    Note: Chin strap must be worn securely underneath the chin.
  - — Approved eye protection (at a minimum the approved eye protection shall be ANSI Z87 rated or higher)
  - — All-leather work gloves or approved vehicle extrication gloves
  - — Safety-toed footwear with ankle support

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Disaster City

At minimum, personnel engaged in training or exercising will wear the following PPE:

- Helmet (ANSI rated Z89.1 - 1997 Type 1) with head lamp and chin strap

  Note: Chin strap must be worn securely underneath the chin.
- Steel/Composite-toe safety boots (ANSI rated Z41 PT99 M1/75 C/75)
- Eye protection (ANSI rated Z-87.1)
- Work gloves
- Standard work/duty clothing including long-sleeve shirts
- N-95 respiratory protection (as needed)
- Hearing protection (as needed)

Use of Eye Protection Equipment

Live-Fire Training Activities (Levels 3 and 4)

Each individual engaged in live-fire training activities must incorporate eye protection measures. Eye protection must consist of the following:

- NFPA 1971 *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*-approved helmet with:
  - — Chin strap (**Note:** Chin strap must be worn securely underneath the chin.)

    and
  - — OEM face shield

    or
  - — NFPA 1971 *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*-approved goggles

    or
  - — Both

Sunglasses or other eyewear worn in conjunction with an NFPA helmet and face shield, must meet ANSI standard Z.87.

Note: ANSI-compliant eyewear will have Z.87 stamped on either the frame or the lens.

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Non-Live Fire Training Activities (Level 2)

Each individual engaged in "non-live fire" training activities (i.e., hands-on) are to incorporate eye protection measures. Eye protection must consist of one of the following:

- NFPA 1971 *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*-approved helmet with:
  - — Chin strap (**Note:** Chin strap must be worn securely underneath the chin.)

    and
  - — OEM face shield

    or
  - — NFPA 1971 *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*-approved goggles

    or
  - — Both
- Sunglasses or other eyewear worn in conjunction with an NFPA 1971 *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting* helmet and face shield must meet ANSI standard Z.87
- ANSI Z.89-approved hardhat with:
  - — NFPA 1971 *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*-approved goggles

    or
  - — ANSI Z.87-approved protective eye equipment

Note: ANSI-compliant eyewear will have Z.87 stamped on either the frame or the lens.

Respiratory Protection

Students required to wear respiratory protection during training exercises should have received prior training, fit testing, and a medical survey by their employer or department prior to enrolling in a TEEX/ESTI course. By enrolling in a course which requires the use of respiratory protection, the student implies these requirements have been met by his/her employer or department. TEEX/ESTI prefers a written statement from the employer/department training coordinator that each student meets these requirements. The following guidelines will be followed for the use of respiratory equipment.

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Self-Contained Breathing Apparatus (SCBA) Use

- Only TEEX/ESTI-supplied SCBA and PASS devices will be used during training exercises at BFTF. All SCBA and PASS devices used at other locations must document compliance with NFPA 1981 for SCBA and NFPA 1982 for PASS devices.
- SCBAs will be used by all students, guest instructors, and TEEX/ESTI staff (instructors and adjuncts) during training evolutions involving:
  - Interior fire structures
  - Project 67: Pump Seal Project
- When wearing an SCBA, there must be no facial hair in the seal area of the facepiece. OSHA and NFPA allow no more than a one-day growth of facial hair. Your TEEX/ESTI instructor and the TEEX/ESTI health and safety coordinator or his/her designee will approve or disapprove your use of respiratory equipment.
- Students will be required to clean and sanitize SCBA components with solution provided by TEEX/ESTI prior to returning the SCBA to the trailer. TEEX/ESTI instructors will inform students of the proper sanitation procedures for the brand of SCBA used during training. ***Students should notify TEEX/ESTI if they are allergic to iodine prior to wearing/cleaning their facepiece.***

Supplied Air Respirator (SAR) Use

Requirements for the use of SARs will be the same as that for SCBA.

Requirements for Exterior PPE Use: Once an exterior project has been ignited, anyone (staff and students) entering the hot zone must be in full PPE as defined by Level 3. The hot zone for exterior projects is defined by crossing the fire water main and/or walking onto the project pad.

Requirements for Interior PPE Use: Once an interior project has been ignited, anyone (staff and students) entering the hot zone must be in full PPE as defined by Level 4, with the SCBA in operation. The hot zone for interior projects is defined as any area inside (structure side) the red line painted on the project slab.

Special Requirements for Project/Pump Seal Fires: All students and staff must use an SCBA during all training evolutions on this project.

