

Emergency Services Education Center

700 North High School Road

Indianapolis, Indiana 46214

317-988-7703

<https://esec.wayne.k12.in.us/>



Risk Management Administrative Plan

Original Implementation - January 2023

Revision Date- October 2025



Emergency Services Education Center
Risk Management Administrative Plan

(For here in, Emergency Services Education Center shall be referred to as “ESEC”)

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HAZARD ASSESSMENT

To comply with OSHA 1910.132 (d) (2) this hazard assessment was completed.

The workplace is identified as the Emergency Services Education Center (Indianapolis, Indiana) and its training location(s) located at 700 North High School Rd, and 400 North High School Road, both residing in Wayne Township, Indianapolis, Indiana.

This hazard assessment was performed during the months of August and September 2025 and is certified by the ESEC Program Director Joseph Brown.

OCCUPATIONAL SAFETY AND HEALTH PROGRAM

This plan contains a definitive description of a comprehensive program of fire fighter occupational safety and health. All members of the Emergency Services Education Center (referred to as "ESEC " from here on in) in the course of their duties shall adhere to this plan.

The purpose of this program is to identify both organizational and individual requirements and responsibility in carrying out a comprehensive safety and health program for all contractors assigned to the ESEC. This plan shall serve as the basis for rules, regulations, standard operating procedures, and policies geared primarily toward improving Instructor and Student safety and health. This plan is specifically established to:

1. Prevent and reduce exposure to accidents and injuries.
2. Reduce the severity of accidents and injuries that do occur.
3. Reduction of the probability of occupational fatalities, illness and disability on the part of the ESEC Staff and Students.

This program shall become effective upon adoption by the ESEC, and/or MSD Wayne Township. It should be recognized that many of the individual elements of the plan have been in effect for some period of time prior to adoption of the plan and have served as documentation and justification for additional elements which will be implemented as a result of this program. New elements of the plan shall become effective as needs are identified and reasonable implementation dates are specified, based on the completion of a cost/impact analysis.

Definitions to words in this plan can be referenced in NFPA 1500, Standard for Fire Department Occupational Safety and Health Program.

ORGANIZATIONAL STATEMENT

This plan recognizes that the ESEC is established and organized as identified in the mission statement. The ESEC shall be staffed with a combination of Instructors, who are quantified and qualified via the Indiana Department of Homeland Security (655 IAC and 836 IAC). All personnel capable of carrying out the mission of the ESEC in an expeditious and conscientious manner, shall be introduced to this document. The Program Director shall, on a yearly basis, review the staffing needs of the department, based on the anticipated needs of the community and submit a recommendation to the Manager for their review and approval for action by the ESEC officials.

This review and recommendation shall take into consideration the following functions which the ESEC staff are expected to perform:

- | | |
|---|------------------------------|
| 1. Fire suppression activities | 4. Public education |
| 2. Delivery of emergency medical services | 5. Required support programs |
| 3. Property management | |

It shall be the policy of the ESEC to provide and operate with the highest possible levels of safety and health for all members. The prevention and reduction of accidents, injuries, and occupational illnesses are the goals of the Fire Department and shall be primary consideration at all times. This concern for safety and health applies to all members of the ESEC and to any other persons who may be involved in Fire Department activities.

It shall be the responsibility of the ESEC to provide a safe and healthy work environment for its members. This health and safety plan is researched, developed, implemented, and enforced in order to reduce the risks inherent in the operation of the ESEC. The Fire Department, including all of its members, shall be responsible for compliance with this plan and any applicable laws and legal requirements with respect to member safety and health.

In order to reach the objectives of this plan, rules, regulations, General Orders, Standard Operating Procedures, and Standard Operating Guidelines established for the purpose of Fire Fighter health and safety shall be strictly followed and enforced by members of the ESEC.

All staff of the ESEC shall cooperate, participate, and comply with the provisions of the Occupation Safety and Health Program.

For the purposes of management of the Occupational Safety and Health Program, the ESEC designates a Health and Safety Officer. The departmental Health and Safety Officer shall be responsible for management of the Occupational Safety and Health Program. In order to carry out the requirements of Occupational Safety and Health Program, the Program Director shall assign or make available such additional personnel and resources as may be required to fulfill the requirements of the program.

