



**DEPARTMENT OF THE NAVY**  
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MARINE CORPS ORDER 11000.11A

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS FIRE PROTECTION AND EMERGENCY SERVICES  
PROGRAM

Ref: See enclosure (1)

Encl: (1) References  
(2) Marine Corps Fire Protection and Emergency Services  
Program Procedural Manual

Reports Required: I. Fire and Emergency Services Department  
Program Assessments (Report Control  
Symbol Exempt) encl (1), chap. 2, par. 2e  
II. Fire Protection Engineering Surveys  
(Report Control Symbol Exempt) encl (1),  
chap. 5, par. 5f  
III. Marine Corps Fire Incident Reporting  
System (MCFIRS) (Report Control Symbol  
DD-11320-01, encl (2), chap. 9, par. 4d  
IV. Large Loss Initial Incident Report  
(Report Control Symbol DD-11320-04)  
(External RCS DD-AT&L(AR)1765)), encl  
(2), chap. 9, par. 4e and encl (1), App D

1. Situation. This Order implements reference (a) for the  
Marine Corps. It provides policy and procedures, and assigns  
responsibilities governing the Marine Corps Fire Protection and  
Emergency Services Program per references (a) through (as).  
This Order includes the following program elements:

a. Installation Fire & Emergency Services (F&ES).  
Installation F&ES are provided by civilian (GS-0081), local  
national (Master Labor Contract), or surrounding jurisdiction  
F&ES personnel.

b. Installation Aircraft Rescue Firefighting (ARFF).  
Installation ARFF is provided by Expeditionary Firefighting and

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Rescue (EFR) Specialists, Military Occupational Specialist (MOS) 7051 and Expeditionary Airfield and Emergency Services Officer MOS 7002.

c. Expeditionary F&ES. Expeditionary F&ES in support of Marine Air Ground Task Force Aviation Assets are provided by EFR Specialists, MOS 7051 and Expeditionary Airfield and Emergency Services Officer MOS 7002 assigned to the Marine Wing Support Squadron (MWSS).

d. Facility Fire Protection Engineering. Facility Fire Protection Engineering Services are generally provided by Naval Facilities Engineering Command Fire Protection Engineers. The Marine Corps Authority Having Jurisdiction (AHJ) for Fire Protection Engineering is the Commander, Marine Corps Installations Command (COMMCICOM)/ADC I&L (Facilities).

2. Cancellation. MCO 11000.11

3. Mission. This Order provides policy to prevent and protect Marine Corps personnel and the public from loss of life, injury and illness due to fires and other emergencies as a result of installation and expeditionary activities, aircraft operations, disasters or terrorist incidents. This Order also encourages measures to prevent or minimize damage to Marine Corps property and the environment.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Each Marine Corps installation will establish and maintain an effective and efficient fire protection and emergency services program that incorporates fire prevention and public fire education; fire protection engineering; all-hazards emergency response; ARFF; fire protection systems inspection, testing and maintenance. Detailed definitions, policy and procedures are contained in the enclosure.

(b) The MWSS or Marine Wing Support Detachment (MWSD) will establish and maintain an effective and efficient fire protection and emergency services program that incorporates fire prevention and public fire education; all-hazards emergency response; fire protection systems inspection, testing and

maintenance; and ARFF while in an expeditionary environment in accordance with reference (b), pages 2-9 through 2-11.

(c) Commanders will ensure the fire protection and emergency services program enhances Marine Corps mission capability by protecting installation and expeditionary assets through preventative risk management, education, training, emergency response and risk communication.

(2) Concept of Operations

(a) All fire and emergency service personnel shall be properly trained and certified for their assigned missions.

(b) All installation facilities shall be surveyed to identify and correct or control fire and life safety hazards.

(c) All fire protection systems, to include flight line extinguishers shall be inspected, tested and maintained to ensure operational readiness.

(d) All facility design, repair and construction projects shall incorporate required life safety and fire protection engineering standards.

(e) All F&ES departments shall define and document their scope and level of services and are staffed, equipped and trained to meet the assigned services.

(f) All installations and/or F&ES departments shall establish and utilize mutual aid agreements (MAA), memoranda of agreements/understanding (MOA/MOU) with local jurisdictions where the agreements will enhance emergency response capabilities.

(g) All F&ES departments shall develop and provide public fire and injury prevention education programs to motivate installation personnel and families on their fire and injury prevention responsibilities.

(h) All personnel involved in aircraft service and maintenance operations shall be trained in the operation of portable fire extinguishers, wheeled units, skid mounted twin agent units, and any installed fire suppression system(s).

b. Subordinate Element Tasks

(1) Deputy Commandant for Installations and Logistics (DC I&L). The Deputy Commandant for Installations and Logistics has overall responsibility for installation management including all fire protection and emergency services programs (including installation ARFF) and replacement of installation F&ES and ARFF apparatus.

(2) Deputy Commandant for Aviation (DC AVN). The Deputy Commandant for Aviation has overall responsibility as the EFR advocate for F&ES Programs in expeditionary environments.

(3) Command Responsibilities

(a) Commander, Marine Corps Installations Command

1. Designate F&ES Program representatives in writing.

2. Develop, implement, and maintain an F&ES Order that establishes, implements, and sustains the F&ES Program.

3. Implement the F&ES Program aboard the installations under their command, using the requirements described in reference (a) and this Order.

4. Plan, program, and budget for F&ES requirements and execute F&ES programs.

5. Assess F&ES programs for compliance with this Order.

(b) Commander, Marine Corps Regional Installations Command

1. Designate F&ES Program representatives in writing.

2. Using the Marine Corps Planning Process, publish and maintain an F&ES plan that implements the guidance and policy outlined in this Order.

3. Provide F&ES operational input to support requirements.

4. Advocate for Marine Corps Installations (MCI) and installation F&ES Program requirements through the Program Objective Memorandum (POM) process.

5. Ensure F&ES requirements in foreign countries are executed in accordance with status-of-forces agreements (SOFAs).

6. Ensure compliance with this Order.

(c) Commander, Marine Corps Training and Education Command

1. Designate F&ES Program representatives in writing.

2. Using the Marine Corps Planning Process, publish and maintain an F&ES plan that implements the guidance and policy outlined in this Order.

3. Provide F&ES operational input to support requirements.

4. Advocate for MCI and installation F&ES Program requirements through the POM process.

5. Ensure F&ES requirements in foreign countries are executed in accordance with SOFAs.

6. Ensure compliance with this Order.

(d) Commander, Marine Corps Installations

1. Designate the Installation Fire Chief in writing. The Fire Chief serves as the fire protection and emergency services program manager and technical representative to the Installation Commander. The Fire Chief is responsible for the direct management and organization of the installation F&ES department's personnel and programs.

2. Designate the ARFF Officer in Charge (OIC) in writing.

a. The ARFF OIC serves as the ARFF fire protection manager and technical representative to the Installation Commander.

b. The ARFF OIC is responsible for the direct management and organization of the ARFF emergency services department.

3. Ensure the Fire Chief and the ARFF OIC have direct access to the Commander.

4. Ensure the Fire Chief and the ARFF OIC participate in the Mission Assurance Working Group.

(e) Commander, Marine Corps Forces Command

1. Ensure the Marine Corps Fire Prevention and Emergency Services (MCFP&ES) Program is in compliance with the Order.

2. Ensure policies and manpower are appropriate for fire protection and fire prevention in garrison and in forward deployed locations.

(f) Commander, Marine Expeditionary Forces (MEF)

1. Assess MCFP&ES programs for compliance with higher headquarters (HHQ) orders and directives.

2. Develop MCFP&ES orders for major subordinate commands and ensure compliance.

3. Ensure compliance for MCFP&ES contingency and exercise requirements.

4. When utilizing host nations resources/contractor support, ensure compliance with this Order.

5. Ensure policies and manpower are appropriate for fire protection and fire prevention in garrison and in forward deployed locations.

6. Plan, program and budget for MCFP&ES requirements.

(g) Commander, Marine Aircraft Wing

1. Assess MCFP&ES programs for compliance with HHQ orders and directives.

2. Develop, implement and maintain a fire

protection and fire prevention program during expeditionary operations.

3. Ensure policies and manpower are appropriate for fire protection and fire prevention in garrison and in forward deployed locations.

4. Plan, program and budget for MCFP&ES requirements.

(h) Commander, Marine Aircraft Group

1. Assess MCFP&ES programs for compliance with HHQ orders and directives.

2. Develop, implement and maintain a fire protection and fire prevention program during expeditionary operations.

3. Ensure policies and manpower are appropriate for fire protection and fire prevention in garrison and in forward deployed locations.

4. Plan, program and budget for MCFP&ES requirements.

5. Designate an Emergency Services Officer in writing.

(i) Commander, MWSS/Detachment

1. Implement the MCFP&ES program in accordance with the order.

2. Designate an Expeditionary Airfield and Emergency Services Officer in writing.

3. Enforce fire protection and fire prevention orders and directives.

4. Plan, program and budget for MCFP&ES requirements.

5. Ensure fire protection and fire prevention personnel are trained to current standards in accordance with reference (c).

(4) Aviation Combat Element (ACE) Commander. The ACE Commander is responsible for establishing EFR requirements on a case-by-case basis. During pre-deployment planning, commanders should utilize the EFR officer to ensure an appropriate amount of resources are available to support all air operations and airbase fire protection and prevention requirements. Tactical and geographical considerations, dispersal of aircraft, and availability of finite assets within EFR units are some of the factors that impact EFR support capabilities. A thorough review of EFR requirements should be conducted during the planning phase for any operation, deployment, exercise, or training evolution.

(5) Site Commander. The Site Commander, through the air base commandant, is responsible for establishing effective fire protection and prevention programs to minimize the potential loss of life and property due to fire related hazards. Commanders must also ensure that adequate training is provided and conducted so Marines can carry out fire protection and prevention duties. Tenant Commanders shall support fire protection and prevention efforts by identifying unit Fire Wardens and disseminate regulations and procedures (Tent Camp Fire Bill and Fire Safety and Prevention Checklist) established by the air base commandant. In addition, Tenant Commanders shall ensure maximum participation during fire protection and prevention training. A class on fire regulations, fire protection measures, and the use of available fire extinguishers shall be given to all camp inhabitants upon unit arrival.

(6) ARFF Officer in Charge (ARFF Fire Chief). The ARFF OIC serves as the senior ARFF manager to the installation and/or Air Base Commander. The ARFF OIC is responsible for the direct management and organization of the ARFF Department. The ARFF OIC shall be certified to perform the duties as an incident commander for emergency responses, and must maintain certifications to the Fire Chief level per reference (d), Table C2.T1. The ARFF OIC shall be designated in writing by the Commander.

(7) Staff Non-Commissioned Officer in Charge (SNCOIC) (Assistant ARFF Fire Chief). The SNCOIC is responsible to the ARFF OIC in the performance of his/her duties and will assume the duties of the ARFF OIC in his/her absence. The SNCOIC assists the ARFF OIC in the assignment of personnel and supervises the key positions assigned within the ARFF department. These billets include: Crash Chief, Training Chief, Material Chief, Maintenance Control Chief, and the Administrative Assistant. The SNCOIC assists in the enforcement of required policies, procedures,



and directives by conducting internal inspections to ensure compliance with established directives. The SNCOIC shall be certified to perform the duties as an incident commander for emergency responses, and must maintain certifications to the Assistant Fire Chief level per reference (d), Table C2.T1.

(8) Reserve Activities

(a) Reserve activity commanders are responsible for establishing and maintaining an effective fire protection and emergency services program for the activities and facilities under their control.

(b) Since emergency response services are generally provided by outside forces, the reserve program shall focus on fire prevention practices, first aid firefighting and public fire education efforts. Reserve activity commanders shall ensure emergency response agreements (MOA/MOUs) are in place with outside municipal, district or governmental agencies to provide emergency response services.

c. Coordinating Instructions. Submit recommendations concerning the fire protection and emergency services program to the COMMCICOM G3 and Deputy Commandant of the Marine Corps (DC) Aviation (APX-10/2). Recommendations shall be routed via major subordinate commands as appropriate.

5. Administration and Logistics

a. This Order is applicable to all Marine Corps installations, air stations/air facilities, expeditionary airfields and includes non-appropriated fund activities and operations under the sponsorship of the Marine Corps Community Services (MCCS) program.

b. Commanders shall ensure adequate resources are provided to implement the fire protection and emergency services and ARFF programs of this Order.

c. Commanders shall prepare local fire protection regulations and instructions which implement this Order at their installation. Such guidance shall be consistent with this Order, but may be more detailed to meet local conditions.

d. Tenant commands and activities located on Marine Corps installations shall adhere to this Order. Marine Corps commands or units located on other DoD or Service installations shall

adhere to the host command's fire protection and emergency service standards.

e. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved disposition per reference (ak) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

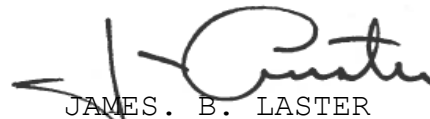
f. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The DON recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference (ar)) and implemented per reference (as).

g. National Fire Protection Association (NFPA) documents may be viewed via the Internet at <http://www.nfpa.org/codes-and-standards/document-information-pages>.

6. Command and Signal

a. Command. This Order is applicable to the Total Force Marine Corps.

b. Signal. This Order is effective the date signed.



JAMES. B. LASTER  
Director, Marine Corps Staff

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- Ref:
- (a) DoD Instruction 6055.06, "DoD Fire and Emergency Services (F&ES) Program," December 21, 2006
  - (b) Marine Corps Warfighting Publication (MCWP) 3-21.1, "Aviation Ground Support," October 16, 2001
  - (c) NAVMC 3500.114
  - (d) DoD 6055.06-M with Change 1, "DoD Fire and Emergency Services Certification Program," September 16, 2010
  - (e) National Fire Protection Association (NFPA), "National Fire Codes and Standards"
  - (f) Unified Facilities Criteria (UFC) 3-600-01, "Fire Protection Engineering for Facilities," August 8, 2016
  - (g) Naval Air Systems Command (NAVAIR) 00-80R-14, "Naval Air Training and Operating Procedures Standardization (NATOPS), U.S. Navy Aircraft Firefighting and Rescue Manual," April 1, 2012
  - (h) Commission on Fire Accreditation International (CFAI), "Fire and Emergency Services Self Assessment Manual," Current Edition
  - (i) CFAI, "Standards of Cover," Current Edition
  - (j) SECNAV M-5214.1
  - (k) Homeland Security Presidential Directive (HSPD) 5, "Management of Domestic Incidents," February 28, 2003
  - (l) MCO 11000.5
  - (m) UFC 3-601-02, "O&M: Inspection, Testing and Maintenance of Fire Protection Systems," September 8, 2010
  - (n) Public Law 102-522, "Fire Administration Authorization Act of 1992," October 26, 1992
  - (o) MCO 3504.2A
  - (p) 29 CFR 1910.146 "Permit-required confined spaces"
  - (q) DoD Instruction 3020.52 , "Department of Defense Installation Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE) Preparedness Standards," May 18, 2012
  - (r) Bureau of Medicine and Surgery Instruction (BUMEDINST) 6320.94, "Prehospital Emergency Medical Services for Naval Facilities," August 8, 2008
  - (s) DoD Instruction 6055.17 with Change 1, "DoD Installation Emergency Management Program," November 19, 2010
  - (t) MARADMIN 563/11, (DTG R 281931Z SEP 11)  
Subj/Installation Emergency Management Program  
Implementation Plan, September 28, 201

- (u) NAVAIR 00-80R-14-1, "NATOPS U.S. Navy Aircraft Emergency Rescue Information Manual," January 15, 2009
- (v) NAVAIR 00-80R-20, "NATOPS U.S. Navy Aircraft Salvage Operations Manual (Ashore)," September 15, 2011
- (w) United States Air Force (USAF) Technical Order 00-105E-9, "Aerospace Emergency Rescue and Mishap Response Information (Emergency Services)," March 31, 2011
- (x) MCO 5040.6H
- (y) UFC 4-730-10N, "Fire Stations," December 1, 2013
- (z) MCO 11000.12
- (aa) MCO P11240.106B
- (ab) DoD 6055.05-M "Occupational Medical Examinations and Surveillance Manual," May 2, 2007 with Change 1, September 16, 2008
- (ac) DoD Instruction 6055.05, "Occupational and Environmental Health," November 11, 2008
- (ad) Navy and Marine Corps Public Health Center-Technical Manual (NMCPHC-TM OM 6260) "Medical Surveillance Procedures Manual and Medical Matrix (Edition 12)," August 2015
- (ae) International Association of Fire Chiefs/International Association of Firefighters Wellness-Fitness Initiative, 3<sup>rd</sup> Ed
- (af) DoD "Fire and Emergency Services Certification Program Procedural Guide," July 2016
- (ag) 29 CFR 1910.120 "Hazardous waste operations and emergency response"
- (ah) International Association of Fire Chiefs (IAFC), "Officer Development Handbook," November 2003
- (ai) United States Marine Corps (USMC) Security and Emergency Services (SES) Community of Interest (COI), "Career Development Guide"
- (aj) SECNAV M-5210.1
- (ak) SECNAV Instruction 5211.5E
- (al) 42 USC 1856a "Reciprocal Fire Suppression Agreements, Authority to enter into reciprocal agreement; waiver of claims; reimbursement; ratification of prior agreements," 2001
- (am) DoD Directive 3025.18, "Defense Support of Civil Authorities (DSCA)," December 29, 2010 with Change 1, September 21, 2012
- (an) 42 USC 1856b "Reciprocal Fire Suppression Agreements, Emergency assistance," 2001
- (ao) DoD Instruction 4000.19, "Support Agreements," April 25, 2013

