

**Luzerne County Community College**  
**Regional Public Safety Training Center**  
**FACILITY USAGE**  
**POLICIES/PROCEDURES and GUIDELINES**

This policy is designed to address the needs of the Fire and Rescue community as well as other agencies or organizations throughout the Commonwealth of Pennsylvania. The Regional Public Safety Training Center at Luzerne County Community College can be used for meetings, classes, training, etc.

**Facilities available include:**

- ❖ **Classrooms** with current A/V equipment
- ❖ 2 classrooms each seating approximately 32 people with tables/chairs or 50 people with chairs only. The classrooms may be opened up into one large room if necessary.
- ❖ **Computer Room** – One classroom can be set-up with 15 laptop computers and a printer
- ❖ **Drill grounds excluding live burn areas.**
- ❖ **Live Burn areas:** Burn building, 3 story burn building with basement and 5 story tower.

The required policies, procedures and guidelines are as follows:

1. Persons interested in using a part of the facility must complete the Facility Usage Request Form and return to the Public Safety Training Institute in advance of the intended use. If you are applying for a “live burn” session which is listed as a Company Drill Night, you **MUST** submit your paperwork three (3) weeks prior to the date you are requesting. More details for drill ground/live burns are on page 2 of this document.
2. If classroom or drill grounds are being used for any part of a local level class, it is the organization's responsibility to complete the local level application and send it to the PSTI office. A copy of the completed local level application MUST be attached with the Facility Usage Request Form.
3. If the organization is conducting a local level class, they **MUST** ensure that all students meet the prerequisite(s) of the course that they will be attending.
4. All organizations using the facility **MUST** setup the rooms (tables and chairs) or drill grounds to their own specifications. When the organization is done using the facility, they **MUST** place everything back to its original state.
5. Any persons/organizations responsible for abuse or damage of the Regional Public Safety Training Center facility and/or equipment may result in a suspension from further use of the facility and/or be held liable for all cost incurred to repair the damages. Any incident, injury, or “near-miss” **MUST** be reported to the PSFA and Director/Training Coordinator of the Regional Public Safety Training Center within 24 hours using appropriate state forms.

6. Anyone falsifying records for use of the facility will be suspended from further use of the facility for a period of not less than 3 years. Local level instructors will also be subject to loss of their employment with the College and reported to the PSFA if involved in falsifying records.
7. The "No-Show" of a group for a reserved date will automatically cancel future use of the facility by that group for a period of not less than 2 years. At least three (3) days notice should be given to the PSTI office if a group determines they cannot be at the facility after reserving the facility.
8. Fees must be paid in advance. Consumables will be billed and must be paid within 30 days of invoice. Departments with outstanding bills will not be allowed to use the facility until all are paid in full. Those departments delinquent will need to put a deposit down for consumables prior to any future training sessions at the facility.
9. The Regional Public Safety Training Center is a smoke free facility. No tobacco products are allowed on the property – building or training grounds.
10. The Regional Public Safety Training Center recycles. Please utilize the green recycling containers for bottles and plastic and utilize the trash bins provided.
11. The Public Safety Training Institute's office hours are Monday through Friday, 8:00am to 5:00pm. The facility is available on designated days, nights and weekends for when scheduled classes are not in session.
12. All requests will be handled on a first come, first serve basis upon receipt of the completed application; subject to the Public Safety Training Institute's approval. At that time, the organization will receive approval or non-approval. All requests must be approved by the Director of the Public Safety who coordinates the facility calendar events. If you have any specific questions, please contact 1-800-377-5222, ext.7481.

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

13. Any and all logistical items needed for a class MUST be furnished by the user i.e. apparatus, equipment, rope, etc.
14. The cascade and hydrant systems can be made available if requested. This must be requested on the Facility Usage Request form; otherwise, you may not be able to use them. PSTI apparatus can NOT be operated solely by students in the training session. The PSTI will provide an approved operator.

15. All organizations must provide a Safety Officer for each hands-on course or activity. The organization and the Instructional Support Personnel MUST comply with all PSTI policies in regards to facility usage, live fire standard NFPA 1403 and/or 1406, Structural Burn/Live Fire (SBS) Policy, No. 2006-02, and safety rules. Any incident, injury, or “near-miss” MUST be reported via the PSFA Incident Report within 24 hours. Abuse of any policies may result in a suspension from further use of the facility and/or Instructors may be suspended.
16. The Public Safety Training Institute will, depending upon the usage, provide a person in-charge of the facility that will facilitate the support of the program and oversee the operation. The facilitator will be responsible for the overall safety and usage of the Facility. He/She has the authority to stop any unsafe, unnecessary, or non-professional actions that occur during the use of the facility. The facilitator will secure the facility at the end of the day.
17. Only persons participating in the class as registered students, people who are directly involved with instructional support, or as an apparatus operator will be permitted to attend in an active role.
18. All organizations MUST arrange ambulance stand by coverage during live fire exercises.
19. The organization must restore the drill grounds, etc. to its original condition at the conclusion of the class.
20. The College reserves the right to modify and/or waive the terms and conditions of these policies, procedure and guidelines at any time(s) at its sole discretion.