FIRE / EMS INSTRUCTION GUIDELINES

Each instructor is responsible for respective communications during training events. Training events include, but not limited to evaluation, proctoring cognitive exams, providing support and mentorship to students, etc.

Fire Certification courses are governed via the 655 Indiana Administrative Code (IAC) , located at: <https://www.in.gov/dhs/files/IAC-655-2019-Version.pdf>

Definition of Authority- Indiana Board of Firefighting Personnel Standards and Education.

EMS Certification courses are governed via the 836 Indiana Administrative Code (IAC) , located at: <https://www.in.gov/dhs/files/20110420-IR-836100361FRA.pdf>

Definition of Authority- Indiana Emergency Medical Services Commission.

Lead Instructor is the highest ranking training officer at a training and/or evaluation site. Lead Instructor shall demonstrate and/or assign training cadre to include, but not limited to evaluation, proctoring cognitive exams, providing support and mentorship to students, etc.

All training directives are established via the Fire and/or EMT Lead Instructor, and their respective designees (Evaluators, Subject Matter Experts, Proctors, etc.). Most appropriate actions shall be taken within reason of training.

Full PPE shall be worn at all times, based upon level or complexity of instruction, evaluation or training. Definition of "Full PPE" is defined as proper level of personal protective equipment (i.e. ESEC issued helmet identifying member as Instructor, fire gear, eye wear, hand and foot protection, as well as ear protection).

The Safety Coordinator, Operations Chief, Logistics Chief, Deputy Director and/or Program Director reserves the right to amend and/or require respective PPE at any time.

This Guidance shall supersede any previous versions dated prior to April 30, 2023.

HEALTH & SAFETY

No narcotics, alcohol or illicit activity shall be used at any time during any ESEC functions, classes, evaluations, etc.

Rules and regulations shall follow the Wayne Township School System (MSD Wayne Township) Student Handbook, located at: <https://district.wayne.k12.in.us/student-code-of-conduct/>

Each Instructor, Evaluator, Proctor is at the safety discretion of the ESEC policies, and S.O.G's. If an instructor reports to duty as injured or ill, the Lead Instructor reserves the right to remove the instructor from duty. If an instructor feels the desire to request an absence from their instruction day, they shall contact the Lead Instructor immediately for schedule amendment(s), if needed. In the event that any instructor cannot contact their respective Lead Instructor, he/she shall contact the Program Director and/or Program Deputy Director as soon as possible.

At no time, shall a student, an instructor, evaluator, or proctor feel harmed or harassed verbally, physically or mentally. ***MSD Wayne Township Safety/Security is located at 700 North High School Road; St. 200, Indianapolis, Indiana 46214.***

Safety/Security Job Description:

https://hr.wayne.k12.in.us/wp-content/uploads/sites/40/2017/04/coordinator_of_safety_security.pdf

It is the duty of all ESEC staff to report any suspicious, malicious or illicit activity to the proper authorities upon observance of the incident.

Health and Safety equipment such as COVID precautions, masks, sanitizer, paper towels, and soap are located within each ESEC classroom and operating location. Instructors and students may wear ANY piece of health and safety equipment, as they deem necessary.

In the event of inclement weather, please use the following discretion:

- **Area 31**- Students and parents shall be updated via Parent Square, Facebook, Twitter and all MSD Wayne Township (Area 31) platforms.
- **Adult Classes** - Students shall be advised within 4-6 hours prior to class time via Lead Instructor (given by platform identified to students, via the Lead Instructor).
- Students, instructors, evaluators, proctors, and visitors shall never be placed in position of harm due to weather status, including (but not limited to):
 - Hazards Road Conditions
 - Hazardous Weather Conditions (temperature, ambient weather)

DISCIPLINE MATRIX

1. Remove the student/instructor from the disruptive environment and away from others to attempt to speak to the student (**2 Instructors should be present with the student**). Document the conversation with factual information. If conflict is resolved, provide a verbal warning. The student/instructor will be allowed 2 verbal warnings, with the hope that the behavior is corrected.
2. If conflict continues, repeat step #1, however make contact with Program Director and/or Deputy Director. They will make contact with the student (if Adult student) / student's POC (If Area 31) on record and have an instructor-POC conference to discuss the behavior.
3. Upon the third (3rd) conflict issue, step #2 will be repeated, along with a "Discipline Referral" through the proper staff. Area 31 School Administration will be processing this with the student's respective school, along with A31. Adult students will be addressed via the ESEC Executive Staff (Director, Deputy Director, Manager).