- (ap) DoD Instruction 6055.1, "DoD Safety and Occupational Health (SOH) Program," August 19, 1998
- (aq) 40 CFR 300 "National Oil and Hazardous Substances Pollution Contingency Plan"
- (ar) 5 U.S.C. 552a, Privacy Act of 1974, as amended
- (as) SECNAVINST 5211.5E

**Marine Corps  
Fire Protection  
and  
Emergency Services  
Program Manual**

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## Chapter 1

### Governance and Administration

#### 1. Governing Body

a. Overview. The Marine Corps F&ES) Program is legally established in accordance with reference (a), Department of Defense Instruction (DoDI) 6055.06, DoD F&ES Program. DoDI 6055.06 is policy and criteria for the allocation, assignment, operation and administration and provides overall guidance for the DoD F&ES Program. The Marine Corps implements authority through this Order, which is an elaboration of DoDI 6055.06.

b. Commander's Responsibilities. Commanding Officers have jurisdiction over each installation. Commanders are responsible for establishing and maintaining a comprehensive and effective F&ES and/or ARFF program aboard installations. This includes all activities and facilities under their command. The Commander's authority for F&ES and ARFF programs are delegated by a policy statement (Installation-level Fire Regulations), which establishes a reporting chain of command for the Fire Chief of the F&ES department and the ARFF OIC to conduct the day-to-day operations of their departments.

c. Fire Chief Responsibilities. The Fire Chief serves as the senior fire protection manager and technical representative to the Installation Commander. The Fire Chief is responsible for providing the Installation Commander with updates to the Installation-level Fire Regulation to ensure it remains current with appropriate orders, codes and standards. The Fire Chief is responsible for the day-to-day operation, as well as providing leadership and management for the F&ES department through planning, staffing, directing, coordinating, and the evaluation of various programs and assigned tasks.

d. ARFF OIC Responsibilities. The ARFF OIC serves as the senior ARFF fire protection manager and technical representative to the Installation Commander. The ARFF OIC can provide planning and resources to assist in installation emergency management. The ARFF OIC is responsible for the day-to-day operation, as well as providing leadership and management for the ARFF department.

e. Additional Governance Structures. The Fire Chief and ARFF OIC shall identify additional governance structures that may influence the F&ES and ARFF departments and notify

Commanders of the same in writing through the chain of command. Additional governance structures may include, but are not limited to: personnel regulations, collective bargaining agreements, MAA, interagency support agreements, memoranda of understandings, health and safety, training and equipment standards and regulations.

## 2. Agency Administration

a. Standards. The Marine Corps has adopted the relevant codes and standards of references (a), (e) and (f) as minimum fire protection and emergency services requirements. F&ES departments shall demonstrate compliance with the applicable legal requirements of local, state/provincial, and federal government.

b. Requirements. The requirements presented herein are minimum requirements and shall not be reduced until all available alternatives to eliminate deficiencies have been exhausted. If minimum requirements cannot be met, there is a corresponding increase in risk to the installation and its mission. Commanders must be notified in writing of this increased risk with a deviation request outlined in Chapter 2 of this Order. In determining the fire protection and emergency services requirements, the following factors shall be considered:

(1) Strategic importance and mission criticality of the installation.

(2) Degree of fire and life safety hazards.

(3) Value at risk (i.e., facilities, aircraft, equipment, contents).

(4) Extent of automatic protection provided.

(5) Availability of outside support.

(6) Emergency response requirements (i.e., emergency medical services (EMS), hazardous materials response, specialized rescue, ARFF, disaster response).

c. F&ES Standards of Response Coverage. A Fire Protection and Emergency Services Program classification system shall be utilized to determine the level of protection required at respective Marine Corps installations. The classification rating is based on the factors discussed in requirements above. Figure

1-1 displays the class of each F&ES Department on Marine Corps installations.

(1) Class A: The installation has high strategic importance and is critical to the military readiness of the Marine Corps. The value of property and equipment is high and significant life safety hazards are present. Class A installations require a F&ES force which meets the Minimum Level of Service Objectives - Operations for a Full Alarm Assignment as illustrated in Figure 1-2 below.

(2) Class B: The installation is less critical in strategic importance and military readiness. The value of property and equipment is not as significant as Class A installations and the life safety hazards are reduced. Class B installations require a firefighting and emergency services force which meets the Minimum Level of Service Objectives - Operations for a First Arriving Company as illustrated in Figure 1-2 below.

(3) Class C: Due to its reduced strategic importance and impact to military readiness, as well as its size, location and the availability of outside forces, the installation does not require an organized firefighting and emergency services force. Class C installations do not require a firefighting and emergency services force that meets the Minimum Level of Service Objectives - Operations for any program element. Class C installations may establish an on-site fire brigade where outside forces are not available in accordance with reference (a) and reference (e), NFPA 600.

<b>INSTALLATION</b>	<b>F&amp;ES PROGRAM CLASSIFICATION</b>
MCLB ALBANY	A
MCLB BARSTOW	A
MCAS BEAUFORT	A
MCSF BLOUNT ISLAND	C
MCMWTC BRIDGEPORT	B
MCB CAMP BUTLER	A
MCAS CHERRY POINT	A
CATC CAMP FUJI	B
MCAS FUTENMA	A
MCB HAWAII/MCAS KANEOHE BAY	A*
MCAS IWAKUNI	A
MCB CAMP LEJEUNE	A
MCAS MIRAMAR	A
CAMP MUJUK	C
MCAS NEW RIVER	A
MCRD PARRIS ISLAND	A

MCB CAMP PENDLETON	A
MCAS CAMP PENDLETON	A
MCB QUANTICO	A
MCAF QUANTICO	A
MCRD SAN DIEGO	A*
MCAGCC TWENTYNINE PALMS	A
MCAS YUMA	A
MARBKS WASHINGTON	C
	* PROVIDED BY NAVY F&ES DEPARTMENT

Figure 1-1.--Class for Each F&ES Department.

PROGRAM ELEMENT	AGGREGAT E RESPONSE TIME (ART) (minutes ) <sup>2</sup>	RAT E (%) <sup>3</sup>	COMPANIE S <sup>4</sup>	STAF F <sup>4</sup>
Structural Fire				
First Arriving Company	7	90	1	4
Initial Full Alarm Assignment	12	90	3	13
Other Fire Response/Investigative Response				
First Arriving Company	7	90	1	4
HazMat/CBRNE				
First Arriving Company (Defensive Operations)	7	90	1	4
Full Alarm Assignment (Offensive Operations)	22	90	3	15
Emergency Medical				
First Arriving Company (BLS with AED)	7	90	1	2
Transport Unit (BLS with AED)	12	90	1	2
ALS Capability	12	90	1	2
ARFF				
Unannounced First Arriving Company	5	90	1	4
Announced First Arriving Company <sup>5</sup>	1	90	1	4
Additional Units - should arrive at 30 second intervals	-	-	-	-
Technical Rescue				
First Arriving Company	7	90	1	4
Full Alarm Assignment	22	90	3	13

Wildfire				
As required to meet Installation Wildland Fire Management Plan	-	-	-	-
Other Response				
As required to meet NFPA standard, other consensus standard, or installation standard of cover	-	-	-	-

This table deviates from NFPA standards based on historical risk profile of Marine Corps installations.

Consists of dispatch time, turnout time, and the remainder travel time.

Fractile response rate indicates the percentage of responses that are equal to or less than the ART.

Indicates the minimum number of companies and personnel required to safely and effectively perform initial operations for the respective program element. These minimum requirements do not provide sustainment capability and will not provide sufficient resources for major incidents.

Assumes pre-positioned units for an announced emergency; ARFF apparatus will be capable of responding to any incident on the runways within 1 minute.

Figure 1-2.--Minimum Level of Service Objectives - Operations<sup>1</sup>

PROGRAM ELEMENT	REQUIREMENT	FREQUENCY
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Fire Risk Management Surveys/Inspections	Survey/inspect all facilities <sup>1</sup> (including areas such as piers, open storage locations, etc.).	Annual
Plan Review	Review all military construction, sustainment/restoration and modernization, and self-help projects.	As required
Public Fire Education Programs	Provide programs that inform and motivate all installation personnel on individual fire prevention responsibilities.	Quarterly

PPV housing is excluded except for common areas in multifamily units.

Figure 1-3.--Minimum Level of Service Objectives - Prevention

PROGRAM ELEMENT	REQUIREMENT
Incident Command	Provide command and control of all incidents consistent with the National Incident Management System.
Supervision	Provide effective direction and oversight for subordinate personnel.
Planning	Provide required strategic and operational plans.
Budget	Provide budget requirements and manage program costs.
Program Management	Provide effective and efficient F&ES programs to the installation.

Figure 1-4.--Minimum Level of Service Objectives - Management

d. Airfield Firefighting and Rescue Organization and Operations. Per reference (g), Chapter 5, minimum response requirements necessary to adequately perform ARFF functions are predicated on the aircraft gross weight assigned at an activity. Figure 1-5 displays the categories for each air station/airfield.

STATION	CATEGORY
MCAS YUMA	3 <sup>1</sup>
MCAS CHERRY POINT	3
MCAS MIRAMAR	3
MCAS IWAKUNI	3
MCAS BEAUFORT	3
MCALF BOGUE	2 <sup>2</sup>

MCAS CAMP PENDELTON	2
MCAS FUTENMA	2
MCAS KANEOHE BAY	2
MCAS NEW RIVER	2
MCAGCC TWENTYNINE PALMS	2
MCAF QUANTICO	2

200,000 to 500,000 aircraft maximum gross takeoff weight in pounds, truck capacity of 4,000 gallons of water with a flow of 1,500 gallons per minute.

10,000 to 200,000 aircraft maximum gross takeoff weight in pounds, truck capacity of 2,000 gallons of water with a flow of 1,000 gallons per minute.

Figure 1-5.--Categories for Each Air Station/Airfield.



## Chapter 2

### Assessment and Planning

#### 1. Documentation of Area Characteristics

a. Overview. Per references (h), page 83 and (i), page 11, the assessment and planning requirement generally consists of: Dividing the installation into fire demand zones (FDZs); completing an all-hazards based risk assessment for each FDZ to document both fire and non-fire risk; determining the scope and level of service objectives required of the F&ES department in order to address the known risk in each FDZ; documenting the scope and level of service objectives in a standards of cover (SOC) document; completing a self-assessment using the Commission on Fire Accreditation International (CFAI) model, then using historical incident response data (minimum of three (3) years) to determine the F&ES department's ability to meet its established SOC. The evaluation of the department's ability to comply with its SOC is completed on an annual basis as part of a continuous improvement process. Gaps in the F&ES department's performance in comparison to its SOC are then addressed in the strategic plan.

b. Establishing a Standards of Cover. The F&ES program will develop a SOC for the installation. The SOC shall be approved by the Installation Commander. The SOC will include input from other applicable installation departments, i.e., ARFF, dispatch, public works, human resources. The SOC, reference (i), page 11, is developed by establishing FDZ, completing an all-hazards risk assessment for fire and non-fire risks for each fire demand zone, and determining the scope and level of service objectives, utilizing the Minimum Level of Service Objectives - Operations on page 1-4, Minimum Level of Service Objectives - Prevention on page 1-5, and Minimum Level of Service Objectives - Management on page 1-5.

c. Responsibility for a Standards of Cover. The SOC for an installation shall be developed, documented and approved by the Installation Fire Chief. SOC documents for an installation shall be validated through the staffing process, seeking concurrence and endorsement on the installation's minimum requirements through the chain of command, with final approval by the Installation Commander. Installations that do not have F&ES departments will have SOC documents developed by subject matter expert support identified by Headquarters Marine Corps (HQMC) MCICOM. Information on SOC documents can be found at reference (i). In

determining the fire protection and emergency services minimum requirements, a risk assessment of the installation shall be completed by the F&ES department and the six factors described in Chapter 1, Paragraph 2, shall be considered in the performance of this assessment.

d. Short-term Deviations. These are deviations from minimum requirements in the SOC caused by immediate circumstances resulting in reduced capability for less than 90 days. The Installation Commander has the authority to approve short-term deviations.

e. Temporary Deviations. These are deviations from minimum requirements in the standards of cover that result in capability loss for more than 90 days but less than 1 year. Temporary deviations shall be documented in a "get-well" plan that shall not exceed 3 years and, at a minimum contains the following:

- (1) An assessment of the risk caused by the deviation.
- (2) A description of measures to minimize increased risk caused by the deviation.
- (3) Detailed steps and timelines planned to meet the requirements.
- (4) Communication strategy for informing those affected by the deviation (e.g., housing residents, building occupants) that a deviation has occurred and the plan to remedy that deviation.
- (5) Strategy to update the Installation Commander regularly of the increased risk and the status of the get-well plan to meet the requirements.
- (6) Formal approval of the Installation Commander acknowledging acceptance of increased risk, commitment to carry out provisions in the plan, and the expiration date of the approval.
- (7) Formal review by the echelon commander that is in the direct chain of command of, and one level higher than, the Installation Commander (i.e., Commanding General, Marine Corps Installations East, Commanding General, Marine Corps Installations West, Commanding General, Marine Corps Installations Pacific, or Commanding General, Training and Education Command). A copy of all approved temporary deviations shall be forwarded to HQMC (MCICOM).

f. Long-term Deviations. These are deviations to the standards of cover that are not expected to be remedied. Long-term deviations from minimum requirements documentation shall contain the following:

(1) An assessment of the risk caused by the deviation.

(2) A description of measures to address the increased risk caused by the deviation.

(3) A communication strategy for informing those affected (e.g., housing residents, building occupants) that a deviation has occurred and the measures being taken to minimize the risk of the deviation.

(4) Deviation requests shall be submitted to DC I&L for F&ES departments and DC AVN for ARFF departments. The approval shall contain clear statements that the approving authority has accepted the increased risk caused by the deviation. Deviation approvals are valid for a maximum of 3 years. If the approval authority changes, the deviation shall be briefed to the new approval authority. Expiring approval may be reviewed, provided all steps in the approval process are re-accomplished or revalidated.

(5) Requests for long-term deviations shall be forwarded to HQMC (MCICOM) for consideration. HQMC (MCICOM) is the first line of authority for approval of long-term deviations to this Order. Requests for long-term deviations forwarded to HQMC (MCICOM) must include endorsement by all management levels (echelon commanders) in the direct chain of command of the requesting installation.

## 2. Fire Risk Assessment and Response Strategies

a. Analyzing Fire Demand Zones and Population Area. F&ES and ARFF departments shall analyze each FDZ and population area and evaluate risk factors in order to establish a standard of response coverage. The F&ES and ARFF departments, using the geographical boundaries for the installation shall divide the installation into an appropriate number of FDZs. The departments shall complete a risk assessment for fire in each FDZ.

b. Response Times. F&ES departments shall be strategically located to provide rapid responses to fire incidents. F&ES department response times to a given demand area shall be in

accordance with Minimum Level of Service Objectives - Operations on page 1-4. Response times shall be via the shortest practical route and shall take into account traffic conditions or physical obstructions which may increase response times. Baseline and benchmark response time objectives for fire incident response shall be established for the first arriving company and full alarm assignment or other support units as applicable.

c. Standards of Cover Strategy. F&ES and ARFF departments shall identify all services that will be provided by the department in the installation standards of cover document. Fire risk(s), area of responsibility, demographics, economic indicators, fire loss data, water supply, airfield category, and automatic fire protection system information will be used to establish an effective standards of response strategy.

d. Assessing Capabilities and Risk. The F&ES and ARFF departments shall complete and annually update the following documents: Risk assessment, SOC, self-assessment, and strategic plan. Deviation requests shall be submitted in accordance with the procedures outlined above to ensure Commanders are aware of fire and non-fire risk aboard the installation and the resources available to mitigate those risks.

e. F&ES Department Program Assessments. HQMC (MCICOM) shall provide detailed program assessments of each installation's F&ES department on a three year cycle. This reporting requirement is exempt from reports control according to reference (j), Part IV, paragraph 7.k. The assessments provide a detailed analysis and evaluation of the F&ES department programs, mission capability, and status of each F&ES department's self-assessment efforts per reference (h). The assessment reports may be utilized to meet Inspector General of the Marine Corps Inspection and Assessment requirements. Installations shall prepare responses to each recommendation in the assessment report, indicating concurrence, non-concurrence, or clarification. Responses shall include descriptions of when deficient conditions were, or will be, corrected. Installations shall submit responses to HQMC (MCICOM) within 90 days after receiving an assessment report.

f. ARFF Department Program Assessments. All ARFF departments are inspected on a two year cycle utilizing the Inspector General (IG) of the Marine Corps Inspection and Assessment requirements checklist. DC Aviation APX-10/2 is the ARFF functional area manager for the IG Checklist.

3. Non-Fire Risk Assessment and Response Strategies

a. Analyzing Fire Demand Zones and Population Area. F&ES and ARFF departments shall analyze each FDZ and population area and evaluate risk factors in order to establish an SOC document. The F&ES and ARFF departments, using the geographical boundaries for the installation shall divide the installation into an appropriate number of FDZs. The departments shall complete a risk assessment for non-fire risks in each FDZ.

b. Response Times. F&ES departments shall be strategically located to provide rapid responses to non-fire incidents. F&ES department response times to a given demand area shall be in accordance with Minimum Level of Service Objectives - Operations on page 1-4. Response times shall be via the shortest practical route and shall take into account traffic conditions or physical obstructions which may increase response times. Baseline and benchmark response time objectives for non-fire incident response shall be established for the first arriving company and full alarm assignment or other support units as applicable.

c. Standards of Cover Strategy. F&ES and ARFF departments shall identify all services that will be provided by the department in the standards of cover document. F&ES departments shall establish a standards of response coverage strategy for each type of non-fire risk(s) and service demand.