Personal Protective Equipment (PPE) Use during Project Ignition

A TEEX/ESTI staff member or guest instructor will serve as the ignition officer for all projects. To ensure the safety of the ignition officer and students, the following guidelines will be followed:

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- Be aware of wind direction and ignite the project from the upwind side.
- Use only the TEEX/ESTI provided propane torch to ignite projects:
  - When project # 66 is used for vapor dispersion evolutions, ignition of the project will only be made by a TEEX/ESTI-authorized individual using a TEEX/ESTI-provided flare gun.
  - When project # 88 (Liquefied Natural Gas [LNG]) is used for fire suppression evolutions, ignition of the project will only be made by a TEEX/ESTI-authorized individual using a TEEX/ESTI-provided flare lighting device or flare gun.
- All propane torches are to be turned off at the completion of the training evolution(s) prior to exiting the project.

Exterior Projects

- The ignition officer is to be in Level 3 PPE during project ignition.
- Verify with the technician where the best ignition location is on the upwind side of the project.
- Charged hose lines are to be in place and manned to protect the ignition officer.
- A monitor and spotter can be used in lieu of hose lines to protect the ignition officer.
- After ignition, the propane torch is to be placed in a safe location (uphill and upwind) at the outer edge of the project pad.
- All fixed and portable master streams must be manned during tactical operations when discharging water.

Interior Projects

- The instructor-in-charge, in coordination with the safety officer, will direct the actions of the ignition officer.
- The ignition officer is required to be in Level 4 PPE during the ignition of the project.
- Charged hose lines are to be in place and manned to protect the ignition officer.
- Propane torches are to be removed from the project's interior after ignition and placed in a safe location at the outer perimeter of the operations area (outside the red line on the project slab).
- Once the project is ignited, anyone crossing the red line on the project pad is required to be in Level 4 PPE with SCBA in operation.

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Personal Protective Equipment (PPE) Use When Racking Fire Hose

Fire hose will only be racked upon command of the lead instructor after all fire has been extinguished and project valves have been reopened. NFPA-approved helmet, gloves, and boots will be worn while racking hose.

Heat Stress

Heat stress is one of the greatest concerns for individuals involved in hands-on training activities. While heat stress is most prevalent during the warmer months of the year, students and staff should be monitored for signs of heat stress throughout the year. To prevent heat stress, students and staff should remove their helmet, hood, coat, and gloves during all critiques, breaks, and when moving from project to project. Increased cool down periods, shortened burn evolutions, and regular re-hydration will also help prevent heat stress. The following hydration guidelines should be followed to reduce the risk of heat stress:

- Drink ample water throughout the day:
  - — Drink a cup of water before and after each training evolution.
  - — Limit the electrolyte consumption (too much could cause nausea).
  - — Limit your caffeine intake.

    Note: Energy drinks are not recommended for intake prior to training due to the increased risk of cardiac-related symptoms these types of beverages can cause.
- Do not drink the fire water being used in training; potable water will be provided under the project shelters.
- Limit alcohol consumption at night.
- Do not eat a large lunch.
- Notify your instructor of the first signs of heat stress.
- Each shelter has a sign listing heat-related symptoms.

Anyone exhibiting the signs/symptoms of heat stress should be removed immediately from the training activity and taken to a shaded location for cool down. Heat stress is a true medical emergency and can progress rapidly to heat stroke. Therefore, a field medic will be called to evaluate the individual's condition at the first signs of heat stress. Students and staff should closely monitor each other for the following signs/symptoms of heat stress.

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Heat Cramps

- Muscle cramps in the extremities and abdomen
- Respiration rate increase
- Pale and moist skin
- Normal body temperature
- General weakness

Heat Exhaustion

- Heavy/Profuse sweating
- Rapid and weak pulse rate
- Rapid and shallow respiratory rate
- Pale and clammy skin
- Normal or decreased body temperature
- Irritability and restlessness

Heat Stroke

- Hot, dry, flushed skin
- Strong and pounding pulse
- Headache, dizziness, and dry mouth
- Seizure and coma
- Loss of consciousness and airway problems can occur

Facilities

The following guidelines apply to all training activities at BFTF. It is the expectation of TEEX/ESTI that CLCs or other locations hosting TEEX/ESTI-sponsored training events comply with these guidelines where applicable, and implement equivalent safety guidelines for those items that are BFTF-specific.

Injuries

It is the goal of TEEX/ESTI that all students have an enjoyable, informative, and injury-free training experience. Should a student receive an injury of any type, the instructor or technician working with the class is to be notified immediately. All injuries will be evaluated by TEEX/ESTI field paramedics when the training is occurring at BFTF or when a TEEX/ESTI field paramedic is acting in such a capacity at any other training location. The attending medic will advise the instructor if the injuries warrant the student being removed from the hands-on training evolutions or the classroom.