Administrative Statement

Discipline shall be administered in a fair and consistent manner, with safety and security in mind of the student, instructor, evaluator, proctor and other instructional cadre.

Term(s) of "Student/Instructor" shall be utilized in interchangeable use for either situation.

Students and ESEC Staff maintain the right to file a grievance to the ESEC Program Director AND ESEC Manager within 48 hours of complaint and/or issue via EMAIL (provided by program staff).

ALCOHOL / (NON-PRESCRIPTION) DRUGS

The unlawful possession, use, manufacture, dispensing and/or distribution of drugs or alcoholic beverages on the school premises or as part of any of its activities is prohibited. Being under the influence of drugs or alcoholic beverages on the school premises or as part of any of its activities is also prohibited. "On school premises" includes any building owned or leased by MSD Wayne Township, on District property or grounds (including parking lots, athletic facilities, etc.); in vehicles owned, leased, or operated by the District; and during District events and activities, even if held outside District property (such as field trips). This policy covers employees, volunteers, applicants for employment and any individual who conducts school-related business ("Covered Individual").

A Covered Individual, while on duty, will not knowingly possess, use, transmit, sell, or be under the influence of any controlled substance as defined by the U.S. Drug Enforcement Administration, including but not limited to narcotic drugs, hallucinogenic drugs, amphetamine, barbiturate, marijuana, alcoholic beverages, stimulants, depressants or intoxicants of any kind whether prescribed or sold over the counter (use of a drug authorized by a medical prescription from a physician is not a violation of this rule). A Covered Individual is also prohibited from possessing, using, transmitting, or selling any lookalike substances to those listed above. Compliance of this policy is a condition of employment. The Superintendent or designee shall ensure each Covered Individual is given a copy of the standards regarding unlawful manufacture, possession, use, distribution, or dispensing of controlled substances and alcohol by staff and informed that compliance with this requirement is mandatory.

One of the goals of this policy is to encourage individuals to voluntarily seek help with alcohol or drug problems. No employee will have his/her job security or promotion opportunities jeopardized solely on the basis of his/her request for counseling or referral assistance. If, however, an individual violates the policy, the consequences are serious, including withdrawal of an employment offer, and disciplinary action up to and including termination. If an employee is retained following a violation of this policy, such employee will be required to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. Nothing in this policy prohibits an employee from being disciplined or terminated for other violations or performance problems. The responsibility to correct unsatisfactory job performance or behavior resulting from a substance abuse problem rests with the employee.

ESEC Administrative Statement

Discipline shall be administered in a fair and consistent manner, with safety and security in mind of the student, instructor, evaluator, proctor and other instructional cadre.

NFPA 1403 (Live Fire Training)

Purpose (Authority)- The Program Director shall designate a Burn Team that is adherent to NFPA 1403: *Standard on Live Fire Training Evolutions*. This team shall supervise the ignition, implementation and demobilization of live burning while at the ESEC facility(ies).

The Burn Team shall be supervised within the Safety & Health Section, under the Deputy Chief of Administration and Safety.

The ESEC shall establish a Burn Team, consisting of the following staff (not limited to):

- a. Burn Team Supervisor (must be an ESEC Captain or higher in rank)
- b. Two (2) designated Safety Officers, and/or safety contacts at all times
- c. Five (5) to Ten (10) active members of the ESEC Instructional Cadre (of any discipline)

The Program Director and/or designees (i.e. Program Deputy Director and Lead Instructor) reserve the right for amendment of uniform policy, based upon need of training. Personal Protective Equipment (PPE) shall be worn at all times during fire evolutions for students and ESEC Instructors.

Any agency wishing to participate in live fire training, shall submit a burn plan, along with all associated & designated forms located at:

https://docs.google.com/document/d/1gCs4igcwG6Sd2gVW9zXls1JpUKcj_AADNqJBInNHnps/edit#heading=h.clgrr1nxi1du

The ESEC reserves the right to terminate any unsafe or un-monitored actions at any time. The Program Director and/or Designees reserve the right to postpone or suspend training at any time, as well.