4. Strategic Planning. F&ES departments shall have a published strategic plan that is evaluated and updated on an annual basis. The F&ES Department's plan shall be consistent with the Installation's strategic plan.

## Chapter 3

### Goals and Objectives

1. Goals and Objectives. The CFAI "Fire and Emergency Services Self Assessment Manual," reference (h) is adopted by the Marine Corps to meet the F&ES and ARFF program evaluation and improvement requirements of reference (a). HQMC (MCICOM) shall complete annual program assessments and prepare a summary report on the health of the USMC F&ES program, per reference (a). F&ES and ARFF departments shall develop strategic plans that include goals and objectives and incorporates the measurable elements of time, quantity and quality. Corresponding specific objectives are published and communicated to implement these goals. Installation F&ES departments are required to pursue CFAI Accredited status and establish a continuous improvement process.

2. Implementation of Goals and Objectives. An organizational management process shall be identified and used to implement and track the F&ES and ARFF department's goals and objectives. F&ES and ARFF departments shall have long range plans with identified goals and objectives. These plans should include goals and objectives that are specific, measurable, attainable, realistic, and time-bound.

### 3. Measurement of Organizational Progress

a. Review of Goals and Objectives. The F&ES and ARFF department's goals as outlined in the agency's strategic plan shall be assessed not less than annually and updated as necessary to ensure the goals and objectives outlined within remain consistent with the installation and agency's mission, vision, and long-range plans.

b. Strategic Plan. The strategic plan should be used as a planning tool for fiscal budgeting and revised annually in order to ensure that the goals and objectives are current, incorporate identified gaps and recommendations from internal and external assessments, exercises, surveys and plans. Documents used to develop the strategic plan may include the risk assessment, standards of cover, fire protection engineering survey report, wildland fire management plan, after action reports, program assessments, and mission assurance reports. The strategic plan shall be communicated with emergency response personnel and stakeholders so they are aware of current and future plans for F&ES and ARFF aboard the installation.

## Chapter 4

### Financial Resources

#### 1. Financial Planning

a. Overview. The F&ES and ARFF departments shall have the financial resources necessary to fund operational priorities to limit the identified risks aboard the installation and support the goals and objectives identified in the strategic plan. The F&ES and ARFF department senior staff and the installation's budgetary staff should develop budgets that support the agency's programs and priorities. Approved and appropriated budgets should be used for their stated purposes and management controls and audits conducted to ensure resource use is consistent with goals, objectives, and stated priorities.

b. Requirement. Commanders shall ensure adequate staff and budget are provided to implement the fire protection and emergency services and ARFF programs. The Fire Chief and the ARFF OIC, as directed by Commanders, shall work with installation budgetary staff to develop F&ES and ARFF department budgets that are consistent with policies, guidelines, and processes. The budgetary system shall provide the Fire Chief and the ARFF OIC with budgetary information throughout the fiscal year so they can develop the department's POM and requests for funding through the centrally managed program (CMP) at MCICOM (G3). The Fire Chief and ARFF OIC shall have procedures for internal budgetary controls consistent with and approved by installation budgetary staff and Commanders.

2. Financial Practices. Financial audits will be conducted as required/directed. Deficiencies will be noted and plans made to resolve audit exceptions.

3. Resource Allocation. F&ES programs and activities based on current and anticipated revenues will be adequate to maintain adopted levels of service.

## Chapter 5

### Programs

1. Overview. The SOC, in conjunction with the risk assessment, capabilities and resources will determine the scope and level of services provided by the department to the installation per Figure 1-2 on page 1-4. Departments will only be evaluated on the programs consistent with the F&ES and ARFF department's mission, goals, and objectives. Programs are identified by F&ES and ARFF as emergency response programs and non-emergency response programs. Emergency response programs include, but are not limited to fire suppression, EMS, technical rescue, HazMat, Chemical, Biological, Radiological, Nuclear, and High-Yield Explosives (CBRNE), wildland fires and ARFF. Non-emergency response programs include, but are not limited to fire prevention, public education, fire investigation, and domestic preparedness.

2. Installation F&ES Department Staffing. Figures 5-1, 5-2 and 5-3 provide the staffing standards for administration and management, fire prevention and emergency response personnel. Emergency response staffing standards are based on full-time career personnel working 72 hours per week on 24 hour shifts. The number of personnel authorized in each F&ES department is based on the Minimum Level of Service Objectives - Operations, Minimum Level of Service Objectives - Prevention, and the Minimum Level of Service - Management for the installation, per Figures 1-2, 1-3, 1-4, and the F&ES Department classification rating per Figure 1-1.

3. Incident Command Systems. Incident command procedures shall be developed and utilized for all emergency incidents to provide for planned and systematic utilization of resources and shall be compliant with the National Incident Management System (NIMS), in accordance with reference (k), paragraph (18). The Incident Command System (ICS) is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.



<u>POSITIONS</u>	<u>NUMBER OF FIRE AND EMERGENCY SERVICES PERSONNEL<sup>1</sup></u>
Fire Chief	10 or more = 1
Deputy Fire Chief	40 or more = 1
Assistant Fire Chief (Operations - Shift Supervisor)	20 or more = 2 <sup>2</sup>
Assistant Fire Chief (Fire Prevention)	4 or more prevention personnel = 1
Assistant Fire Chief (Training)	30 or more personnel = 1
Assistant Fire Chief (Emergency Medical Service)	8 or more paramedic personnel = 1
Administrative Assistant	40 or more = 1

<sup>1</sup>Figures do not consider personnel assigned for fire and emergency service telecommunications, maintenance of fire protection systems or other auxiliary personnel assigned to the Fire and Emergency Services Department.

<sup>2</sup>Additional shift supervisors (District/Battalion Chiefs) are authorized at large or consolidated installations where the physical dispersion of Fire and Emergency Services Department stations makes it unmanageable for one shift supervisor to provide immediate direction of day-to-day operations.

Figure 5-1.--Minimum Staffing Requirements for Management and Administrative F&ES Department Positions

<u>EMERGENCY VEHICLE IDENTIFIERS</u>	<u>STAFFING PER VEHICLE<sup>1</sup></u>
Pumpers	4
Aerial Ladders/Quints	4
Rescue Apparatus	2 <sup>2</sup>
HazMat Apparatus	2 <sup>2</sup>
Mobile Water Supply	2 <sup>2</sup>
Wildland Fire Apparatus	2 <sup>3</sup>
Ambulances	2

<sup>1</sup>Total emergency response staffing is determined by multiplying the required daily staffing of all staffed apparatus by the position staffing factor, 2.72 percent.

<sup>2</sup>Rescue/HazMat/Mobile Water Supply apparatus shall be cross-staffed from the pumper positions. Where the hazard and risk warrants, two positions per rescue/HazMat/Mobile Water Supply apparatus may be authorized when approved by HQMC (MCICOM).

<sup>3</sup>Wildland apparatus is cross-staffed from the pumper positions. At installations with severe wildland fire risks, two positions per wildland fire apparatus may be authorized when approved by HQMC (MCICOM).

Figure 5-2.--Minimum Daily Staffing Requirements for Emergency Response

4. Fire Suppression

a. Structural Fire Response. Fire companies shall be dispatched on a first alarm assignment to meet the Minimum Level of Service Objectives - Operations, per Figure 1-2. F&ES departments shall dispatch at least one aerial ladder/quint company on an initial full alarm assignment. Where ladder companies are not available, an engine company may provide the ladder company requirement.

b. Wildland Fire Response. F&ES department response to wildland fires shall be in accordance with the Installation Wild Fire Management Plan. The F&ES department response shall be sufficient to ensure, to the greatest extent possible, that the wildland fire does not leave the installation property.

c. Appraisal of the Fire Suppression Program. F&ES and ARFF departments shall conduct an annual appraisal to determine the effectiveness of the fire suppression program per reference (a), Program Evaluation and Improvement.

5. Fire Prevention/Life Safety Program

a. General. Each installation shall establish and maintain an effective and planned fire prevention program. Fire prevention programs shall consist of continuing public fire education for all installation personnel, identification and elimination of fire hazards, enforcement of fire regulations, adequate fire protection for facilities and activities, promotion of fire prevention campaigns throughout the year, first aid firefighting training, and fire investigations. The fire prevention program requires the strong support of the Installation Commander. The program elements and requirements of the fire prevention program can be found in Figure 1-3, Minimum Level of Service Objectives - Prevention on page 1-5.

b. Fire Prevention Code. Fire prevention regulations shall comply with NFPA 1, Fire Code, and NFPA 101, Life Safety Code of reference (e), and with reference (f).

c. Fire Protection Engineering. Fire protection engineering criteria shall conform to NFPA 1 and 101 of reference (e) and UFC reference (f), paragraph 1-5. The Factory Mutual Loss Prevention Data Sheets, International Building Code, and fire protection criteria from DoD and HQMC also provide specific fire protection guidance. Exemptions to fire protection criteria shall be prepared and submitted in accordance with UFC reference (f), paragraph 1-3.8.

d. Fire Prevention Inspections. Qualified fire prevention personnel will manage the inspection program. Fire prevention personnel will report and ensure prompt correction of fire hazards as part of the installation hazard abatement plan. Inspection frequency shall be based on fire and life hazards, occupancy classification, fire loading, and importance of normal activity. All facilities shall be inspected at least annually with more frequent inspections authorized for higher hazard facilities and to ensure prompt correction of all life safety related deficiencies.

e. Permits. High fire hazard activities, such as hot work, shall be regulated through a permit system per reference (e). All precautions specified by the fire permit shall be employed to minimize the risk of high fire hazard activities.

f. Surveys. Qualified Fire Protection Engineers (as defined in reference (f), paragraph 1-5) shall survey installations on a five year cycle. Surveys should be conducted

in-house by qualified personnel, or be contracted locally. If necessary, installations may submit a funding request for surveys via a prioritized CMP (P1) funding submission. Naval Facilities Engineering Command Fire Protection Engineers are the recommended source for conducting surveys. Fire protection surveys provide a highly technical review of the life safety features, fire protection systems, and physical features of facilities at the installation. Fire Protection Engineering Survey Reports must receive prompt attention and deficiencies shall be corrected as soon as possible. Survey reports and activity corrective action plans shall be submitted to HQMC (MCICOM) within 60 days after receiving the survey to facilitate HQMC project validation and funding. This reporting requirement is exempt from reports control according to reference (j), part IV, paragraph 7.k.

g. Fire Protection Projects. Fire protection facility projects shall be submitted to HQMC in accordance with reference (l), Chapter 2, Section 3 in order to correct deficiencies which exceed local approval authority. Projects that are driven entirely by fire protection requirements, that use new fire protection technologies, or that involve unique and complex fire protection designs shall be reviewed by HQMC (MCICOM). The installation F&ES department, in conjunction with the Public Works Department, shall prepare appropriate project documentation for all fire protection facility projects.

h. Fire Protection Systems Maintenance. Maintenance of fire protection systems shall comply with reference (m).

i. Contractor Operations. Fire prevention personnel shall attend pre-construction meetings to coordinate fire prevention requirements with installation contractors. All construction projects, repair, and maintenance work and service contract work shall be monitored by fire prevention personnel. Unsafe conditions shall be reported promptly to the contracting officer for corrective action.

j. Key Access Boxes. Where access to facilities is restricted because of secured openings or where immediate access is necessary for life saving purposes, key access boxes with access keys are authorized. Key access boxes shall, per reference (e), NFPA 1, paragraph 18.2.2.1, be approved by the AHJ and shall be consistent throughout the installation. The Installation Fire Chief serves as the AHJ for approving key access boxes used on the installation(s).

k. Fire Prevention Program Staffing. The number of fire prevention personnel authorized is based on the size of the installation and the Minimum Level of Service Objectives - Prevention, per Figure 5-3. Figure 5-3 provides the staffing requirements for fire prevention personnel.

<u>AREA REQUIRING FIRE PREVENTION SERVICES (IN THOUSANDS OF SQ. FT.)<sup>1</sup></u>	<u>STAFFING REQUIREMENTS<sup>2</sup></u>
<1,000	1
>=1,000 - <3,000	2
>=3,000 - <5,000	3
>=5,000 - <8,000	4
>=8,000 - <11,000	5
>=11,000 - <14,000	6
>=14,000 - <17,000	7
>=17,000 - <20,000	8
20,000 and above	<u>3</u>

<sup>1</sup>Total square footage of buildings (excluding family housing), continuously used outside storage areas (continuous movement of equipment and/or supplies to and from the storage site), ships, and waterfront facilities.

<sup>2</sup>These baseline staffing figures may be increased or decreased depending on the assessment of the hazardous nature of the material stored or operations conducted, amount of emergency response personnel inspections conducted on low hazard occupancies, the mission criticality of the equipment and operations, predominant construction features, utilization of fire prevention personnel for public fire education and review of construction plans, and other local factors bearing on the demand for full-time fire prevention personnel. Additional personnel may be required for public fire education, fire alarm communications, emergency medical, program management, administration, and maintenance of fire protection systems.

<sup>3</sup>Where fire prevention services are required for areas exceeding 20,000,000 square feet, a fire protection specialist is authorized. An additional fire prevention position is authorized for each additional 3,000,000 square feet.

Figure 5-3.--Minimum Staffing Requirements for Fire Prevention Positions

l. Fire Protection Plan Review. Qualified fire prevention personnel shall review and approve all plans and specifications for construction, repair, and alterations to buildings and facilities.

m. Fire Warden Program. Each installation tenant organization shall designate a Fire Warden to help execute the fire prevention program. All Fire Wardens shall receive fire prevention training from the fire prevention staff. The Fire Warden may appoint additional Fire Wardens for designated buildings and facilities. Fire Wardens are responsible for the day to day fire prevention regulations within their designated building and facilities. The Fire Warden shall inform the Fire Chief in writing of all Fire Warden assignments.

o. Appraisal of the Fire Prevention Program. F&ES departments shall conduct an annual appraisal to determine the effectiveness of the fire prevention program and its efforts in risk reduction.

## 6. Public Education Program

a. Public Fire and Injury Prevention Education. Public fire and injury prevention education programs shall be provided per reference (a) to inform and motivate DoD personnel and their families who reside or work on DoD installations or in government-leased facilities of their individual responsibilities in fire prevention. Educational programs may be extended to surrounding jurisdictions with which there are MAA. Educational programs shall focus on fire safe procedures, elimination of fire hazards, reporting of fires and other emergencies, first aid firefighting and proper fire escape planning. Installations are authorized to expend funds for public fire education materials including nominal value giveaways, i.e., refrigerator magnets, hot pads, rulers, coloring books, plastic fire helmets, water bottles, cups, glasses or like items traditionally used as public education materials. Education materials shall include fire prevention and/or fire safety related messages, along with the F&ES department logo.

b. Family Housing. A fire prevention orientation program shall be provided for all new housing occupants within 30 days of occupancy. Housing units shall be inspected when directed by the Installation Commander. Government owned family housing units shall be inspected when requested by the housing occupants, during changes in occupancy or when directed by the Installation Commander. All F&ES fire prevention activities for Public Private Venture (PPV) housing, including inspections must be coordinated and approved by the Installation Housing Manager and the PPV managers.

c. Public Assembly Facilities. Public assembly facility managers shall be trained in proper fire prevention responsibilities due to the high life loss potential at these facilities. Managers shall notify the F&ES department when planning large social events involving extensive decorations, large crowds, or unusual arrangements.

d. Procedures/Guidelines. F&ES departments shall develop and maintain standard operating procedures or general guidelines to direct the public education program.

e. Appraisal of the Public Education Program. F&ES departments shall conduct an annual appraisal to determine the effectiveness of the public education program and its effect on reducing identified risks.

## 7. Fire Investigation Program

a. Authorization. The F&ES and ARFF departments shall have a policy and procedure in place to direct the fire investigation program. At a minimum, the policy shall designate the department responsible for determining the initial origin and cause of fires and outline the procedures to summon assistance if a fire is determined to be suspicious. The policy should also include the agencies/organizations that may be called upon to assist the F&ES and ARFF departments with fire investigation.

b. Fire Investigation Method. The method of determining the origin and cause of significant fires and explosions is in accordance with reference (e), NFPA 921: Guide for Fire and Explosion Investigations, Chapters 18 and 19.

c. Staffing and Expertise. Personnel assigned to investigate fires on Marine Corps installations shall have the knowledge, training, expertise, and credentials to accomplish the program goals and objectives. If the F&ES department does not have personnel with the required training and credentials, a process must be in place to summon assistance from other agencies.

d. Fire Investigations. All fires shall be investigated by the F&ES department to determine probable origin and cause and to reveal lessons learned to support local fire prevention and protection improvements. Fires which may involve criminal activity shall be reported promptly to the Naval Criminal Investigative Service. Per reference (o), enclosure 2, Paragraph 2, fires involving loss of life, multiple serious

injuries, property damage estimates exceeding \$200,000, failure of fire protection systems, fire bombings, fire sabotage of critical operations, or incidents where an independent investigation is in the best interest of the Marine Corps, shall be reported to HQMC (MCICOM) via the normal chain of command.

e. Appraisal of the Fire Investigation Program. F&ES departments shall conduct an annual appraisal to determine the effectiveness of the fire investigation program.

