



MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION
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Memo

April 13, 2017:

To: All Public and Private Training Providers, Fire Academies, and Fire Department Training Officers

From: Steve Flaherty, Executive Director

Re: Live Burn Training

Please be advised of the documentation that is required when performing Live Burn training. NFPA 1403, Chapter 9 states certain records and reports shall be maintained, including an accounting of the activities conducted; a list of the instructors and their assignments; a list of all participants; documentation of unusual occurrences, any injuries sustained and their treatment (to the extent HIPAA allows); any changes or deterioration of the structure; and documentation of the condition of the premises and adjacent area at the conclusion of the training exercise. The permits, letters of permission, inspections, and other documents must also be a part of the file.

Whether your Live Burn is being conducted in an acquired structure, a fixed facility such as a training tower, or a mobile prop, the requirements of NFPA 1403 are the same.

If your Live Burn training in an acquired structure is affiliated with funding provided by the MBFTE, you are required to provide a copy of the Live Burn Plan to the MBFTE in order to be eligible for reimbursement. All documentation associated with Live Burn training in fixed facilities and mobile props are to be retained by the training provider and/or the Instructor In-Charge.

Furthermore, if there are any injuries that happen during any training event that is affiliated with MBFTE funding, you are hereby required to provide the MBFTE's Executive Director with a copy of the First Report of Injury and any other applicable documentation.

Live fire training is inherently risky, even in the most controlled environment. Safety is always the #1 priority during live fire training. The MBFTE's Live Burn Packet, which is recognized in MN State Statute, provides training providers and training officers with the tools and checklists that will help ensure their training event will be safe. The Live Burn Packet can be found at: <http://www.mbfte.org/forms/liveburnpacket.pdf>