The Lead Instructor is the highest ranking training officer at a training and/or evaluation site. The Lead Instructor, if assigned via the ESEC Administrative Staff shall demonstrate and/or assign training cadre to include, but not limited to evaluation, proctoring cognitive exams, providing support and mentorship to students, etc.

All training ignitions and fire safety standards are established via the Burn Team Supervisor, Fire Lead Instructor, and/or their respective designees (Evaluators, Subject Matter Experts, Proctors, etc.). Most appropriate actions shall be taken within reason of training.

The Safety Coordinator, Operations Chief, Logistics Chief, Deputy Director and/or Program Director reserves the right to amend and/or require respective PPE at any time.

VEHICLES AND EQUIPMENT

The ESEC shall consider health and safety as primary concerns in the specification, design, construction, acquisition, operation, maintenance, inspection, and repair of all vehicles and equipment. ESEC vehicles shall be operated in full compliance with Standard Operating Procedures. This includes a provision that only licensed and approved operators, who are Instructors, Staff and/or quantified by the Program Director shall operate vehicles.

All new fire apparatus shall be specified and ordered with a sufficient number of seats in an enclosed area as specified by NFPA 1901, Standard for Automotive Fire Apparatus, for the maximum number of persons who may ride on the vehicle at any time. All persons riding on fire apparatus shall be seated and secured to the vehicle by seat belts or safety harnesses at any time the vehicle is in motion. Riding on the tail steps or in any other exposed position shall be specifically prohibited. Standing while riding shall be specifically prohibited and immediate disciplinary action shall be taken.

All fire apparatus shall be operated in accordance with Federal and Indiana Law and MSD Wayne Township / ESEC Standard Operating Procedures. When Instructional Staff are operating vehicles, all applicable traffic laws shall govern the operation of these vehicles.

All ESEC vehicles shall be inspected at least daily and or at the beginning of each training cycle (i.e. training day) to identify and correct unsafe conditions. Inspections shall be documented and recorded.

ESEC apparatus shall be maintained in accordance with the ESEC's established preventive maintenance program. Maintenance, inspections, and repairs shall be performed in accordance with the manufacturer's instructions, NFPA, Insurance Regulations, and other recognized organizations. Any vehicle found to be unsafe should be placed out of service until repaired. After being repaired, the vehicle shall be inspected prior to being placed back in service.

Fire pumps an apparatus shall be service tested in accordance with the frequency and procedures specified in NFPA 1911, Standard for Inspection, Maintenance, Testing and Retirement of In-Service Automotive Fire Apparatus. All aerial devices shall be inspected and service tested in accordance with the frequency and procedures specified in NFPA 1914, Standard for Testing Fire Department Aerial Devices.

All equipment carried on fire apparatus or designated for training shall be visually inspected at least daily and after any use. Inventory records shall be maintained for the equipment carried on each vehicle. Records shall also be maintained for equipment designated for training. All equipment carried on fire apparatus or designated for training shall be tested at least annually in accordance with the manufacturers' instructions and applicable standards. Firefighting equipment that is found to be defective or in unserviceable condition shall be removed from service and repaired or replaced.

All ground ladders shall be inspected and service tested as specified in NFPA 1932, Standard for In-Service Fire Department Ground Ladders. All fire hose shall be inspected and service tested as specified in NFPA 1962, Standard for Inspection, Care, and use of Fire Hose, and Nozzles, and the Service Testing of Fire Hose.

APPENDIX A

A. AUTHORITY HAVING JURISDICTION (“ESEC”)

1. Any document developed or adopted for guidelines within this document is established via the Emergency Services Education Center (ESEC), in conjunction and coordination with the MSD Wayne Township Student Handbook.
2. The Executive Officer of the ESEC on record shall be defined as the ***“Program Director”*** of the organization.
3. The Day to Day Business Officer of the ESEC on record shall be defined as the ***“Program Manager.”***
4. The Program Manager and/or Program Director shall designate proper authority in his/her place at any time.
5. The Program Director shall designate, appoint, promote and remove instructors and/or staff in any capacity providing that fairness and needs are followed per ESEC priorities.

B. Equal Opportunity Disclosure

The ESEC, its instructors, evaluators, proctors, subject matter experts, and affiliates adopt the professional philosophy of being an equal opportunity employer, with a standard of safety, professionalism, honor and dignity, to all staff, representative parties, communities, and general public in which are serviced.

