



# STATE FIRE MARSHAL'S OFFICE

Serving Washington Since 1901



## Fire Training Academy

Phone Number: (425) 453-3000 • E-Mail: [FireTrainingAcademy@wsp.wa.gov](mailto:FireTrainingAcademy@wsp.wa.gov) • Fax: (425) 888-3060

## Training Request

**Training requests must be submitted 60 days prior to the training event**

### TRAINING INFORMATION

<b>Training Requested</b>	<input type="checkbox"/> Fire Control 1	<input type="checkbox"/> Multiple Company Operations	<input type="checkbox"/> Search and Rescue
	<input type="checkbox"/> Flammable Liquids	<input type="checkbox"/> Other _____	
Estimated No. of Students _____	Estimated No. of Total Personnel (including students) _____		
Live Fire Training <input type="checkbox"/> Yes <input type="checkbox"/> No	Any Participants Under 18 Years Old? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Who will be teaching the course?			
<input type="checkbox"/> Fire Training Academy	<input type="checkbox"/> Your Department/Agency	<input type="checkbox"/> No Course – Facility Use Only	
<input type="checkbox"/> Other _____			
Explosives, Firearms, or Other Loud Sounding Training? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Hazardous Materials Used <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please advise hazardous materials being used:</i>			
_____			
Training Date _____	<b>**Please note, we accept only <u>ONE</u> request form per training date**</b>		
Start Time of Training _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	End Time of Training _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		
<b>**Training time before 8 a.m. and after 5 p.m. will be subject to availability and additional charges for overtime**</b>			

### HOUSING INFORMATION

Housing Requested <input type="checkbox"/> Yes <input type="checkbox"/> No	How Many Beds Total? _____	Number of _____
		Males Females
Check-In Date _____	Check-Out Date _____	

### FOOD SERVICE INFORMATION

Food Service Requested <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>(If Yes, please complete our Meals Request form).</i>
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### CONTACT INFORMATION

Main Contact First Name _____	Last Name _____
Agency Name/Fire Department _____	
Main Contact Title/Rank _____	Phone Number _____
Main Contact E-Mail _____	

### BILLING INFORMATION

Agency/Department Name _____			
Billing Address _____			
City _____	State _____	ZIP _____	
Phone _____	PO # _____	E-Mail _____	
(IF APPLICABLE)			
Authorizing Signature _____			
Printed Name of Authorizing Signature _____			Date _____



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## FACILITIES REQUESTED

*\*\*Please note there may be additional costs for multiple facility uses.  
Please remember to use ONE form per training date.\*\**

### Most Popular Facilities and Props

- Apartment-Style Burn Building
- Residential-Style Burn Building
- Burn Tower (Search & Rescue Only)
- Burn Tower Pole Shed (Dirty Classroom)
- ARFF Building
- Hazmat Building
- Classroom

### Other Facilities and Props Available

- FP1: Cars at the Curb
- FP2: Over-Turned Tanker
- FP3: PFE Props
- FP4: Pool Fires
- FP5: Helo
- FP6: Flange
- LPG Props
- All Flammable Liquids Pads
- Dormitory (used for training, not housing)
- Vent Prop Flat Roof
- Vent Prop Pitched Roof
- Flam Pad Support Bldg.
- Forcible Entry Prop
- Hazmat Confined Space Prop
- Hazmat Search Prop
- Other Facilities Requested \_\_\_\_\_
- Other Facilities Requested \_\_\_\_\_

## TRAINING ADD-ONS

- Fire Engines (how many?) \_\_\_\_\_
- Fire Extinguishers (how many?) \_\_\_\_\_
- Other Item \_\_\_\_\_

**NOTE:** *If additional items are requested, they are subject to approval by our Chief of Instruction.*

Once your training request form is received, we will e-mail back with confirmation of your scheduled training. Please note additional paperwork will be required and requested as part of the e-mail confirmation. If the additional documentation is not completed, we may not be able to accommodate your scheduled training. Some of the additional paperwork may include Live Fire Action Plan, hourly schedule/agenda, Facilities Use Agreement, class roster, etc.