## 8. Technical Rescue

a. Technical Rescue Services. F&ES and ARFF departments shall provide specialized rescue services per reference (e), NFPA 1670, Standard on Operations and Training for Technical Search and Rescue Incidents, Chapters 5 through 17 (rope rescue, structural collapse search and rescue, confined space search and rescue, vehicle search and rescue, water search and rescue, wilderness search and rescue, trench and excavation search and rescue, machinery search and rescue, cave search and rescue, mine and tunnel search and rescue, helicopter search and rescue, tower rescue, and animal technical rescue) when hazards at the installation require these capabilities. Confined space rescue requirements shall be in accordance with reference (p). F&ES and ARFF department initial response to emergencies involving technical rescue shall be in accordance with the Minimum Level of Service Objectives - Operations, per Figure 1-2.

b. Procedures/Guidelines. F&ES departments shall have standard operating procedures or general guidelines in place to accomplish the stated level of response for technical rescue incidents.

c. Appraisal of the Technical Rescue Program. F&ES departments shall conduct an annual appraisal to determine the effectiveness of the technical rescue program.

## 9. Hazardous Materials (HazMat)/Chemical, Biological, Radiological, Nuclear, and High-Yield Explosives (CBRNE)

a. HazMat/CBRNE Emergency Services. F&ES and ARFF departments shall provide HazMat and CBRNE emergency services in accordance with NFPA Standard 471 and 472 of reference (e) and with reference (q), enclosures 3 and 4. All Class A Marine Corps F&ES departments shall provide HazMat Technicians for offensive operation in HazMat/CBRNE response in accordance with the Level of Service Objective - Operations, per Figure 1-2.



b. HazMat/CBRNE Response. F&ES and ARFF department initial response to HazMat emergencies shall be in accordance with the Minimum Level of Service Objectives - Operations, per Figure 1-2, and the Installation Oil and Hazardous Substance Spill Contingency Plan. All F&ES departments shall be capable of hazard recognition, area isolation, personnel evacuation, substance identification, and initial incident command. F&ES departments with Hazardous Materials Incident Response Teams shall have the capability of Level A entry, in accordance with NFPA Standard 471 of reference (e), paragraph 7.5.1 for rescue, material identification, control and containment and mitigation purposes. F&ES departments shall not be responsible for hazardous materials clean-up and disposal, but shall maintain procedures to alert the applicable local authorities of all suspect releases that may require clean-up and disposal.

c. Procedures/Guidelines. F&ES departments shall have standard operating procedures or general guidelines in place to direct the hazardous materials response program.

d. Appraisal of the HazMat Program. F&ES departments shall conduct an annual appraisal to determine the effectiveness of the hazardous materials program.

e. CBRNE Installation Protection Program

(1) F&ES Department shall coordinate maintenance, sustainment and annual inventory of Hazmat/CBRNE equipment with the installation CBRNE Protection Officer.

(2) F&ES Department shall identify Hazmat/CBRNE program changes required (i.e., equipment upgrades or capability changes) to the installation CBRNE Protection Officer in preparation for the annual Working Integrated Product Team held by the CBRNE Program Manager at MCICOM.

10. Emergency Medical Services (EMS)

a. Overview. F&ES departments shall provide EMS and emergency ambulance transport at Marine Corps installations upon written agreement with Navy Bureau of Medicine and Surgery (BUMED). Where BUMED personnel remain the primary EMS provider, F&ES departments shall supplement and reinforce the EMS system. F&ES departments providing ambulance services are encouraged to provide advanced life support (ALS) capability.

b. Emergency Medical and Rescue Response. F&ES department initial response to medical and rescue emergencies shall provide for prompt extrication and treatment of victims. Medical emergencies shall be handled in accordance with appropriate emergency medical protocols.

c. Medical Oversight. Per reference (r), paragraphs 1 and 4.a, BUMED shall provide medical oversight for emergency medical response, including medical direction, medical control, quality assurance, medical consumables (including oxygen), and medical waste disposal. Occasionally, there may be situations where oversight from BUMED is not readily available or may not be practical at the installation. At installations where such oversight from BUMED is not readily available or it is feasible for oversight to be provided by other means, local agencies, medical directors and facilities may be utilized and shall be established through a formal, written MOA/MOU. Copies of such EMS MOAs/MOUs shall be provided for review and approval by the appropriate regional commands (i.e. one echelon higher than the installation) and the Commander of the applicable NAVMED Region, and forwarded via the chain of command to CMC.

d. Medical Protocols. All installation F&ES departments providing EMS shall adopt and maintain written medical protocols approved by the Medical Director. Medical Protocols shall be reviewed and updated by the installation no less than annually, or if changes are made.

e. Incident Reporting. A patient care record is created and maintained for each patient encountered by the EMS system. This report contains patient history, incident history, data regarding treatment rendered, and the patient disposition. The agency must make reasonable efforts to protect reports from public access and maintain them as per Marine Corps records retention requirements.

f. Health Insurance Portability and Accountability Act (HIPAA) Compliance Program. F&ES departments shall have a HIPAA compliance program in place for the EMS program that meets Federal guidelines (45 C.F.R. Parts 160, 162 & 164). All personnel shall be trained in HIPAA regulations and procedures.

g. Appraisal of the Emergency Medical Services Program. F&ES departments shall conduct an annual appraisal of the EMS program to determine its effectiveness.

11. Domestic Preparedness Planning and Response

a. All-Hazards Emergency Preparedness. F&ES and ARFF departments response to natural or man-made disasters shall be in accordance with the Installation Disaster Response Plans. Utilization of all installation F&ES and ARFF departments should be considered when preparing response plans. The response plans shall be coordinated with surrounding jurisdictions and shall be tested at least once a year.

b. Planning. Installation F&ES and ARFF departments shall support the Installation Emergency Management plans in response to natural or man-made disasters in accordance with references (s) and (t).

c. Notification of Hazards. A map of the entire establishment and any potentially hazardous external locations near the installation shall be posted in a conspicuous place at fire stations. These maps must show buildings, magazines, and outside storage areas such as truck or railcar holding areas, container pads, and locations of hazardous materials and flammable, volatile liquids. The map should show the location of the water distribution system, including valves and hydrants and the size of the mains. The contents of hazardous locations should be indicated on the map by colored pins or suitable indicators specifically showing the explosive site by hazard class/division. The information shall be kept up-to-date from information supplied by the ordinance department after checking storage records at regular intervals, or as conditions change. The fire map should enable the fire department to determine at a glance the type of fire it may encounter and the types of protective equipment required.

d. Standard Operating Procedures and Pre-Incident Plans. F&ES and ARFF departments shall develop standard operating procedures to improve operational performance by providing uniformity in practices, establishing responsibility, and enhancing accountability. Pre-incident plans shall be developed for all target hazards to ensure emergency response procedures are conducted as safely, effectively, and efficiently as possible.

e. Interoperability. F&ES and ARFF departments shall determine their interoperability with other departments aboard the installation and outside public safety agencies or organizations. Interoperability includes portable, mobile, and fixed communications systems, tools, and equipment that ensure

the F&ES and ARFF departments are able to communicate effectively and use equipment that is compatible.

## 12. Aircraft Rescue Firefighting

a. Overview. ARFF personnel are trained and equipped to respond to all aircraft emergencies. Mishaps involving aircraft present unique safety circumstances including flammable liquids, hazardous cargo, ordnance, and ejection seats. Extrication of aircrew involved in an aircraft mishap requires specialized training and equipment. ARFF also manages the flight line fire prevention program and provides resources to support the installation emergency management plan.

b. Standards. ARFF requirements shall conform to references (g), Chapter 5, (u) and (v), which defines the ARFF missions at specified airfields.

c. ARFF Department Staffing. Figure 5-4 provides the combined staffing standards for ARFF Department emergency response, administrative and management personnel. The administrative and management authorizations are based on the overall size of the ARFF department and the Minimum Level of Service Objectives - Operations, per Figure 1-2. Emergency response staffing standards are based on 24 hour airfield operations, manning of an immediate response alert (hotspot), with personnel working two 24 hour shifts. The minimum required staffing to support 24 hour operations is 3 major ARFF apparatus crews staffed with four firefighters and 1 mobile water supply staffed with two firefighters.

<u>POSITIONS</u>	<u>NUMBER OF ARFF RESPONSE PERSONNEL</u>
Officer in Charge (ARFF Fire Chief)	24 or more = 1
SNCOIC (Deputy ARFF Chief)	24 or more = 1
Crash Chief (Assistant Chief of Operations)	24 or more = 1
Training Chief (Assistant Chief of Training)	24 or more = 1
Material Chief (Assistant Chief of Logistics)	24 or more = 1
Maintenance Control Chief (Truckmaster)	24 or more = 1
Administrative Assistant	24 or more = 1
<b>OPERATIONS SECTION ONE</b>	
Section Leader (Station Captain)	1
Assistant Section Leader	1
Telecommunications	2
Major ARFF Apparatus Crew 1	4
Major ARFF Apparatus Crew 2	4
Major ARFF Apparatus Crew 3	4
Mobile Water Supply (Tanker)	2
<b>OPERATIONS SECTION TWO</b>	
Section Leader (Station Captain)	1
Assistant Section Leader	1
Telecommunications	2
Major ARFF Apparatus Crew 1	4
Major ARFF Apparatus Crew 2	4
Major ARFF Apparatus Crew 3	4
Mobile Water Supply (Tanker)	2
<b>Total Minimum Manpower</b>	<b>43</b>

Notes:

<sup>1</sup>Figures do not include Marines needed to implement and maintain fire prevention programs in expeditionary environments.

<sup>2</sup>Additional manpower may be needed to meet minimum response requirements in expeditionary environments due to dispersion of forces providing emergency services at multiple locations (One Forward Operating Base and two Forward Arming and Refueling Points).

Figure 5-4.--Staffing Standards for Emergency Response,  
Administrative and Management Personnel

d. ARFF Department Minimum Manning. Emergency response staffing standards are based on 24 hour airfield operations, manning of an immediate response alert (hotspot), with personnel working two 24 hour shifts. The minimum required staffing to support 24 hour operations is 3 major ARFF apparatus crews staffed with four firefighters and 1 mobile water supply staffed with two firefighters. In accordance with reference (g) and Figure 5-4, the minimum ARFF manning required to support airfield operations is 43 ARFF Marines. This minimum manning number will allow for limited leave, training, and collateral duties by ARFF Marines. While at minimum manning, installation ARFF and MWSS EFR units cannot sustain training and readiness (T&R) training requirements. In order to ensure ARFF Marines complete and maintain T&R requirements to support installation and MWSS/MWSD Mission Essential Tasks (METs), EFR Marines shall utilize the Fleet Assistance Program to the fullest extent possible. This will maximize the use of training resources, ensure certification for billet assignments in accordance with reference (a), and provide emergency response experience.

e. Aircraft Mishap Response. Incident Command for aircraft mishaps shall be in accordance with NIMS with the installation ARFF OIC designated as Incident Commander for incidents occurring on the airfield and as the lead for operations dealing with military aircraft. A unified command structure is recommended for aircraft incidents that involve structure fires, wildland fires, or casualties.

f. Vehicles. Major ARFF vehicles and capabilities are defined in reference (g), paragraph 4.1. In addition to the primary firefighting vehicles, ARFF departments shall be supported with vehicles designed and designated for rescue, mobile water supply, logistics, and incident command. Support vehicles shall meet current NFPA standards and be designed to meet local environmental and terrain considerations.

g. Standard Operating Procedure and Pre-Incident Plans. Standard operating procedures shall be developed to improve operational performance by providing uniformity in practices, establishing responsibility, and enhancing accountability. Pre-incident plans shall be developed for all target hazards to ensure emergency response procedures are conducted as safely, effectively, and efficiently as possible. Reference (w) contains emergency rescue and mishap response information for specific aircraft.

h. Inspections. ARFF/EFR Departments shall be inspected in accordance with reference (x), paragraph 5 to ensure mission readiness. Other inspections include the Inspector General of the Marine Corps and Naval Safety Center surveys.

i. Self Assessment. ARFF departments shall establish goals and procedures for completing self assessments using procedures outlined in reference (h). The ARFF department's self-assessment, standards of cover, and FDZ should interface, align, and support the Installation F&ES Department.

### 13. Expeditionary Firefighting and Rescue Expeditionary Operations

a. Overview. As a function of Aviation Ground Support (AGS), EFR Operations is a unique capability that provides firefighting protection and prevention for Marine Air Ground Task Force aviation assets in austere environments. EFR is a platoon within the Airfield Operations Company of a MWSS, which is a subordinate unit within each Marine Aircraft Group (MAG) and are the agencies responsible for AGS within the Marine Aircraft Wing.

b. Purpose and Function. The core purpose of EFR is to provide emergency services in support of Airfield Operations aboard forward operating air bases. EFR functions include: Incident Command, response to aircraft emergencies, structural fire response, heavy machinery and vehicle rescue, tactical rescue response team, fire prevention, perform emergency medical responder level care and support mass casualty operations, assist in salvage and overhaul operations, and hazardous material operations level response. Additional information relating to expeditionary F&ES is located in reference (b), pages 2-9 through 2-11.

c. EFR Officer in Charge. The EFR OIC shall be responsible for the organization and operation of the EFR platoon and its structural component. The EFR OIC will provide assistance to

the air base commandant in the preparation of the fire safety and prevention programs.

d. Contingency Operations. Major ARFF apparatus resident within the MWSS and MWSD, Table of Authorized Materiel Control Numbers (TAMCNs) D1064 and D00417K, are not armored, and are not designed to be up-armored. During contingency operations under conditions of imminent danger, these vehicles should not be expected to respond outside the established forward operating base (FOB) perimeter (outside the wire). Commanders should ensure "outside the wire" response plans are developed that make use of fire suppression system, TAMCN B0626B, mounted on an M1152A1B2 (D00337K) and other armored support vehicles capable of carrying EFR personnel and rescue equipment. Since EFR Marines cannot wear body armor and firefighting personal protective equipment (PPE) simultaneously, emergency responses outside the base perimeter should be limited to the prevention of loss of life, high dollar or critical assets. Commanders shall ensure adequate measures are in place to safeguard responding EFR Marines when responding outside the FOB perimeter.

#### 14. Air Show Requirements and Recommendations

a. Introduction. Air shows present unique hazards to performers, spectators, and base personnel. During air shows, non-standard, extra hazardous flight operations take place with large crowds in the immediate vicinity. A high level of planning and preparation is required by the host installation to ensure a safe and successful event. The Station Operations Section should maintain Incident Action Plans, Standard Operating Procedures (SOPs), MOAs and checklists that identify specific actions/tasks performed by subordinate/adjacent activities before, during and after the air show. The following requirements and recommendations are specific to the ARFF and F&ES departments and do not fully address other entities specific tasks.

b. Vehicle and Crew Positioning. During air shows, all major ARFF vehicles and crews shall be tactically positioned in order to reach any point within the aerobatic box (Figure 5-5) within one minute. ARFF vehicles shall not be obstructed by, nor positioned behind, the crowd line. Consideration shall be given to areas within or near the aerobatic box that are not vehicle accessible, such as heavily wooded areas or bodies of water. If there is a body of water within or near the aerobatic box, consideration shall be given to the possibility of a water



rescue. If organic water rescue capability is not available, support from outside agencies (U.S. Coast Guard, mutual aid partners, or contracted water rescue team) will be coordinated.

