

## RESPONSIBILITIES OF PERSONNEL

### INSTRUCTOR-IN-CHARGE

- 1. Plan and coordinate all training activities
- 2. Monitor activities to ensure safe practices
- 3. Inspect training structure integrity prior to each fire
- 4. Assign instructors:
  - Attack hose lines
  - Backup hose lines
  - Functional assignments
  - Teaching assignments
- 5. Brief instructors on responsibilities:
  - Accounting for assigned students
  - Assessing student performance
  - Clothing and equipment inspection
  - Monitoring safety
  - Achieving tactical and training objectives
- 6. Assign coordinating personnel, as needed:
  - Emergency Medical Services
  - Communications
  - Water supply
  - Apparatus staging
  - Equipment staging
  - Breathing apparatus
  - Personnel welfare
  - Public relations
- 7. Ensure adherence to this standard by all persons within the training area

### INSTRUCTOR

- 1. Monitor and supervise assigned students (no more than five per instructor)
- 2. Inspect students' protective clothing and equipment
- 3. Account for assigned students, both before and after evolutions

### SAFETY OFFICER

- 1. Prevent unsafe acts
- 2. Eliminate unsafe conditions
- 3. Intervene and terminate unsafe acts
- 4. Supervise additional safety personnel, as needed
- 5. Coordinate lighting of fires with instructor-in-charge
- 6. Ensure compliance of participants' personal equipment with applicable standards:
  - Protective clothing
  - Self-contained breathing apparatus (SCBA)
  - Personal alarm devices, where used
- 7. Ensure that all participants are accounted for, both before and after each evolution

### STUDENT

- 1. Acquire prerequisite training
- 2. Become familiar with building layout
- 3. Wear approved full protective clothing
- 4. Wear approved SCBA
- 5. Obey all instructions and safety rules
- 6. Provide documentation of prerequisite training, where from an outside agency

**FIGURE C.1**  
Checklist for Responsibilities of Personnel.