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Lightning Procedure

A lightning prediction system is used to alert students and staff of the potential for lightning strikes at BFTF. The lightning alarm will sound when there is a probability of a lightning strike within 12 miles of BFTF. The field will remain closed until the threat of severe weather has passed and the "All Clear" is sounded. The following procedure will be used when there is a threat of severe weather at BFTF:

- *Alarm*—A 15-second continuous blast of the alarm (air horn) closes the field to all training/maintenance activity. An orange strobe light on the alarm towers will be active throughout the duration of the field closure. Alarm towers are located on the roofs of buildings 18, 58, 70, 108, and 137.

  At the direction of the TEEX staff, all students and guest instructors are to seek shelter immediately at the nearest designated safe haven (classroom or building).

- *All Clear*—The field will remain closed until the "All Clear" alarm sounds, which consists of three, 5-second blasts of the air horns.

- If radar indicates the storm is moving away from the field so that no threat remains to students/staff, a member of the TEEX/ESTI Senior Management Team (SMT) can make the determination to re-open the field.

- If radar indicates a storm system is approaching and/or visual lightning is observed in close proximity to the field, any TEEX/ESTI staff member can make the determination to close the field prior to the activation of the alarm system.

Smoking Policy

Smoking is not allowed (1) inside any buildings at any time; (2) under project shelters during lectures/presentations; (3) any location where classes/lectures are being conducted; or (4) inside TEEX/ESTI vehicles. Smoking will be permitted only on perimeter roadways or at project shelters during authorized class breaks. All cigarette butts are to be extinguished and properly disposed of in the receptacles provided.

Pedestrian Safety

Due to the large volume of automobile and heavy equipment traffic on the field, all pedestrians are to comply with the following guidelines:

- On roadways:
  - Watch for vehicular traffic.
  - Watch for uneven surfaces.

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  - Walk along the side of roadways so as not to impede vehicular traffic.
  - Do not walk in the middle of the roadways in such a manner as to block the flow of traffic.
- On projects:
  - Watch for uneven surfaces (rocks, curbs, piping, etc.).
  - Be aware of fire hose layout.
  - Watch for slippery areas.
  - Never walk across a project pad while moving to the next project unless instructed to do so by your TEEX/ESTI instructor.
  - Do not stand, congregate, or walk in the middle of the roadways next to project shelters in such a manner as to block the flow of traffic.

Vehicle Safety

Due to the large volume of automobiles, pedestrians, and heavy equipment traffic, anyone operating a vehicle on the field will comply with the following guidelines:

- The field speed limit is **10 miles per hour (m.p.h.)** for all vehicular and equipment traffic.
- When seatbelts are equipped in the vehicle or equipment, drivers and passengers will use seatbelts at all times when riding in or operating TEEX/ESTI vehicles or equipment, regardless of the size of the vehicle or equipment.
- Passengers are not allowed to ride in the bed of TEEX/ESTI utility vehicles.
- TEEX/ESTI utility vehicles will only be operated by TEEX/ESTI personnel.
- When riding in truck beds, passengers are to sit on the bed floor, completely inside the bed area with the tailgate closed.
- Passengers are not allowed to ride on truck bed rails, tool boxes, tailgates, or bumpers.
- Passengers are only allowed to ride in the passenger compartment of automobiles, vans, and sport utility vehicles.

Project-Specific Safety Items

Prior to conducting hands-on training, the instructor or his/her designee shall review the most recent Project Safety Analysis (PSA) to ensure

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any unsafe conditions have been addressed prior to the start of training. Additionally, the instructor or his/her designees shall inspect the shelter, project, fueling station, and hose racks for any type of environmental hazards such as:

- Wasps, hornets, yellow jackets, etc. (wasp spray available through the technician staff)
- Spiders
- Snakes
- Algae build up on walking surfaces (slip hazard)

Classroom Safety

While the majority of this manual has focused on conducting safe hands-on training, the importance of safety in the classroom cannot be overlooked. Prior to the start of any class at BFTF, the instructor shall review the most recent PSA for the classroom to ensure any unsafe conditions have been addressed prior to the start of training. For training conducted at locations away from BFTF, the instructor will conduct a safety inspection of the classroom prior to the start of training. In addition, the following safety items are to be reviewed with the students prior to the start of any classroom session at all TEEX/ESTI-sponsored training events:

- Review lightning procedure (BFTF classes)
- Location of emergency exits
- Classroom and/or building evacuation plan
- Rally points in the event of an evacuation
- Procedures for activating alarm and/or evacuation plan as applicable:
  - Fire alarm pull boxes and location of fire extinguishers
  - Emergency contact numbers and/or radio channels
  - Smoke or Carbon Monoxide (CO) alarm locations
- Identity of any potential slip/trip hazards and how hazard has been mitigated
- Identity of any overhead hazards (low ceiling, low entrance way, etc.)
- Housekeeping:
  - How spills are to be reported to prevent slip hazards
  - Proper disposal of trash

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  - Extinguishment and disposal of cigarette butts in receptacles provided in outdoor smoking areas
- Ensure coffee pot and other electrical appliances are turned off or unplugged at the end of the day

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