MCFRS ACQUIRED STRUCTURE FLOWCHART

MCFRS In-Service Training Coordinator (ISTC) information:

Captain Shelley Wheeler

Email:

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Phone: (240)505-0646

Step 1

Step 2

Email or call ISTC at the PSTA and fill out intake form on the PSTA website

Schedule site visit

The ISTC, AST representative and property owner/rep will walk the site and assess for safety concerns and the discuss training plan and determine if property is suitable for safe training.

Required Owner Paperwork

Proof of ownership

This can include a copy of deed, tax statement, Hold Harmless, etc.

Certified asbestos survey or demolition permit (Destructive only). *This may depend on year of construction and MCFRS Safety Officer recommendations.

Hold Harmless/indemnification agreement

Step 3

Assemble required paperwork

The ISTC will share paperwork with the AST representative as needed

The following documents will be sent to the AST representative:

- **Hold Harmless**
- Self-insurance letter if requested
- We also require a few documents from the owner to complete the process.

*NOTE THE REQUIRED PAPERWORK ON THE LEFT

Step 4

Email or fax the required paperwork to the ISTC

- Signed Hold Harmless
- Asbestos survey/mitigation if appropriate (destructive only)
- Copy of demolition permit (destructive only-this proves abatement)

Site Safety Visit

The ISTC, county SO and AST representative will do a walk through and make sure all safety concerns are identified and addressed and ensure the training plan is appropriate and safe for the training. The ISTC will create a site safety plan/message.

Step 5

Training can begin!