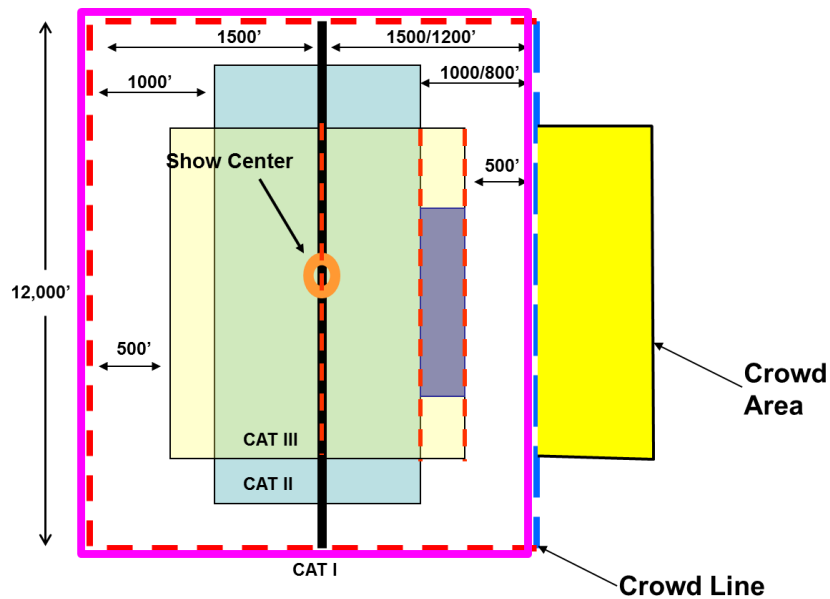


Figure 5-5.--The Aerobic Box

Note: The two-dimensional parameters of the aerobic box are defined by the bright pink line. In addition to these two dimensions, there is a third dimension to the aerobic box that ensures the airspace in which air show flight operations are conducted is sterile. The third dimension varies (based primarily on the type of aircraft that are performing) from as a low as 3,000 feet to as high as 20,000 feet.

c. ARFF Department Posture. During the conduct of the air show and practices in which aircraft are performing hazardous operations, the ARFF department shall posture themselves as Immediate Alert, thus ensuring required response times are met. Local ARFF leadership and commanders will determine specific vehicle and personnel disposition, i.e., vehicle running, PPE level of crew members, etc. in order to meet response requirements.

d. Air Show Planning. Prior to air show rehearsal day, a senior ARFF representative shall meet with air traffic control personnel to establish response procedures on the airfield. Procedures shall be developed to allow ARFF incident response without procedural or communication delays. In the event of an incident during the air show, planning should be conducted to

identify staging areas for emergency response vehicle traffic entering and exiting the airfield and installation.

e. Additional Resources. If additional resources are available, consideration should be made to position one major ARFF vehicle and a rescue capability outside the airfield to allow increased response time for incidents that occur off station and outside of the flight demonstration area. Local emergency action plans and SOPs shall be reviewed to ensure all hazard approaches are identified and current MOAs/MOUs are in place to manage incidents off-station and within the surrounding communities.

f. Pyrotechnics. Modern air shows frequently use a broad range of air and ground pyrotechnics. ARFF and F&ES personnel shall be familiar with the location, type, and any specific procedures to handle incidents involving these devices. Emergency services personnel will ensure that point-of-contact (POC) information is readily available for pyrotechnics installation and operations personnel.

g. Emergency Response Drill. The Station Operations Officer shall schedule and conduct an emergency response drill prior to the air show. Staffing requirements for air show emergency response drills shall be consistent with staffing requirements for conduct of the air show. The purpose of this response drill is to test the effectiveness of emergency planning efforts. At a minimum, the response drill should test the emergency communications plan and verify the response times for ARFF, F&ES, and the Provost Marshal. It is recommended that mutual aid agencies be integrated with the planning and execution of emergency response drills.

h. Aircraft Familiarization. Prior to the commencement of flight operations, the pilot in command, plane captain, or member of the aircraft maintenance crew of each demonstration aircraft shall provide an aircraft familiarization class to ARFF personnel. This familiarization should include normal and emergency aircraft entry methods, forcible entry locations, ejection seat safety, engine shutdown procedures, fire bottle control handles, location of the fuel shut off switch, master power switch, crew restraint release, fuel type, battery locations, safety procedures for ballistic parachutes, other hazard areas, and aircraft lifting points.

15. Marine Shipboard Rescue and Firefighting Services

a. Requirement. Where applicable and addressed in the F&ES department's SOC, the department shall meet staffing, response time, apparatus, and equipment deployment objectives for each type and magnitude of marine and shipboard emergency incidents that may occur on the installation. Activities and training shall be conducted to provide marine and shipboard response, including rescue, controlling and extinguishing fires in watercraft.

b. Standard Operating Procedures or Guidelines. Where applicable, F&ES departments shall have standard operating procedures or general guidelines to direct marine and shipboard firefighting and rescue activities.

c. Appraisal. An annual appraisal is conducted to determine the effectiveness of the marine and shipboard firefighting and rescue program.

16. Automated External Defibrillator (AED) Program

a. Installation AED Program. Installations shall document an AED program to ensure that it establishes policy, medical protocols and procedures for placement of AEDs aboard an installation, in an effort to make AEDs available to victims of Sudden Cardiac Arrest prior to the arrival of first responders. Tenant owners are responsible for the purchase, repair, maintenance and replacement of their AEDs.

b. AED Office of Primary Responsibility (AED OPR). Installations shall identify an office responsible for AED oversight, implementation and administration of the AED program. All AED equipment purchases shall be approved by the AED OPR to ensure consistency and standardization.

c. AED Coordinator. Installation AED OPRs shall designate an individual responsible for the management of day-to-day AED program activities. AED Coordinators shall receive training in HIPAA and the handling of Protected Health Information (PHI) and PII.

d. Placement of AEDs

(1) Marine Corps installations shall identify and prioritize locations for the placement of AEDs on their respective installations following a risk-based strategy that considers the likelihood of cardiac arrest, frequency,

installation and facility population, average age of population, security barriers, operational requirements, and historical EMS call volume. At a minimum, AEDs shall be placed in the following locations on Marine Corps installations:

- (a) Gymnasiums and Indoor Athletic Facilities.
- (b) Fitness Centers (staffed).
- (c) Swimming Pools.
- (d) Main Commissaries.
- (e) Schools.
- (f) Main exchanges.
- (g) High Risk Training or other locations where an Operational Risk Management (ORM) review has determined the need for an AED.

(2) AEDs should be placed in AED cabinets as appropriate. AED cabinets shall be well marked by three-dimensional signs visible in all possible directions and produce an audible alarm when opened. Uniform markings shall be adopted and used at Marine Corps installations to designate AED sites and AED locations. For example, an AED marker shall be placed at the AED sites main entrance, and at the specific AED locations within the AED site.

e. Training

(1) AED OPRs shall ensure AED training is available to personnel where AEDs are deployed.

(2) Anyone can operate an AED; however, AED and CPR training should be encouraged for all DoD personnel, and may be required in high risk/population areas (fitness centers, clinics, swimming pools, visitor centers, etc.).

(3) Existing training programs for CPR and AEDs should be used to support the training requirements of the AED program. CPR and AED training may be available from multiple services on a single installation (e.g., American Heart Association (AHA), installation F&ES, Red Cross, and Military Treatment Facilities Staff Education and Training, Safety, etc.).

f. Reporting. A copy of the EMS patient care report (PCR) must be submitted to the AED Coordinator within 24 hours of the AED use. The digital files from the AED should be attached to the PCR, if available. The installation AED Coordinator and medical director shall conduct post incident reviews which will include documentation of lessons learned.

g. Appraisal of Program, Maintenance and Inventory

(1) Marine Corps installation AED OPRs shall maintain an inventory of AEDs and associated equipment and consumables. The inventory shall be maintained by the AED Coordinator. The AED inventory shall incorporate any tenant or unit AEDs present on the installation. Existing AEDs will be inventoried and included in the installation AED Program. As part of the initial inventory, all AEDs will be inspected, have algorithms checked to ensure they are compliant with existing AHA and Emergency Cardiovascular Care guidelines, and any equipment and consumables added/replaced as necessary.

(2) A tracking system must be in place to document AED inspection, testing, and maintenance records. Tenant or unit AEDs shall be included into the installation AED inspection, testing, and maintenance program.

(3) The installation AED OPR shall assign personnel to perform annual (at a minimum) AED inspections and testing in accordance with manufacturer's recommendations. Equipment and consumables shall also be checked during the AED inspections for adequate quantity, condition and expiration date.

(4) A visual inspection of the readiness display/status indicators on AEDs shall be performed monthly, based on manufacturer's guidance, to ensure battery(s) are charged and that no trouble signals are present. Any deficiencies shall be reported to the AED Coordinator.

## Chapter 6

### Physical Resources

#### 1. Physical Resources Plan

a. Overview. The F&ES and ARFF department's physical resources include facilities, apparatus, and equipment. The installation is required to plan for, maintain, and sustain all physical resources required to safely and efficiently operate the F&ES and ARFF departments per reference (a). Planning for physical facilities involves all levels in the installation chain of command. The Fire Chief and ARFF OIC are responsible for developing project recommendations for their facilities that will ensure the facilities will support the department's mission.

b. F&ES Department Facilities. Fire stations shall provide a safe and healthy living environment for personnel who occupy the facility on a 24-hour basis. Facilities shall be designed and planned in accordance with references (y) and (z). Per reference (h), page 96, the installation is required to plan for, maintain, and sustain all physical resources required to safely and efficiently operate an F&ES and ARFF department.

#### 2. Fixed Facilities

a. Location and Suitability. The Fire Chief and ARFF OIC shall maintain a list of the facilities utilized by the F&ES and ARFF departments that includes the address and use of each facility. The Fire Chief and ARFF OIC shall review department performance annually to ensure the stated service level objectives identified in their SOC are being met with the current distribution of facilities, equipment and personnel.

b. Compliance with Codes and Regulations. The Fire Chief and ARFF OIC shall ensure facilities comply with Federal, state and local codes and regulations through an identified inspection plan, i.e., fire stations are inspected monthly by the Assistant Chief of Training/Health and Safety Officer, semi-annually by a Fire Prevention Inspector and the Installation Safety Office, and annually by an Industrial Hygienist. Facilities that fail inspections shall be identified and recommendations shall be made in writing to bring the facilities into compliance through the chain of command.

### 3. Apparatus and Vehicles

a. Apparatus Placement. The Fire Chief and ARFF OIC shall maintain a list of the location of all apparatus utilized by the F&ES and ARFF departments. The Fire Chief and ARFF OIC shall annually review department performance to ensure stated service level objectives identified in their SOC are being met with the current location of apparatus.

b. Apparatus Use. The Fire Chief and ARFF OIC shall develop departmental apparatus and vehicle policies and procedures that are focused on safe and efficient operations that include all aspects of vehicle operation, such as daily apparatus checks, seatbelt use, emergency operations, use of warning devices, and non-emergency travel.

4. F&ES and ARFF Department Vehicles and Support. Emergency vehicles shall be programmed and purchased via HQMC (MCICOM G3/G4), except for ARFF apparatus that is programmed and purchased through Marine Corps Systems Command (MARCORSYSCOM). Support vehicles shall be provided for command and fire prevention personnel through the installation garrison mobile equipment department. Sufficient reserve vehicles shall be provided and maintained to replace out of service front line units. Figure 6-1 shows the reserve apparatus allowance for staffed/cross-staffed engines, ARFF units, or ambulances. Reserve vehicles shall not be staffed except when used as replacements for front line apparatus or during major emergencies. Emergency vehicles are authorized to have appropriate emergency lights and warning devices, radios, department color and markings and communications equipment installed. Emergency vehicles shall be maintained on a scheduled basis and repairs completed promptly to ensure they are reliable and ready for service.

a. Vehicle Replacement and Inventory. HQMC (MCICOM G3) shall identify and prioritize vehicles for replacement annually and provide technical specifications for apparatus procurement to HQMC (MCICOM G4). Apparatus inventory will be evaluated and validated during the triennial F&ES program assessments.

b. Command Vehicles. F&ES and ARFF department command vehicles shall meet the operational specifications developed and validated by HQMC (MCICOM G3/G4). The command vehicle specification provides sufficient storage area to transport command personnel and equipment, and provides a workspace so an

incident commander can safely and effectively manage emergency operations.

c. F&ES Support Vehicles. F&ES support vehicles shall meet the operational specifications developed and validated by HQMC (MCICOM G3/G4).

d. ARFF Support Vehicles. ARFF support vehicles, including rescue and mobile water supply (MWS) vehicles shall meet the operational specifications developed and validated by HQMC (MCICOM G4/APX) shall be of sufficient size, provide sufficient storage area to transport required rescue tools and equipment, and conform to applicable NFPA standards and reference (g).

e. Leased Emergency Vehicles. Leased emergency vehicles shall meet the requirements as developed and validated by HQMC (MCICOM G3/G4/APX). Vehicles shall be replaced in accordance with U.S. General Services Administration schedules. Leased vehicles shall be prioritized for replacement annually by HQMC (MCICOM G3/G4/APX).

f. Reserve Vehicles. Reserve vehicles shall be provided and maintained aboard each installation in a constant state of readiness by F&ES personnel to replace out of service front line units. Reserve vehicles shall not be staffed, except when used as replacements for front line apparatus or during major emergencies. Reserve apparatus requirements are provided in Figure 6-1.

<b>IN-SERVICE, STAFFED/CROSS-STAFFED ENGINE, ARFF, OR AMBULANCE COMPANIES</b>	<b>RESERVE APPARATUS ALLOWANCE</b>
One to Four	1
Five to Nine	2
Ten or More	3

**Note:** Installations that have multiple units to include aerial, rescue, and specialized apparatus may request additional reserve apparatus. The need shall be established and validated in the standards of cover and staffed through the chain of command for F&ES to MCICOM G3 and for ARFF to DC AVN APX 10/2.

Figure 6-1.--Reserve Apparatus Requirements



## 5. Apparatus Maintenance

a. Apparatus Maintenance Program. The departmental apparatus and vehicle maintenance program shall be compliant with appropriate apparatus and vehicle orders and regulations per reference (aa), Chapter 7. Installation garrison mobile equipment departments shall provide maintenance for emergency vehicles in accordance with NFPA 1911 and NFPA 1071 reference (e). Repairs and preventative maintenance shall be completed promptly to ensure emergency vehicles are kept in a reliable and service ready condition at all times. If the installation garrison mobile equipment department is unable to provide emergency vehicle maintenance, maintenance service meeting the NFPA 1911 requirements shall be obtained from an outside service provider. Annually, and after any major maintenance, testing and certification of the vehicles and equipment shall be conducted in accordance with NFPA 1911 and NFPA 1071 reference (e). Garrison mobile equipment departments are responsible to program for and fund all maintenance, testing and certification of emergency vehicles.

b. Standard Operating Procedures. As described above, standard operative procedures or general guidelines shall be in place to direct the apparatus maintenance program.

## 6. Tools and Small Equipment

a. Records and Documentation. The Fire Chief and ARFF OIC shall ensure equipment maintenance, testing, and inspections are conducted by qualified personnel and appropriate documentation and records are maintained in the Marine Corps Fire Incident Reporting System (MCFIRS).

b. Airfield Extinguishers. The ARFF OIC is responsible for the installation's flightline extinguisher program. They shall ensure required type, amount, inspection(s), maintenance, training, and hydrostatic test(s) are completed on all airfield extinguishers per reference (e), Chapters 4 and 6 of NFPA 408, Standard for Aircraft Hand Portable Fire Extinguishers. Flightline extinguishers maintained at installations can be sub-custody to the MAG as required to support deployments and contingencies per reference (g), Figure 3-1.

c. ARFF Equipment. ARFF Departments shall maintain rescue equipment sets sufficient to execute all assigned missions per reference (e), NFPA 414, Chapter 4, on primary and support ARFF vehicles. A program shall be developed that identifies small

engine preventive maintenance and repair in accordance with manufacturer's recommendations and NFPA standard. The ARFF OIC shall develop a budget to ensure Commanders allocate the appropriate funding to support this program.

## 7. Safety Equipment

a. Requirement. Fire Chiefs and ARFF Officers shall budget and provide equipment and supplies needed for firefighter safety, health and wellness in accordance with NFPA 1500, Chapters 9 through 11 of reference (e).

b. Identification and Distribution. The Fire Chief and ARFF OIC shall establish written procedures for properly equipping and maintaining PPE for all personnel. The procedure should identify testing schedules (monthly, quarterly, annually) for personnel, tools, and equipment. The procedures should also identify if testing will be conducted by departmental personnel or third-party testing contractors.

c. Personal Protective Equipment and Clothing. Fire protection and emergency services department personnel shall be provided with appropriate protective equipment and clothing necessary to protect personnel from firefighting, rescue and hazardous materials exposure hazards. PPE and clothing shall comply with appropriate standards of reference (e), NFPA 1500, Chapter 7.

d. Self-Contained Breathing Apparatus (SCBA). All personnel involved in firefighting and emergency operations shall utilize SCBA and all components of their firefighting or hazardous materials response protective ensemble. Fit testing of SCBA shall be accomplished in accordance with reference (e), NFPA 1500, Chapter 7.

e. F&ES Department Uniforms. F&ES department personnel shall wear uniforms which provide a professional appearance and do not interfere with emergency operations. Personnel shall wear uniforms meeting the requirements of NFPA 1975, Chapter 6 of reference (e).

f. ARFF Department Uniforms. Personnel shall wear uniforms meeting the requirements of NFPA 1975, Chapter 6 of reference (e). Aviation flight suits are an acceptable uniform to meet these requirements. ARFF personnel shall be provided with steel toe or equivalent composite toe footwear that allows for quick

removal in order to don the ARFF proximity ensemble and meet aggregate response time.

## Chapter 7

### Human Resources

#### 1. Human Resources Administration

a. Overview. The F&ES and ARFF departments' personnel comprise the most important asset in providing services to the community. The F&ES and ARFF departments and the agencies that support them in personnel administration are critical to their ability to provide the correct number of physically and mentally qualified personnel to perform the many and varied tasks required of the F&ES and ARFF departments.

b. Human Resource Manager. The Fire Chief is identified as the F&ES department's designated human resource manager and has access to the human resource assets available aboard the installation, as well as Regional Human Resource Service Centers.

c. Authorized Strength. The Fire Chief shall maintain an up-to-date table of organization that identifies the current authorized strength for each position and current vacant positions, as well as the daily minimum on-duty strength for the department. Authorized strength will be reviewed and validated by HQMC MCICOM G3 during the triennial assessment.

d. ARFF Management. The ARFF OIC is responsible for the direct management and organization of the Air Station ARFF Section. Additionally, Marines will follow all Marine Corps Orders and Policies pertaining to this chapter. Therefore, much of the content of this chapter may not be applicable to Marines.

#### 2. Recruitment, Selection, Retention and Promotion

a. Selection and Promotion of Personnel. All processes and procedures for the hiring and promotion of personnel shall be based on certifications and qualifications identified in reference (d), Table C2.T1 and reference (ab), Chapter 3, C3.3. A promotional process shall be in place to systematically and fairly provide upward mobility within the F&ES department. This process shall be consistent with directions and guidance provided by qualified human resources professionals supporting the F&ES department. Additionally, all applicants shall qualify through a required entry-level physical, workplace drug screening, and a physical agility test consistent with directions and guidance provided by qualified human resources professionals supporting the F&ES department.

b. Probationary Period. Newly hired and those promoted to supervisory positions are required to have an identified probationary period to evaluate knowledge, skills, and abilities for determining their eligibility to retain their new positions permanently.

