## MCFRS ACQUIRED STRUCTURE FLOWCHART

# MCFRS In-Service Training Coordinator (ISTC) information:

Captain Jaymie Birney

Email:

jaymie.birney@montgomerycountymd .g

ov

Phone: 240-961-2912

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!