The Executive Officer on Record for all ESEC issues, complaints, inquiries, etc. shall be defined as the Program Director

Appendix B - Gear Inspection (Relevant to Pg. 7 of this document)



ESEC



E. ESEC Routine Gear Inspection

Per NFPA 1851.6.2.2

Routine Inspection.

Individual members shall conduct a routine inspection of their protective ensembles and ensemble elements upon issue and at the beginning of each 1403 live fire burn. The routine inspection shall include, at a minimum, the inspections specified in NFPA 1851 6.2.2.1 through 6.2.2.7

If any protective ensemble fails a routine inspection, the whole ensemble must be placed out of service immediately. Personnel must then utilize the “PPE & Equipment Repairs & Needs” form found on the online ESEC Handbook under “General Forms” to report the failed protective ensemble.

6.2.2.1 Coat and trouser garment elements shall be inspected for the following:

- (1) Soiling
- (2) Contamination
- (3) Physical damage such as the following:
 - (a) rips, tears, and cuts
 - (b) Damaged or missing hardware and closure systems
 - (c) Thermal damage (such as charring, burn holes, melting, or discoloration of any layer)
- (4) Damaged or missing reflective trim
- (5) Loss of seam integrity and broken or missing stitches
- (6) Correct assembly and size compatibility of shell, liner, and the drag rescue device (DRD)

6.2.2.2 Hood elements shall be inspected for the following:

- (1) Soiling
- (2) Contamination
- (3) Physical damage such as the following:
 - (a) Rips, tears, and cuts
 - (b) Thermal damage (such as charring, burn holes, melting, or discoloration of any layer)
- (4) Loss of seam integrity and broken or missing stitches
- (5) Loss of face opening adjustment
- (6) Damage to the particulate-blocking layer (particulate-blocking hoods only)

6.2.2.3 Helmet elements shall be inspected for the following:

- (1) Soiling
- (2) Contamination
- (3) Physical damage to the shell such as the following:
 - (a) Cracks, crazing, dents, and abrasions
 - (b) Thermal damage to the shell (such as bubbling, soft spots, warping, or discoloration)
- (4) Physical damage to the earflaps such as the following:
 - (a) Rips, tears, and cuts
 - (b) Thermal damage (such as charring, burn holes, or melting)
- (5) Damaged or missing components of the suspension and retention systems
- (6) Damaged or missing components of the faceshield/ goggle system, including discoloration, crazing, and scratches to the faceshield/goggle lens limiting visibility
- (7) Damaged or missing reflective trim
- (8) Loss of seam integrity and broken or missing stitches

6.2.2.4 Glove elements shall be inspected for the following:

- (1) Soiling
- (2) Contamination
- (3) Physical damage such as the following:
 - (a) Rips, tears, and cuts
 - (b) Thermal damage (such as charring, burn holes, melting, or discoloration of any layer)
 - (c) Inverted glove liner
- (4) Shrinkage
- (5) Loss of elasticity or flexibility
- (6) Loss of seam integrity and broken or missing stitches

6.2.2.5 Footwear elements shall be inspected for the following:

- (1) Soiling
- (2) Contamination
- (3) Physical damage such as the following:
 - (a) cuts, tears, and punctures
- (3) Contamination
- (4) Physical damage such as the following:
 - (a) Cuts, tears, punctures, cracking, or splitting
 - (b) Thermal damage (such as charring, burn holes, melting, or discoloration)
 - (c) Loss of seam integrity and broken or missing stitches

6.2.2.6 DRD components shall be inspected for the following:

- (1) Installation in garment
- (2) Soiling
- (3) Contamination
- (4) Physical damage such as the following:
 - (a) Cuts, tears, punctures, cracking, or splitting
 - (b) Thermal damage (such as charring, burn holes, melting, or discoloration)
 - (c) Loss of seam integrity and broken or missing stitches

6.2.2.7 Interface components shall be inspected for the following:

- (1) Soiling
- (2) Contamination
- (3) Physical damage
- (4) Loss or reduction of properties that allow component to continue as effective interface [e.g., loss of shape or inability to remain attached to the respective element (s) where attachment is required]
- (5) Loss of seam integrity and broken or missing stitches