3. Awards and Recognition. F&ES and EFR/ARFF departments are encouraged to reward outstanding personnel, departments, heroic actions and innovative programs. F&ES and EFR/ARFF departments are strongly encouraged to actively participate in the annual DoD Fire and Emergency Service Awards Program by nominating their personnel and programs. Guidance and oversight for this program is provided each year by the Deputy Under Secretary of Defense (Installations and Environment). A panel convened by designees of MCICOM G3 and DC AVN APX-10/2 review the nominations and select individuals and programs to represent USMC and compete at the DoD level.

a. EMS Provider of the Year. This award recognizes an individual in an F&ES department for superior job performance and outstanding contributions to EMS. The specific focus for this award is the on-duty related contributions to EMS, including but not limited to: the EMS integration process, delivery of outstanding patient care, promotion of quality improvement and continuing education, and the integration of new technology, especially as it applies to safe delivery of emergency services. For nomination criteria, headings are limited to: (1) Accomplishments, (2) Job Performance, (3) Technical Competence, (4) Leadership Ability, (5) Initiative, (6) Resourcefulness. Guidance for this program is provided by MCICOM G3. Although the criteria and nominating procedures are similar to the DoD F&ES Awards Program, this award is not recognized at the DoD level.

b. Lifesaving Award. The Lifesaving Award will be presented to F&ES personnel who were involved in incidents that resulted in the saving of a life. Specific criteria for this award can be found in Appendix E. Incidents that are worthy of consideration for this award should be submitted to HQMC (MCICOM G3) as soon as possible after the incident. If the incident is determined to be one in which awards will be presented, certificates will be generated by HQMC (MCICOM) and sent to the Installation. The Commanding Officer of the Installation and/or Fire Chief can then determine the manner and setting in which the awards will be presented. The guidance and oversight for this award is provided by MCICOM G3 and is not part of the DoD F&ES Program described above.

c. EFR/ARFF Department of the Year. This award recognizes the most outstanding EFR/ARFF department for achieving the highest degree of excellence in mission support and fire protection management. A nomination document describing significant achievements and contributions shall use the following headings (Same as DoD F&ES Department Awards): (1) Customer Service, (2) Department level awards, accreditation, certifications and other recognition, (3) Innovativeness, (4) Quality of life initiatives, (5) Firefighter health and safety initiatives, (6) Additional information as appropriate. Guidance for this program is provided by DC AVN and MCICOM G3. The winner of the USMC EFR/ARFF Department of the Year will be selected from the annual DoD F&ES Awards Program submissions. There is no specific EFR/ARFF department award at the DoD level.

#### 4. Personnel Policies and Procedures

a. Policies, Procedures, and Rules. The Fire Chief shall ensure that personnel policies, procedures and rules are current and communicated in writing, and are maintained in a manual or an electronic file (MCFIRS) that is available to all personnel. Personnel shall receive notifications and training as necessary to new and updated personnel policies, procedures and rules as they are implemented.

b. Compliance with Laws and Mandates. The Fire Chief, with guidance and direction from human resources professionals shall ensure all legal mandates and Federal laws are followed and the documented personnel policies and procedures exist to guide administration and personnel behavior.

c. Specific Policies and Training. The Fire Chief shall ensure that Commanding Officer policy on Equal Opportunity and Treatment, prohibiting discrimination and sexual harassment is communicated to all F&ES department employees and online Prevention of Sexual Harassment, Equal Employment Opportunity, and No Fear Act training is completed as required and human resources actions are consistent with the stated objectives of the department.

#### 5. Use of Human Resources

a. Administration and Management Personnel. The Installation Fire Chief provides senior management of the F&ES department and is responsible for enforcing the fire protection program regulations and developing the F&ES department standard operating procedures. The Installation Fire Chief shall have

direct access to the Installation Commander. Where authorized, the Assistant Fire Chief of Operations (Shift Supervisor) supervises and trains the assigned emergency response shift and is assigned as the Incident Commander until relieved by the Fire Chief or Deputy Fire Chief. The Deputy Fire Chief or an appropriately qualified Assistant Fire Chief can perform the duties of the Fire Chief in his or her absence. The Assistant Fire Chief of Fire Prevention, the Assistant Fire Chief of Training and the Assistant Fire Chief of EMS manage the prevention, training and EMS programs respectively.

b. Fire Prevention Personnel. Technically qualified fire prevention personnel conduct fire protection inspections, manage the public education program, review installation construction plans and specifications, investigate fires, provide hazardous operations permits, provide fire protection training and conduct fire protection system acceptance tests. Fire prevention personnel may be utilized to support emergency response operations and supplement emergency response personnel provided appropriate emergency response qualifications are maintained.

c. Emergency Response Personnel. Emergency response personnel positions are covered under the Office of Personnel Management Classification GS-0081. Emergency response personnel are primarily responsible for performing hazardous firefighting and emergency services missions. Emergency response personnel shall undergo pre-placement, annual and periodic occupational medical examinations and participate in a medical surveillance program in accordance with reference (a), reference (ab), Chapter 3, C3.3, reference (ac), enclosure 3, 1c(5)(b) and reference (ad), Chapters 1 and 2, Chapter 7, C7.2, 707 and 722, and shall fully participate in a F&ES fitness and wellness program in accordance with reference (a).

6. Personnel Compensation. Personnel classifications, along with compensation rates shall be available to all members. Currently, rates of pay and compensation are published annually and are available through [www.opm.gov](http://www.opm.gov).

7. Occupational Health and Safety and Risk Management

a. F&ES Departments Occupational Health and Safety Program. The program shall be in accordance with NFPA 1500 of reference (e) and per references (a) and (ac), and shall include infectious disease control programs, medical surveillance, training, physical fitness/wellness and illness/injury prevention. F&ES departments shall monitor injury and illness

trends, analyze data to focus loss prevention efforts and implement loss prevention initiatives. Per NFPA 1500 of reference (e), Chapters 10 through 12, each F&ES department shall appoint a Safety Officer that meets the qualifications of NFPA 1521, paragraph 4.2 of reference (e). The role of Safety Officer may be filled by an existing position in the F&ES department, such as the Training Officer, as an additional assigned duty.

b. Safety Officer. The Fire Chief shall designate a department safety officer who will ensure occupational safety and health training programs are established and utilized to instruct members on safe workplace practices; that personnel receive continuous training on new equipment, processes and procedures; an annual assessment is conducted using the current NFPA 1500, Annex F checklist of reference (e), and the department participates in the installation's Safety Office required programs.

8. Wellness/Fitness Programs. F&ES departments should use reference (ae) to guide the development of a wellness/fitness program. The F&ES department may enlist the assistance of MCCS to develop their wellness/fitness program.

a. Program Elements. The Wellness Fitness Program will consist of four key program elements: Annual medical physicals, certified peer fitness trainer assessments, ongoing physical training, and behavioral health education.

(1) Annual Medical Physical. All personnel shall receive an annual medical physical and rehabilitative evaluation per reference (ae). This physical examination will assist the employee in monitoring his/her health, and assist in identifying and tracking personal health trends.

(2) Certified Peer Fitness Trainer Assessments. The installation will identify and document processes to recruit and train Certified Peer Fitness Trainers (CPFTs) to provide annual, non-punitive fitness assessments. In addition, the installation will identify procedures to ensure confidentiality of any information and/or documentation that the CPFT may obtain.

(3) Physical Training. The installation will utilize available resources and identify resource needs to provide access to cardiovascular fitness and strength training equipment for all F&ES personnel. The installation will identify procedures to allow for on duty physical fitness training.



(4) Behavioral Health Education. Using available resources, the installation will identify sources of information concerning nutrition awareness, healthy lifestyle modification, and other fitness related issues and identify ways to make this information available to members of the F&ES department.

b. F&ES Wellness and Fitness Committee. Installations will establish and document in writing an F&ES Wellness and Fitness committee (i.e. via Base Order or other appropriate means) and ensure that this committee has adequate labor and management representation.

9. Chaplain Program. F&ES Departments may establish a non-denominational chaplain program. Where established, the program should include appropriate training and guidance of individuals that serve in a chaplain role.

## Chapter 8

### Training and Competency

#### 1. Training and Education Program Requirements

a. Overview. F&ES and ARFF department personnel, as directed in reference (a) and reference (d), Table C2.T1, are required to have training competencies and certifications to perform the emergency and non-emergency F&ES programs identified in the SOC. An annual review should be conducted of the certification levels of personnel required to perform the tasks associated with the installation's F&ES and ARFF department programs. This includes identifying the department's training needs and requirements, ensuring training resources and facilities are adequate, and determining that evaluation processes are utilized for the various training exercises per reference (a).

b. General. The F&ES and ARFF departments' training programs shall ensure that all personnel can operate in a safe and effective manner. Training programs shall be developed and implemented in accordance with references (c), (d), paragraph C2.1, and NFPA 1401 of reference (e). Proficiency training shall be conducted on a recurring basis in order to maintain operational efficiency. F&ES and ARFF shall participate in installation level exercises and the planning of those exercises, incorporating department objectives.

c. Firefighting Training. The International Fire Service Training Association training manuals and DoD F&ES Certification System materials should be used for training. The DoD Fire Academy will be the primary source of training for all basic and skill enhancement training for ARFF personnel. Local and regional fire schools shall also be used to supplement the firefighter training and to provide advanced level skill enhancement training.

d. Fire Prevention Training. NFPA 1 and 101 (Fire Code and Life Safety Code) of reference (e) shall be used for basic fire prevention training. Additional training is recommended for public fire education, fire protection plans review, and fire protection system acceptance testing and maintenance.

e. Administrative and Management Training. Executive and personnel management training is required for Chief Officers. The National Fire Academy is one available source for this

training. ICS training is required for all F&ES and ARFF department personnel in accordance with reference (k), paragraph (18). All Chief Officers are required to meet NIMS and ICS 300, Intermediate ICS and ICS 400, Advanced ICS. Fire service college degrees or related college degrees are encouraged for all F&ES and ARFF department personnel.

f. Professional Certification. All department personnel shall participate in the DoD F&ES Certification Program (F&ESCP) per reference (d), paragraph C2.5 and shall be appropriately certified to provide the services indicated in the installation standards of cover document. Per reference (a) and reference (d), paragraph C1.5, Air Force Civil Engineer Center, Fire Emergency Services Division (AFCEC/CXF) shall administer and operate the F&ESCP.

g. Reciprocity. Per reference (af), the DoD recognizes and accepts certifications accredited by any International Fire Services Accreditation Congress (IFSAC) or Professional Board National Professional Qualification System (Pro-Board) entity as being equivalent to the DoD certification for comparable titled levels. Under this reciprocity provision, eligible employees may progress within the DoD F&ESCP using IFSAC and/or Pro-Board accredited certifications to meet the prerequisites without retesting or recertifying the lower level certifications. AFCEC/CXF, as the accredited agency for the F&ESCP, is only authorized to issue a DoD certificate with IFSAC seal for successfully completing certification courses acquired from DoD venues. Therefore, DoD certificates will not be issued for external IFSAC and/or Pro-Board certification; however, information pertaining to external IFSAC and/or Pro-Board accredited certification, required by reference (d), will be maintained in the DoD Look-up System located at [www.dodffcert.com](http://www.dodffcert.com).

h. Emergency Medical Training. All F&ES and ARFF personnel shall be trained and certified to the Department of Transportation or National Registry of Emergency Medical Technicians Emergency Medical Responder or equivalent level. GS-0081 F&ES department fire captains, lead firefighters, crew chiefs and firefighters shall be trained and certified to the Emergency Medical Technician level. ALS personnel shall be trained and certified at the Paramedic level.

i. Hazardous Materials Response Training. All F&ES and ARFF personnel shall be trained and certified to the Operations level in accordance with NFPA 472, Chapter 5 of reference (e),

and with reference (ag), paragraph 1910(q)(6)(ii). All departments that provide hazardous materials response shall have an appropriate number of trained personnel at the Technician and Incident Commander levels to provide offensive (Incident Level Three) response per NFPA 471, Table 5.1 of reference (e). In general, an Incident Level Three response is the most serious incident involving a hazardous material. According to Table 5.1 of reference (e), it involves a large container with a leak that may not be controllable, a high fire/explosion potential, requires mass evacuation, and has a severe environmental impact. Hazardous Materials Response Teams shall be equipped with Level A PPE. F&ES and ARFF departments shall not be responsible for hazardous materials clean-up and disposal, but shall maintain procedures to alert the applicable local authorities of all suspected releases that may require clean-up and disposal.

j. CBRNE Training. All F&ES and ARFF personnel shall receive CBRNE training, including but not be limited to: familiarization of CBRNE incidents, decontamination procedures, proper PPE selection and necessary measures to protect the responders while stabilizing an incident in accordance with NFPA 472 reference (e) and local procedures. All F&ES and ARFF departments that provide offensive CBRNE response per NFPA 471 shall have sufficient personnel trained at the Technician and Incident Commander levels of NFPA 472.

k. Specialized Rescue Training. F&ES departments that provide specialized rescue capabilities as part of a standards of cover (water rescue, dive rescue, heavy rescue, confined space/trench rescue, high/low angle rescue) shall ensure adequate personnel are properly trained for their rescue mission.

l. Wildland Fire Training. F&ES departments that provide wildland fire operations shall ensure sufficient emergency response personnel are trained for their expected level of involvement in the wildland fire mission. Wildland fire training shall support the installation Wildland Fire Management Plan. At a minimum, F&ES wildland firefighters shall be trained to Wildland Firefighter I per NFPA 1051, Chapter 5 of reference (e), National Wildfire Coordinating Group Firefighter II or equivalent level training.

m. Driver/Operator Training. All F&ES department personnel driver/operators shall be trained and certified in the proper operation of the F&ES department vehicles. Drivers/operators shall successfully complete an Emergency Vehicle Operators Course (EVOC) prior to operating the emergency vehicles. ARFF

departments will train driver operators utilizing curriculum approved by the DoD Fire Academy.

n. National Incident Management System (NIMS) Training. To meet the DoD implementation of reference (k), paragraph (18), all F&ES personnel shall complete IS-700, NIMS: An Introduction; IS-800, National Response Plan; ICS-100, Introduction to ICS; and ICS-200, Basic ICS; or equivalent level training. GS-0081 Chief Officers and Captains designated to act as a Chief Officer shall also complete ICS-300, Intermediate ICS and ICS-400, Advanced ICS.

o. Administration. The Fire Chief and ARFF OIC are responsible for the overall F&ES and ARFF department training programs. The Fire Chief and ARFF OIC may appoint a senior officer as the Training Officer who is responsible for managing and conducting the training program. The F&ES department Training Officer is recommended for appointment as the F&ES department Safety Officer.

p. Professional Development. Personnel are encouraged to continue their own professional development by seeking additional training and education. Chief Officers are expected to pursue executive and personnel management training. Guidance for professional development can be found in reference (ah), International Association of Fire Chiefs (IAFC) "Officer Development Handbook" and reference (ai), USMC Security and Emergency Services Community of Interest "0081 - Fire Protection and Prevention Career Road Map".

q. Aircraft Rescue Firefighter Requirements. References (c) and (g), paragraph 5.8 establish training requirements for ARFF personnel MOS 7002/7051). Local and regional fire schools may be used to supplement the firefighter IFSAC and ProBoard certification requirements training in order to maintain advanced skill level progression training, as required for billet assignment.

r. F&ES and ARFF Department Cross-Training. F&ES and ARFF Departments shall provide cross-training of personnel to meet the requirements of the support agreement between F&ES and ARFF.

## 2. Training and Education Program Performance

a. Evaluation of Training. F&ES and ARFF departments shall conduct drills and practical exercises that have a documented process to evaluate individual crew and company performance

consistent with reference (e), NFPA 1410, Chapters 4 through 10. Additionally, the Fire Chief and ARFF OIC should use this process to identify capability gaps and implement necessary training to address those gaps.

b. Training Records. The F&ES departments shall maintain individual training records for all training received by the F&ES department personnel. All fire and emergency training records shall be maintained per reference (aj), SSIC 11320.10. ARFF departments shall maintain individual training records in accordance with reference (g).

### 3. Training and Education Resources

a. Training Facilities. Fire training facilities shall be provided to each installation F&ES and ARFF department to provide realistic proficiency training. Combining training facilities for adjoining DoD installations and use of regional training facilities should be considered as long as Marine Corps F&ES and ARFF departments' training needs are met. Facilities that support conduct of live fire training shall meet the requirements of NFPA 1403, Standard on Live Fire Training Evolutions and NFPA 405, Standard for the Recurring Proficiency of Airport Firefighters, Chapter 15 of reference (e).

b. Training materials. The Fire Chief and ARFF OIC shall evaluate training materials on a continuous basis and annually update the training materials to reflect current practices and the needs of the department.

## Chapter 9

### Essential Resources

1. Overview. Essential resources are the services and systems required for the F&ES and ARFF departments to be a highly performing agency. Therefore, the installation must possess the necessary water supply, communications systems to include dispatching and records management capabilities, and administrative support personnel as necessary to support the F&ES and ARFF departments. The department's records management systems must support the department's goals and objectives to evaluate response times and service levels. The department's leadership and management should have administrative personnel and processes available to assist with the efficient operation of the F&ES and ARFF departments per reference (a).

