

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 05		DEPARTMENT FIRE-RESCUE
SUBJECT PROPERTY INDEMNIFICATION FOR TRAINING	SECTION 13	PAGE 1 of 2	EFFECTIVE DATE March 28, 2024

I. PURPOSE

This policy outlines the process for entering [indemnification](#) agreements for the San Diego Fire-Rescue Department's use of abandoned/vacant real property for training purposes.

II. SCOPE

This policy shall apply to all sworn San Diego Fire-Rescue Department (SDFD) personnel, excluding Lifeguard personnel.

III AUTHORITY

The Fire Chief authorizes this policy.

IV. POLICY

A. Procedure

1. Personnel seeking to use abandoned or vacant real property for training purposes (Requester) must request approval through the proper chain of command to the Deputy Chief of Operations (Shift Commander).
2. The Requester must send an email to the Operations Support Captain, copying the Training and Education Chief and the respective Battalion Chief (BC), providing the following information:
 - i. The legal property owner
 - ii. Contact information
 - iii. Physical address of the subject building(s)/structure(s)
 - iv. Type of training, e.g.:
 - a) Ventilation of the roof
 - b) Forcible entry of doors and windows
 - c) Breaching walls
 - d) Hose lays and application of water
 - e) Laddering the buildings
 - f) Pulling ceilings
 - g) Overhaul operations
 - h) Cutting into floor
 - i) Rapid extrication drills
 - j) Deployment of personal escape systems
 - k) Search and rescue drills
 - v. Any special information or circumstances
 - vi. Date range in which the training will occur and time frame (provide a large date range to cover delays)
 - vii. Copies of Demolition Permit and Hazard Abatement Permit, if applicable.
3. The Operations Support Captain will work with the Deputy City Attorney (DCA) to finalize the indemnity agreement.

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4. A prepared and approved indemnity agreement will be sent to the Requester for review and signature from the property owner.
5. Any changes to the indemnity agreement by the property owner must be reviewed and approved by a DCA, in accordance with Section B below.
6. Once both parties agree to the terms of the indemnity agreement, the Requester must scan and return signed copies of the indemnity agreement to the Operations Support Captain. The Operations Support Captain will provide the indemnity agreement to the Departmental Appointing Authority (Fire Chief) and DCA for signature.
7. Final approved and signed documents will be scanned and returned to the Requester.
8. The Requester will supply signed and completed copies to the property owner.
9. The Requester and Operations Support Captain must ensure the respective BC and Shift Commander are copied on all emails.

B. Changes to the Indemnity Agreement

1. If the property owner wishes to make changes to the indemnity agreement, please request they track their changes in Microsoft Word.
2. Once the property owner returns the modified agreement to the Requester, the Requester must return the indemnity agreement, unsigned, to the Operations Support Captain.
3. The Operations Support Captain will provide the edits to the DCA for review. Once reviewed by the DCA, the Operations Support Captain will return the indemnity agreement to the Requester for signatures by the property owner.

V. DEFINITIONS

- A. Indemnification: A legal agreement by one party to hold another party not liable for potential losses or damages. [\(RETURN\)](#)