SEATTLE FIRE DEPARTMENT ACQUIRED STRUCTURE TRAINING (AST)

**CONTACT INFORMATION**
The SFD In-Service Training Coordinator can be reached by phone or email:
In-Service Capt. Kevin Flanagan
Email: Kevin.flanagan2@seattle.gov
Phone: (206) 386-1772 (Office)

**REQUIRED PAPERWORK**

**PROOF OF OWNERSHIP**
The SFD requires proof of legal ownership. This can include copy of deed, tax statement, etc.

**CERTIFIED ASBESTOS SURVEY**
The city of Seattle require an asbestos survey prior to the issuance of a Demo Permit. The SFD requires a copy of the survey, including proof of removal.

**DEMOLITION PERMIT**
The SFD requires a copy of the Demo Permit before we can train at the site.

**PERMISSION LETTER**
The SFD requires a short letter that approves SFD training at the site. The letter needs to include the following statements:
- There will be no damage insurance on the training structure(s) as of the date of the first day of training.
- Statement that accepts criteria noted in the AST paperwork regarding the return of the property to your full control.

**EMAIL OR CALL TRAINING**
The following documents will be sent by the assigned AST program representative:
- AST Cover Letter
- Hold Harmless
- Request to Use
- Self-Insurance Letter

**ASSEMBLE REQUIRED PAPERWORK**
We require a few documents from the owner to complete the donation process.
- See **REQUIRED PAPERWORK** list at left.

**EMAIL OR FAX REQUIRED PAPERWORK BACK TO SFD**
EMAIL or FAX the following documents back to your AST program contact:
1. Signed Hold Harmless
2. Copy of document that proves legal ownership of property.
3. Copy of certified asbestos survey and proof of asbestos removal for all addresses.
4. Copy of the demolition permit.
5. Permission letter.

**SCHEDULE SITE VISIT**
We require one **SITE VISIT** and walk-through with your AST program contact and an SFD Safety Officer. Generally, this visit will take 1 hr to complete, at a time convenient for the building representative.

**SITE VISIT**
The assigned AST contact will walk the SFD Safety Chief through the lesson plan and safety measures. The Safety Chief visit ensures that utilities have been disconnected and that the scheduled training plan is compliant with all the required safety measures. The site visit can be scheduled earlier, but is commonly the last step in the SFD building donation process.
Although we understand the building(s) are going to be torn down, and frequently have passed their useful life, we will reject buildings that are structurally unsound to the point of being hazardous. Likewise, if a building has been infested with rodents, or has been inhabited by transients and contains fecal material, syringes, etc., we may reject the building due to the biohazards present. The Acquired Structure Training (AST) program takes the safety of the citizens we serve and our firefighters very seriously.

The AST program representative assigned to your project will be able to guide you through all steps in the process. Please don’t hesitate to reach out to the AST representative with any questions. The donation process is quick, simple and flexible. The donation of buildings in the city of Seattle provides thousands of hours of realistic training every year to your Seattle firefighters. This training greatly contributes to the safety of our community. We hope that you’ll tell others about our Acquired Structure Training program. We need help to get the word out. The Seattle Fire Department Training Division is always looking for training opportunities. Thank you for your generosity.

Our training is scalable to fit the project timeframe and the type of building. The Seattle Fire Department Training Division coordinates all aspects of the training including:

- **NOTIFICATION OF TRAINING.** We will coordinate notifying neighbors that SFD training will take place. Our AST members and the Public Information Office representatives will answer questions and provide information about the type/length of training to those who may be affected. Our goal is to impact the neighborhood as little as possible. We do everything in our power to make it a good experience for all.

- **COORDINATION.** We work closely with all city of Seattle agencies and community partners. Some trainings might require that we work with other agencies to coordinate logistics to ensure the safety of everyone. Your AST program representative can provide further information about how we work together, if necessary.

To provide our community members more information about the types of training we conduct, we’ve outlined them below:

**NON-DESTRUCTIVE TRAINING**
This type of training ensures that there is no damage to the property. This is the simplest and most-flexible type of training our firefighters perform. This type of training will be coordinated at the SFD Company level.

Often, our firefighters will ask building owners/representatives if they can walk through a construction site. Firefighters must understand how a building is constructed in order to understand how it will behave under fire conditions. Other times, firefighters will ask to stretch dry hose in a stairwell/hallway or throw ladders to practice such skills.

**DESTRUCTIVE TRAINING**
This type of training provides realistic training for firefighters in all disciplines. This type of training requires the paperwork outlined in this flow chart.

Type of training allows our firefighters to conduct operations as if it were the real thing. Examples would include practicing fire attack methods, ventilation, forcible entry, and firefighter survival techniques. The type of destructive training will be outlined by the AST program representative, in coordination with the building owner.

**LIVE-FIRE TRAINING**
This type of training provides a controlled, live-fire experience for Recruit Training and Operations members. All live-fire trainings are conducted in compliance with NFPA 1403 requirements, no exceptions. NFPA 1403 strictly limits the type and amounts of fuel used. Additionally, buildings are rarely “burned down.”

Live-fire training is only conducted in single-family and multi-family dwellings, as approved by the Deputy Chief of Training. There is no more valuable training experience for your SFD firefighters than this. It also provides our citizens an opportunity to see their firefighters in action. We encourage our citizens to come watch, from a safe distance of course. Every effort is made to accommodate those in the community with health concerns. As such, our AST and PIO representatives will work closely with these community members to ensure the safety of all.