#### 2. Water Supply

a. Fire Flow. The fire flow is used to determine hose stream demands and durations in target hazards which represent large fire loss potential. The fire flow shall be calculated in accordance with reference (f), Appendix C for all target hazards. For facilities protected with automatic sprinklers, the fire flow demand is based solely on the hose stream requirement for the occupancy classification. F&ES and ARFF departments shall ensure the fire flow demand can be met for target hazards, utilizing both in-house and outside resources.

b. Water Supply System. The installation agency responsible for the water supply system shall ensure that the system is capable of providing water in both volume (gallons per minute) and pressure for firefighting purposes per reference (f), paragraphs 3-3 and 3-4. Additionally, the installation agency responsible for monitoring water resources shall conduct testing, maintenance, inspections, and repairs of the water supply system and coordinate with the F&ES and ARFF departments when portions of the water supply system are out of service or not capable of supplying water at the necessary volume and pressure required for adequate fire flow. The Fire Chief and ARFF OIC, when notified of water supply systems being out of service or not capable of supplying water at the necessary volume and pressure shall develop contingency plans for water supply that is capable of protecting life, property, and mission aboard the installation. The contingency plans should be briefed through the chain of command to the commanding officer.

### 3. Communication Systems

a. Emergency Communications. Communication centers shall include two-way radio capability on multiple frequencies, direct communication lines with other supporting agencies, emergency response organizations, central fire alarm receiver, voice recorder, public address, and paging capabilities and emergency backups.

b. Fire and Emergency Services Telecommunications. Installations shall provide and maintain around-the-clock dispatch capabilities with fully developed standard operating procedures to handle fire and emergency service communications. Telecommunications operators shall be trained and certified as Telecommunicator I and II per reference (d) and qualified in the proper use of the installation's communications equipment to include telephone, radio, computer aided dispatch, and alarm receiving systems. Additionally, operators must be trained in the communication system or systems utilized by the F&ES and ARFF departments that provide interoperable communications with installation agencies and mutual aid response partners, as well as dispatching emergency apparatus and requesting outside assistance.

c. Telecommunicators. The number of on-duty telecommunications operators required for the installation is based on the performance requirements of NFPA 1221, paragraph 7.3 of reference (e). Communications centers that provide emergency medical dispatching protocols shall have at least two telecommunicators on duty at all times. Dedicated public safety or equivalent communications specialists are required and telecommunications operators shall be trained and certified at Telecommunicator I and II per reference (d), Table C2.T1 and NFPA 1061, Chapters 5 and 6 of reference (e). Consolidation of all emergency communications systems at installations is recommended. Marine Corps Base/Marine Corps Air Station and ARFF dispatch should be consolidated to the largest extent possible in order to facilitate joint response and to coordinate priorities of available assets.

#### d. Dispatch Center Performance

(1) Per NFPA 1221 (reference e), 95 percent of alarms received on emergency lines shall be answered within 15 seconds, and 99 percent of alarms shall be answered within 40 seconds.



(2) Per NFPA 1221 (reference e), 80 percent of emergency call processing and dispatching shall be completed within 60 seconds, and 95 percent of call processing and dispatching shall be completed within 106 seconds.

(3) At installations where computer aided dispatch data is not available, F&ES and ARFF departments shall work with the dispatch center to develop a method by which call answering, processing and dispatching times can be recorded. Data shall then be placed in a format where dispatch center performance can be evaluated to ensure the standard is being met.

#### 4. Administrative Support Services and Office Systems

a. Administrative Support. The F&ES and ARFF departments' leadership and management should have administrative personnel and processes available to assist with the efficient operation of the F&ES and ARFF departments.

b. Records Management. Information technology support is required for F&ES and ARFF departments to prepare and maintain incident reports, personnel records, training records, equipment inventories, physical fitness tests, administrative and operational directives and procedures and fire prevention inspection reports, and are in compliance with references (j), (aj), SSIC 11320, and (ak). HQMC (MCICOM G3) has developed an enterprise records management and reporting system known as the MCFIRS for the F&ES and ARFF Departments. MCFIRS shall be used to maintain F&ES records and reports. F&ES departments shall maintain the number or percentage of time aggregate response time requirements for the first arriving company and initial full alarm assignment were met in all FDZs for the following: Structural fire protection, EMS, technical rescue, wildland response, HazMat/CBRNE response, and marine and shipboard rescue and fire response. ARFF departments shall maintain the number or percent of time aggregate response time requirements were met for the announced and unannounced first arriving adequately staffed company for aircraft rescue and fire responses.

c. Technical Resources. F&ES and ARFF departments shall maintain a library of current directives, codes, publications, training materials, and orders necessary to manage the fire protection and emergency services program. Use of electronic libraries in MCFIRS is encouraged.

d. Fire and Emergency Incident Reporting. F&ES Incident Response Reports will be prepared and submitted in accordance

with reference (a). Reports will be prepared using MCFIRS and submitted to the Naval Safety Center within 60 days of the incident. Report Control Symbol (RCS) DD-11320-01 (External RCS DD-AT&L(AR)1765) is assigned to this reporting requirement.

e. Large Loss Initial Incident Reports. An initial report shall be made within 24 hours for all fires or related emergencies that cause damage of \$1,000,000 or more, are of unusual origin, or involve an injury and/or occupational illness that results in a fatality or permanent total disability to personnel. The report message shall be transmitted by the installation to HQMC (MCICOM) via Automated Message Handling System message utilizing the Large Loss Initial Incident Report template included as Appendix D. Report Control Symbol DD-11320-04 (External RCS DD-AT&L (AR) 1765) is assigned to this reporting requirement.

## Chapter 10

### External and Tenant Relationships

1. External Relationships. F&ES and ARFF departments often are required to establish outside agency relationships as part of their mission. The Marine Corps and local F&ES departments typically support each other and share resources through (MAAs) authorized by 42 USC 1856a, reference (al). F&ES and ARFF departments also develop relationships with installation tenant activities to provide similar services as those provided to the core of the installation. These agreements must be legally established and current.

2. Mutual Aid Agreements. F&ES and ARFF departments are encouraged to enter into MAAs with F&ES departments in the vicinity of the property in accordance with references (al) and (am). F&ES and ARFF departments are prohibited from increasing staffing or equipment solely to support mutual aid requirements. Any mutual aid service performed by F&ES and ARFF department personnel shall constitute service rendered in the line of duty. In the absence of formal MAAs, Installation Commanders may provide emergency assistance under reference (an) and their Immediate Response Authority in accordance with reference (am), paragraph 4.g.

3. Outside Fire and Emergency Services Forces. The number of emergency response personnel and equipment needed at any installation depends on the availability of outside forces from neighboring and adjacent F&ES departments. Credit for outside forces shall be permitted on a company by company basis when the outside forces conform favorably to the standards prescribed in this Order and existing MAAs are in place. For Class A installations, outside forces shall not exceed one-half of the total F&ES department company requirements. For Class B and Class C installations, no limit shall be placed on the ratio of outside forces versus organic forces used to meet the requirements of Figure 1-2.

4. Support Agreements. F&ES and ARFF departments are authorized to develop supporting relationships with installation tenants including military housing, working capital fund activities and non-DoD entities. As a result, support agreements shall be established to define the services that will be provided and whether or not the services will require reimbursement. The support agreements include MOAs/MOUs, or Interservice Support Agreements (DD Form 1144). Applicable

support agreements shall be established in accordance with reference (ao), DoDI 4000.19.

5. Agency Agreement Review. The Fire Chief and ARFF OIC shall conduct an annual review of all mutual aid and support agreements, (MAAs, MOUs, and MOAs) with their counterparts from the supporting AHJ. If no changes are necessary, document in writing that the agreement was reviewed, indicating with whom the agreement was reviewed, the date reviewed, then forward to the Installation Commander. If changes are required, use the templates provided in Appendix B and Appendix C as appropriate to document the identified changes to the agreement and report in writing to the Installation Commander. Installation legal counsel assists in the preparation and performs a legal review of all mutual aid and support agreements before execution. F&ES and ARFF department mutual aid and support agreements shall address the resources, skills, and specialties of the responding units and departments.

## Appendix A

### Definitions

Aerial Ladder - A firefighting emergency response vehicle equipped with a mechanically operated ladder and turntable, a complement of portable ground ladders and various rescue, ventilation, salvage, and overhaul tools.

Aircraft Rescue and Firefighting Department - The primary Marine Corps organization responsible for providing fire protection and suppression, rescue, and salvage/overhaul at aircraft incidents.

Ambulance - An emergency vehicle that meets NFPA Standard 1917, is capable of transporting a minimum of one litter patient, and is capable of carrying adequate supplies and equipment to deliver ALS or BLS services.

Apparatus - Specially designed emergency response vehicles which provide equipment and materials necessary for firefighting and emergency services. Apparatus includes pumpers, aerial ladders, and rescue vehicles.

Aggregate Response Time - Total of dispatch time, turnout time, and travel time. The time elapsed from the receipt of the emergency alarm to when the units arrive on the scene.

Baseline Travel Time Objectives - The measurement of actual performance in an organizational context; usually an initial set of critical observations or data used for comparison or a control. The activities that are currently in place to achieve the organization's goals and objectives.

Benchmark Travel Time Objectives - A benchmark is defined as a standard from which something can be judged. Searching for the benchmark, or best practice, will help define superior performance of a product, service or process.

CBRNE Preparedness - Activities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from CBRNE threats or hazards to military installations or facilities.

Disaster Response - The portion of the emergency services program which deals with control and mitigation of unforeseen incidents which exceeds the normal capabilities of the affected installation or jurisdiction.

Driver/Operator - F&ES and ARFF personnel trained and certified in the proper checkout, maintenance, and operation of F&ES and ARFF department apparatus.

Emergency Medical Protocols - The procedures and regulations governing the emergency medical treatment of specific injuries and illnesses.

Emergency Medical Responder - An individual who initiates immediate lifesaving care to critical patients who access the emergency medical system. This individual has the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response, to assist higher level personnel at the scene and during transport, and functions as part of a comprehensive EMS response under medical oversight.

Emergency Medical Services - The term used to describe the rapid response team of medically trained personnel to provide emergency medical assistance as necessary. Services provided to patients facing immediate medical emergencies that occur outside of medical treatment facilities (MTFs).

Emergency Medical Technician - An individual who provides basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual has the basic knowledge and skills necessary to provide patient care and transportation, and functions as part of a comprehensive EMS response under medical oversight.

Emergency Services Program - A comprehensive approach to control and mitigate damages from natural or man-made incidents.

Emergency Response Personnel - F&ES and ARFF personnel trained and responsible for performing hazardous firefighting and emergency service missions.

Emergency Vehicle Operators Course - A training course designed to provide the skills and knowledge necessary to properly and safely operate F&ES and ARFF department apparatus and emergency response vehicles.

Engine Company - A complement of emergency response personnel staffing an F&ES department pumper. The engine company's primary role during fire incidents is establishing a water supply and delivering water through hose lines to control the fires.

First Aid Firefighting - Initial fire suppression activities conducted by non-F&ES department personnel generally utilizing portable fire extinguishers.

Fire Brigade - An organization consisting of installation personnel trained to provide firefighting and fire prevention activities within the installation.

Fire Demand Zone - Used to assist in defining the management of risk. A demand zone can be a single building or a group of buildings; typically they will share similar risk characteristics. These are usually defined in terms of geographical boundaries.

Fire and Emergency Services Department - The primary Marine Corps organization responsible for providing fire protection and emergency services to Marine Corps installations, air bases, air stations and mutual aid assistance to surrounding jurisdictions.

Fire and Emergency Services Communications - The ability to effectively receive calls for assistance from telephone, radio, or fire alarm receiving equipment, process the calls, dispatch the appropriate emergency response vehicles, provide relevant information, and request additional assistance.

Fire and Emergency Services Incident Reports - Data compiled on each incident to determine trends, evaluate effectiveness of the fire protection and emergency services programs, and indicate areas needing improvement.

Fire and Emergency Services Safety Officer - Individual assigned by the Fire Chief to manage the F&ES department safety and health program. The Safety Officer shall have direct access to the Fire Chief and shall have the authority to cause immediate correction of situations that create an imminent hazard to personnel.

Fire and Emergency Services Training Officer - Individual assigned by the Fire Chief to manage the F&ES department training program. In larger F&ES departments, the Assistant Fire Chief of Training is assigned as the Training Officer.

Fire Extinguishing System - A fire protection system which automatically controls and suppresses fires, including automatic sprinkler systems, dry chemical systems, and foam systems.

Fire Flow - The amount of water necessary to confine and extinguish fires in facilities which represents large fire loss potential.

Fire Investigation - An examination of the fire scene to determine the cause and origin of the fire, any special circumstance surrounding the fire, and to develop lessons learned. A fire investigation may also serve as the basis for a criminal investigation if the fire is determined to be of incendiary or suspicious origin.

Fire Loading - The amount of combustibles within a space or building.

Fire Permit - An official document issued by the F&ES department which allows for the use, handling, storage, occupancy, or control of specific hazardous operations or conditions.

Fire Prevention - The portion of the fire protection program which seeks to prevent the outbreak of fire through education, inspection, enforcement, and investigation.

Fire Prevention Orientation Program - A public fire education program for all new installation housing occupants which addresses fire escape planning, fire and emergency reporting, home fire hazards, smoke detectors, and other fire protection features.

Fire Prevention Personnel - F&ES department personnel trained and responsible for administering the fire prevention program.

Fire Protection Engineering - The portion of the fire protection program which deals with the study, design, and installation of fire protection and life safety systems.

Fire Protection Facility Projects - A single planned undertaking of construction, alteration, repair or maintenance necessary to improve the fire protection or life safety characteristics of a building, structure, or other real property.

Fire Protection Plan Review - A fire prevention strategy involving the review of building design plans and specifications to ensure fire protection and life safety requirements are satisfied.

Fire Protection Program - A comprehensive approach to control and mitigate damages from hostile fires including ignition prevention, slowing fire growth and spread, detection and alarm, suppression, confinement, and evacuation of occupants.



Fire Protection Systems - Equipment installed in buildings and other structures designed to detect fires, provide alarm indication of fires, or extinguish fires.

Fire Suppression - The portion of the fire protection program which deals with the control and extinguishment of fires through automatic or manual means.

Fire Warden - Designated individuals within each installation department who are responsible for executing and implementing the fire prevention program within their department, building, facility, or unit.

Hazardous Materials Response - The portion of the emergency service program which deals with the control and mitigation of spills and releases involving hazardous materials or substances.

Hazardous Materials Incident Response Team - Teams which are organized, trained, and equipped to respond to Level 3 hazardous materials incidents and to utilize Level A Personnel Protective Equipment per NFPA 471, paragraph 7.5.1 of reference (e).

Hose Stream Demand - The amount of water necessary in conjunction with automatic sprinklers to effect final extinguishment of fires and provide exposure protection.

Incident - An occurrence or event, either man-made or natural, which requires action by emergency services personnel to prevent or minimize loss of life, damage to property, or destruction of natural resources.

Incident Command System - The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

Infectious Disease Control - A comprehensive approach to manage the risks associated with infectious and communicable diseases which are designed to prevent infection from occurring in both patients and emergency care providers.

Installation Disaster Response Plan - The installation's comprehensive plan to mitigate the damage from a disaster and to sustain emergency services during the disaster.

Installation Hazard Abatement Plan - An installation's systematic program to correct or reduce hazardous conditions in accordance with reference (ap), enclosure E3.7.

Installation Oil and Hazardous Substance Spill Contingency Plans - The installation's comprehensive response plans to oil and hazardous substances spills as required by reference (aq), Subparts C, D, and E.

Ladder Company - A complement of emergency response personnel staffing an F&ES department aerial ladder. The ladder company's roles during fire incidents include, but are not limited to: elevated access and rescue, elevated master streams, search and rescue, ventilation, utility control, salvage and overhaul.

Medical Director - A designated physician that is licensed to practice medicine, has met the F&ES program requirements, and has experience in the delivery of prehospital emergency care.

Mutual Aid Agreement - A formal agreement between surrounding jurisdictions and the installation to provide supplemental F&ES assistance when requested by either the jurisdiction or the installation. Automatic aid (units automatically dispatched on or off the installation) may be included under MAA when agreed upon by both parties. See Appendices B and C for examples of MAA.

National Incident Management System - A systematic, proactive approach to guide F&ES Departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards - regardless of cause, size, location, or complexity - in order to reduce loss of life, property and harm to the environment.

Occupancy Classification - The grouping of buildings or portion of buildings based on their use or intended use.

Paramedic - An allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual has the complex knowledge and skills necessary to provide patient care and transportation, and functions as part of a comprehensive EMS response under medical oversight.

Position Staffing Factor - The factor utilized to determine emergency response staffing requirements. The factor is based on a 24-hour F&ES department shift, a 72-hour work week, and includes

an adjustment for non-available time (annual leave, sick leave, other leave).

Pre-incident Plans - F&ES department plans for fighting a fire in a target hazard.

Pro Board Fire Service Professional Qualifications System (ProBoard) - An agency that accredits organizations that use the NFPA's professional qualification standards. Members of accredited entities can achieve certification for various designations, provided they meet the professional qualification standards.

Public Fire Education - A fire prevention strategy which seeks to improve human fire safety behavior through the teaching and disseminating of fire protection information.

Pumper - A firefighting emergency response vehicle capable of carrying hose, transporting and pumping water.

Quint - Fire apparatus with a permanently mounted fire pump, a water tank, a hose storage area, an aerial ladder or elevating platform with a permanently mounted waterway, and a complement of ground ladders.

Rescue Apparatus - An emergency response vehicle capable of transporting specialized rescue equipment.

Response Time - The time required by the F&ES and ARFF departments to respond to an incident starting with the receipt of the emergency alarm and ending when the emergency vehicles arrive at the incident location.

Self-Contained Breathing Apparatus - A self-contained breathing air system designed to allow emergency services personnel to enter hazardous or oxygen deficient atmospheres.

Specialized Rescue Response - The portion of the emergency services program which removes victims from hazardous or life threatening conditions to areas of safety or treatment.

Standard Operating Procedures - The procedures and regulations governing emergency operations to provide uniformity in practices, establish responsibility and enhance accountability.

Target Hazards - Buildings, structures or other facilities which pose high fire risks due to their size, value, strategic importance, life threat or fire hazards.

Unified Command - An ICS application used when more than one agency has incident jurisdiction or when incidents cross governmental jurisdictions. Agencies work together through the designated members of the US, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Wildland Fire Apparatus - An emergency response vehicle capable of transporting water, pumping water, and carrying equipment used for wildland or brush fires.

Appendix B

Mutual Aid Agreement (Reimbursable)

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the (Municipality/State Agency/Federal Agency) and the Department of the Navy, through (Marine Corps Installation), pursuant to 42 U.S.C. 1856a, shall serve as the agreement between the parties for mutual aid fire protection and emergency services.

WITNESETH:

All prior agreements between the parties hereto are hereby superseded and canceled.

WHEREAS, the (Marine Corps Installation) is located within the corporate limits of the (Municipality/State), and

Or

WHEREAS, the lands or districts of the parties hereto are adjacent or contiguous so that mutual assistance in an emergency situation is deemed feasible and desirable; and

WHEREAS, both parties maintain equipment and personnel for the suppression of fires, rescue, EMS and response to hazardous materials incidents within their respective jurisdictions; and

WHEREAS, the parties desire to augment the fire protection and associated emergency services available in their respective jurisdictions; and

WHEREAS, this mutual aid agreement is in the best interests of all parties;

THEREFORE THE PARTIES AGREE:

I. PROVISIONS OF RESPONSE

1. Marine Corps Installation

a. (Marine Corps Installation) agrees to provide fire equipment response to alarms of fire or other emergencies to the (Municipality/State Agency/Federal Agency) where the (Municipal/State Agency/Federal Agency) F&ES Department requests such assistance. This response will be commensurate with the scope

of the emergency involved and to the extent that limitations of forces available at the time of the occurrence will permit.

b. In the event (Marine Corps Installation) Emergency Communications Center receives an alarm of fire or other emergency call involving non-Marine Corps property, the alarm will be immediately relayed to the (Municipal/State Agency/Federal Agency) Emergency Communications Center.

2. (Municipality/State Agency/Federal Agency)

a. The (Municipality/State Agency/Federal Agency) agrees to provide fire equipment response to alarms of fire or other emergencies to the (Marine Corps Installation) or to other military or defense establishments protected by the (Marine Corps Installation) F&ES Department, where the (Marine Corps Installation) F&ES Department requests such assistance. This response will be commensurate with the scope of the emergency involved and to the extent that limitations of forces available at the time of the occurrence will permit.

b. In the event the (Municipal/State Agency/Federal Agency) Emergency Communications Center receives an alarm of fire or other emergency call involving government property in the (Marine Corps Installation) area, the alarm will be immediately relayed to the (Marine Corps Installation) Emergency Communications Center.

3. Whenever the senior officer of the (Municipal/State Agency/Federal Agency) or the (Marine Corps Installation) F&ES Department determines it would be advisable to request emergency assistance, the senior officer on duty at the F&ES Department receiving the request shall take the following action:

a. Immediately determine if the requested apparatus and personnel are available to respond to the request, and

b. In accordance with the terms of this agreement, forthwith dispatch such apparatus and personnel as in the judgment of the senior officer receiving the call should be sent, with instructions as to their mission.

4. The Fire Chiefs of the respective F&ES Departments will formulate detailed response plans, to include automatic dispatching of mutual aid resources on first alarms, where appropriate.

5. The rendering of assistance under the terms of this agreement shall not be mandatory; however, the party receiving the request for assistance shall immediately inform the requesting party if assistance cannot be rendered.

6. The senior officer of the F&ES Department requesting assistance shall assume full command of the incident. However, under procedures agreed to by the senior officers of the F&ES Departments involved, a senior officer of the department furnishing the assistance may assume full command of the incident.

7. All officers and personnel of the F&ES Departments to this agreement are invited and encouraged, on a reciprocal basis, to frequently visit each other's activities for guided familiarization tours consistent with local security requirements and, as feasible, to jointly conduct pre-incident planning inspections, drills and training.

## II. PROVISIONS OF CLAIMS AND REIMBURSEMENT

1. The parties hereto waive all claims against every other party for compensation resulting from any loss, damage, personal injury, or death occurring in consequence of the performance of this agreement.

2. The parties agree that the (Municipal/State Agency) Fire Service may file a claim with the Administrator of the United States Fire Administration for the costs incurred in fighting a fire on property that is under the jurisdiction of the United States, pursuant to 15 U.S.C. 2210.

3. Reimbursements between the (Marine Corps Installation) and the (Federal Agency) F&ES Departments shall comply with the Economy Act provisions, 31 U.S.C. 1535.

4. The parties agree that the initial response of like-kind resources (similar resources provided by both parties) shall not be reimbursed for responses of 24-hours or less in duration. For responses exceeding 24 hours duration, reimbursement for the assisting party's mutual aid resources shall cover the entire time of commitment, starting with the initial dispatch and ending when the personnel and apparatus return at their home location. Reimbursement of unlike kind resources (resources provided by only one party) shall be reimbursed for the entire time of the commitment, including the initial response.

5. The parties shall develop reimbursement cost procedures that detail the reimbursable and non-reimbursable costs and services, the reimbursement rates, cost sharing provisions and billing procedures. The reimbursement cost procedures shall be included as an addendum to this Agreement.

6. Disputes - Unresolvable differences concerning this mutual aid agreement shall be elevated for resolution through each party's chain of command to the signatories as the final arbiters.

III. TERMS OF AGREEMENT

This agreement shall become effective on the date of the last signature to the agreement and will remain in effect until intent to terminate is declared by either party. Notification of the intention of either party to terminate the Agreement prior to that date will be in the form of a written submission to the other party at least 180 days in advance of the proposed date of termination.

IN WITNESS WHEREOF, the parties hereto have executed this agreement at (City, State) on the day and year first above written.

\_\_\_\_\_  
(Name) (Name, Rank)  
(Title) Commanding Officer  
(Federal/Municipality/State Agency ) (Marine Corps Installation)

Date: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Name) (Name)  
Fire Chief Fire Chief  
(Federal/Municipality/State Agency) (Marine Corps Installation)

Date: \_\_\_\_\_ Date: \_\_\_\_\_



Appendix C

Mutual Aid Agreement (Non-Reimbursable)

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the (Municipality/State Agency/Federal Agency) and the Department of the Navy, through (Marine Corps Installation), pursuant to 42 U.S.C. 1856a, shall serve as the agreement between the parties for mutual aid fire protection and emergency services.

WITNESETH:

All prior agreements between the parties hereto are hereby superseded and canceled.

WHEREAS, the (Marine Corps Installation) is located within the corporate limits of the (Municipality/State), and

Or

WHEREAS, the lands or districts of the parties hereto are adjacent or contiguous so that mutual assistance in an emergency situation is deemed feasible; and

WHEREAS, both parties maintain equipment and personnel for the suppression of fires, rescue, EMS and response to hazardous materials incidents within their respective jurisdictions; and

WHEREAS, the parties desire to augment the fire protection and associated services available in their respective jurisdictions; and

WHEREAS, this mutual aid agreement is in the best interests of all parties;

THEREFORE THE PARTIES AGREE:

I. PROVISIONS OF RESPONSE

1. Marine Corps Installation

a. (Marine Corps Installation) agrees to provide fire equipment response to alarms of fire or other emergencies to the (Municipality/State Agency/ Federal Agency) where the (Municipal/State Agency/Federal Agency) F&ES Department requests such assistance, at no cost when such assistance is requested by the (Municipality/State Agency/Federal Agency) F&ES Department.

This response will be commensurate with the scope of the emergency involved and to the extent that limitations of forces available at the time of the occurrence will permit.

b. In the event (Marine Corps Installation) Emergency Communications Center receives an alarm of fire or other emergency call involving non-Marine Corps property, the alarm will be immediately relayed to the (Municipality/State Agency/Federal Agency) Emergency Communications Center.

2. (Municipality/State Agency/Federal Agency)

a. The (Municipality/State Agency/Federal Agency) agrees to provide fire equipment response to alarms of fire or other emergencies to the (Marine Corps Installation) or to other military or defense establishments, protected by the (Marine Corps Installation) F&ES Department, at no cost when such assistance is requested by the (Marine Corps Installation) F&ES Department. This response will be commensurate with the scope of the emergency involved and to the extent that limitations of forces available at the time of the occurrence will permit.

b. In the event the (Municipality/State Agency/Federal Agency) Emergency Communications Center receives an alarm of fire or other emergency call involving government property in the (Marine Corps Installation) area, the alarm will be immediately relayed to the (Marine Corps Installation) Emergency Communications Center.

3. Whenever the senior officer of the (Municipality/State Agency/Federal Agency) or the (Marine Corps Installation) F&ES Department determines it would be advisable to request emergency assistance, the senior officer on duty at the F&ES Department receiving the request shall take the following action:

a. Immediately determine if the requested apparatus and personnel are available to respond to the request, and

b. In accordance with the terms of this agreement, forthwith dispatch such apparatus and personnel as in the judgment of the senior officer receiving the call should be sent, with instructions as to their mission.

4. The Fire Chiefs of the respective F&ES Departments will formulate detailed response plans, to include automatic dispatching of mutual aid resources on first alarms, where appropriate.

5. The rendering of assistance under the terms of this agreement shall not be mandatory; however, the party receiving the request for assistance shall immediately inform the requesting service if assistance cannot be rendered.

6. The parties hereto waive all claims against every other party for compensation for any loss, damage, personal injury, or death occurring in consequence of the performance of this agreement.

7. It is agreed that the (Municipality/State Agency/Federal Agency) may file a claim with the Administrator of the United States Fire Administration for the costs incurred in fighting a fire on property which is under the jurisdiction of the United States, pursuant to 15 U.S.C. 2210.

8. The senior officer of the FE&S Department of the requesting service shall assume full command of the incident. However, under procedures agreed to by the senior officers of the F&ES Departments involved, a senior officer of the department furnishing the assistance may assume full command of the incident.

9. All officers and personnel of the F&ES Departments of the parties to this agreement are invited and encouraged, on a reciprocal basis, to frequently visit each other's activities for guided familiarization tours consistent with local security requirements and, as feasible, to jointly conduct pre-incident planning inspections, drills and training.

10. Disputes - Unresolvable differences concerning this mutual aid agreement shall be elevated for resolution through each party's chain of command to the signatories as the final arbiters.

II. TERMS OF AGREEMENT

This agreement shall become effective on the date of the last signature to the agreement and will remain in effect until intent to terminate is declared by either party. Notification of the intention of either party to terminate the Agreement prior to that date will be in the form of a written submission to the other party at least 180 days in advance of the proposed date of termination.

IN WITNESS WHEREOF, the parties hereto have executed this agreement at (City, State) on the day and year first above written.

_____	_____
(Name)	(Name, Rank)
(Title)	Commanding Officer
(Federal/Municipality/State Agency)	(Marine Corps Installation)

Date: \_\_\_\_\_ Date: \_\_\_\_\_

_____	_____
(Name)	(Name)
Fire Chief	Fire Chief
(Federal/Municipality/State Agency)	(Marine Corps Installation)

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix D

Large Loss Initial Incident Report Sample Message  
(Report Control Symbol DD-11320-04) External RCS DD-AT&L (AR) 1765)

Use this format to report (within 24-hours) all fires or related emergencies that cause damage of \$200,000 or more, are of unusual origin, or cause an injury and/or occupational illness that results in a fatality or permanent total disability to personnel. Where the requested information is not applicable or not relevant to the analysis of the fire, insert "not applicable."

(Precedence - Priority)

FROM REPORTING INSTALLATION

TO CMC WASHINGTON DC// MCICOM G-3 /APX-10/2 (IF APPLICABLE)//

INFO CHAIN OF COMMAND

UNCLAS //N05102//FOUO (Normally unclassified unless classified information must be included.)

MSGID/GENADMIN/MSG ORIG/SER NO./MONTH//

SUBJ/LARGE LOSS INITIAL INCIDENT REPORT (REPORT CONTROL SYMBOL DD-11320-04)

AMPN/REF A/MCO P11000.11 MARINE CORPS FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM//

NARR/FOR OFFICIAL USE ONLY. THIS IS A GENERAL USE SAFETY REPORT TO BE USED FOR SAFETY PURPOSES//

POC/NAME/RANK/PRIMARY PHONE/-/LOCATION/EMAIL//

RMKS/1. PER REF A, THE FOLLOWING INFORMATION IS SUBMITTED:

ALPHA:

1. UIC OF REPORTING ACTIVITY:
2. LOCAL DATE AND TIME OF FIRE OCCURRED:
3. LOCATE DATE AND TIME FIRE UNDER CONTROL:
4. GEOGRAPHICAL LOCATION: (Include city and state and whether on or off Marine Corps property. If on Marine Corps property, give name and UIC of installation where fire occurred.)

BRAVO: FIRE RELATED INJURIES:

1. NAME/AGE/SEX: (If more than one person is injured, information in this section must be specific as to which individual is being described. Repeat items 1 through 3 for each individual. If PII is included, this document must be restricted to only those individuals with a need-to-know all of the PII and the document must be marked "FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE - Any misuse or unauthorized disclosure can result in both civil and criminal penalties." (see SECNAVINST 5211.5E) If PHI is included, additional markings for PHI may be required. A BUMED HIPAA specialist should be consulted for marking and information handling requirements/restrictions.)

2. RANK AND DESIGNATOR, OR RATE AND NEC, OR JOB TITLE, SERIES AND GRADE

3. FATALITY OR EXTENT OR INJURY/ILLNESS: (Specify fatality, percentage of body burned, degree of burns, fractures, smoke inhalation, etc.)

CHARLIE: MATERIAL PROPERTY DAMAGE

1. TYPE OF PROPERTY: (Structural, agricultural, automobile, ship, aircraft, etc.)

2. ESTIMATED COST TO REPAIR OR REPLACE DOD PROPERTY:

3. ESTIMATED COST TO REPAIR OR REPLACE NON-DOD PROPERTY:

4. FIRE EQUIPMENT DAMAGED: (fire apparatus, support equipment, etc.)

DELTA: NARRATIVE: State as much amplifying information as available. Include chain of events leading up to, through, and subsequent to the fire.

## Appendix E

### Fire & Emergency Services Lifesaving Award Criteria and Nominating Procedure

Criteria - Although the criteria are stringent, Commanders are encouraged to submit actions they feel are worthy of consideration.

Nominations for individuals should be based on actual performance and patient interaction at the scene of an emergency; however, it is not uncommon to recognize a crew of three or four working as a team.

Nominations would not normally be associated with actions of incident commanders, dispatchers, apparatus drivers, or others that do not interact directly with a patient.

Actions should be associated with F&ES response to a significant incident with significant interaction with a patient, for example:

Resuscitation from cardiac arrest.

Motor vehicle crashes with entrapment.

Rescue from fire.

Rescue from industrial accidents.

Other similar situations.

The incident should be an extraordinary event where the patient, without the actions of F&ES personnel, would not have survived.

The patient should survive until discharged from the hospital, or similar permanent medical treatment facility. Other outcomes will be considered.

Nomination Procedures - In order to recognize actions in a timely manner, informal nomination procedures will be used. However, notification of actions, and of nominations shall be made to the installation F&ES department's chain of command following locally established procedures. Nominations should be submitted in a timely manner, normally within 30 days of the incident. Nomination packages should contain the following:

Date and time of the incident.

Incident address or location.

Environmental considerations, such as adverse weather, if applicable.

Basic patient information, such as the age, activity at the time of the incident, and whether the patient was military or a civilian.

Name(s) of F&ES personnel submitted for the award.

Actions taken by F&ES personnel.

Outcome of the patient.

In addition to the above, the following should also be submitted:

Statement from the Fire Chief, indicating the individuals who were directly responsible for the lifesaving event.

List of complete name(s) and rank(s) of F&ES personnel being nominated.

Copy of the emergency medical service run sheet, with PII blackened out or removed.

If available, any incident photos, and/or photos of the F&ES personnel involved in the incident.

Nominations shall be submitted to the Director of Fire Protection and Emergency Services Program at MCICOM (G3).

Approval Process - Upon receipt of an award nominations, and advisory panel made up of one representative from MCICOM, MCIEAST, MCIWEST, MCIPAC, and BUMED will be convened by the F&ES Program POC to review the nomination. A simple majority vote of the advisory panel will determine approval for the award.

Award - Lifesaving award nominations will be reviewed promptly at HQMC MCICOM (G3). When the award has been approved the the advisory panel, individuals will be awarded a Lifesaving Award certificate from the Commander, MCICOM.