

**LAKEWOOD FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

SOG NUMBER: 101.09

ADMINISTRATION

DATE IMPLEMENTED: MAY 14, 2018

DATE REVISED:

TITLE: TRAINING ON PRIVATE PROPERTY

PURPOSE:

This guideline was promulgated to establish procedures for acquiring the use of private property for the purposes of conducting fire department education and training activities.

SCOPE:

All personnel of the LFD.

PROCEDURE:

1. All inquiries received from property owners offering the fire department use of their property for educational and training purposes shall be referred to the Chief of Department or his/her designee.
2. Upon receipt of this offer from the property owner(s), the Chief of Department or his/her designee shall make certain the property owner or owners are fully aware the nature of the fire department's activities on said property will result in damage to the structure on the premises.
3. The Chief or his/her designee shall personally visit the property to determine its feasibility for fire department use and should he/she elect to proceed in utilizing said property, he/she shall fully complete the following documents and submit them in their entirety to the Board Office for approval:
 - a. Private Property Training Request
 - b. Authorization and Release
 - c. Hold Harmless and Indemnification Agreement
4. Upon receipt of these documents, Administrative Staff will obtain approval from the Board Chairperson or his/her designee and inform the Fire District insurance carrier of the date of the event.
5. Once approval has been obtained and the proper notification has been made to the insurance carrier the approved request and accompanying documents will be forwarded to the Chief of Department or his/her designee who will be responsible for forwarding copies of these documents to the property owner(s).



Lakewood Fire District No. 1

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316 River Avenue • Lakewood, New Jersey 08701

PRIVATE PROPERTY TRAINING REQUEST

The following forms must be completed and attached to this request:

- Hold Harmless and Indemnification Agreement
- Authorization and Release

Property Address _____

Block _____ Lot _____

Owner(s) _____

Owner(s) Phone _____

Date of Training _____

Signature of Approval – Chief of Department / Designee Date

-----**BELOW FOR OFFICE USE ONLY**-----

- BOFC Approved: Yes _____ No _____ Date _____
- Date of Notification to Insurance Carrier: _____

Signature of Approval – Administrator / Administrative Clerk Date

AUTHORIZATION AND RELEASE

I/We, _____, the owner/owners of the residential and/or commercial premises known as _____, Lakewood, New Jersey, also known as Lot _____, Block _____, on the Tax Map of the Township of Lakewood, New Jersey, hereby authorize members of Engine Co. No. 1/Rescue Co. No. 2/Jr. Hose Co. No. 3/Reliance Hose Co. No. 4/Hook & Ladder Co. No. 1/Station 74/Station 74-1 to enter upon said premises for the purpose of conducting education and training activities. I/We acknowledge and understand that the nature of the activities to be conducted shall result in damage to the structure(s) on the premises. Nevertheless, I/we authorize same and shall release the Board of Fire Commissioners of Fire District No. 1, Township of Lakewood, County of Ocean, State of New Jersey, and Engine Co. No. 1/Rescue Co. No. 2/Jr. Hose Co. No. 3/Reliance Hose Co. No. 4/Hook & Ladder Co. No. 1/Station 74/Station 74-1, the respective members of each entity, their agents, officers, assigns and/or heirs, from any liability for property damage to the premises and/or structure(s).

I/We, _____, further acknowledge that neither the Fire District nor the Fire Company/Companies shall be responsible to remove or demolish the structure(s) which shall be the sole responsibility of the undersigned.

Signature: _____
Owner / Owners

Witness: _____

Date: _____

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

I, **VINCENT J. VITIELLO**, Fire District Administrator for the Board of Fire Commissioners of Fire District No. 1, Township of Lakewood, County of Ocean, State of New Jersey, hereby execute the within Hold Harmless and Indemnification Agreement for purposes of permitting Engine Co. No. 1/Rescue Co. No. 2/Jr. Hose Co. No. 3/Reliance Hose Co. No. 4/Hook & Ladder Co. No. 1/Station 74/Station 74-1 to conduct certain education and firematic drills at the premises known as _____, Lakewood, New Jersey (Lot _____, Block _____, Lakewood Township), owned by _____.

Specifically, firefighters from the Company/Companies will be utilizing said premises for training and education purposes wherein the residential and/or commercial structure will be damaged.

In this capacity, I acknowledge that there are no representations or warranties either implied or expressed regarding the condition of said building by the owner/owners.

Furthermore, the Board of Fire Commissioners of Fire District No. 1, Township of Lakewood, County of Ocean, State of New Jersey, and Engine Co. No. 1/Rescue Co. No. 2/Jr. Hose Co. No. 3/Reliance Hose Co. No. 4/Hook & Ladder Co. No. 1/Station 74/Station 74-1, their successors and/or assignees, agree to hold _____, his/her/their/its agents, assigns and/or heirs, harmless for any injury or loss that might occur to any firefighter of Engine Co. No. 1/Rescue Co. No. 2/Jr. Hose Co. No. 3/Reliance Hose Co. No. 4/Hook & Ladder Co. No. 1/Station 74/Station 74-1 or other individuals as a result of the above mentioned firematic drills and, further, agree to indemnify _____ in the event of any such injury or loss for which he/she/they/it may be held responsible. This Agreement specifically excludes property damage.

The Board of Fire Commissioners of Fire District No. 1, Township of Lakewood, County of Ocean, State of New Jersey, acknowledges liability insurance coverage for the above-mentioned activity is in full force and effect and will be so during all times relative to the within training exercise which is scheduled for _____.

**BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 1
TOWNSHIP OF LAKEWOOD**

By: BOFC SECRETARY

**By: VINCENT J. VITIELLO
FIRE DISTRICT ADMINISTRATOR**

Dated: