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SECRETARY OF THE AIR FORCE**

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**Civil Engineering**

**FIRE EMERGENCY SERVICES (FES)  
PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 32-20, *Fire Emergency Services*, Department of Labor – Occupational Safety and Health Administration (OSHA), Code of Federal Regulations (CFR), other Air Force Instructions (AFI), and National Fire Protection Association (NFPA) standards as they are adopted and/or implemented by AF Technical Implementation Guides (TIG). It applies to personnel who develop and implement Fire Emergency Services (FES) programs at Air Force installations worldwide including Air Force led Joint Bases, expeditionary locations, facilities, and contractor-operated facilities. For government-owned/contractor-operated and contractor-owned/contractor-operated facilities, contracts will be revised to comply with this instruction when such contracts are extended, revised or rewritten and when new delivery orders are applied to existing contracts. This instruction applies to military Air Force Reserve (AFR) and Air National Guard (ANG) firefighters as described in paragraph 3.8. Refer to AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*, and Air Force Reserve Command Instruction (AFRCI) supplements for additional operational guidance. This Instruction applies to fulltime FES organizations providing base operating support at Air Reserve Component (ARC) owned locations. This instruction does not apply to AFRC Prime BEEF or ANG firefighters in training status. Additionally, selected paragraphs of this publication do not apply to ANG and will be modified by ANG supplements. Users should send comments and suggested improvements on AF Form 847, *Recommendation for Change of Publication*, through major commands (MAJCOM), or National Guard Bureau (NGB), and Air Force Civil Engineer Center (AFCEC),

139 Barnes Drive, Suite 1, Tyndall AFB FL 32403-5319. Forms may be electronically forwarded to AFCEC/CXF Corporate Mailbox, [AFCEC.CXF.Workflow@us.af.mil](mailto:AFCEC.CXF.Workflow@us.af.mil). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS). This publication requires the collection of Personally Identifiable Information or maintenance of information protected by the Privacy Act of 1974 authorized by DoD 5400.11, *DoD Privacy Program* and AFI 33-332, *Privacy Act Program*. The applicable Privacy Act System of Records Notices, F032 AFCEC, *Civil Engineer System-Fire Department Records* is available at [http://dpclo.defense.gov/privacy/SORNs/component/airforce/F032\\_AFCES\\_A.html](http://dpclo.defense.gov/privacy/SORNs/component/airforce/F032_AFCES_A.html). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include changing the Headquarters Air Force Civil Engineer Support Agency to the Air Force Civil Engineer Center (AFCEC); redefines the scope and levels of service; clarifies the Essential Station Messing requirement for single military firefighters; defines the certification and staffing requirements for contract firefighters or other persons providing Fire Emergency Services, clarifies the responsibility and requirements for Emergency Medical Services (EMS), added requirements for notification of AFCEC/CXF for aircraft hangar fire suppression system activations and has tiered all wing-level compliance items IAW AFI 33-360, *Publications and Forms Management*.

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## Chapter 1

### ROLES AND RESPONSIBILITIES

#### 1.1. USAF.

1.1.1. USAF/A7C. The Air Force (AF) Civil Engineer provides Fire Emergency Services (FES) program policy and resources that enable FES capability to protect AF personnel, property and the environment. The AF Civil Engineer is the authority having jurisdiction (AHJ) for Air Force FES guidance.

1.1.2. USAF/A7CX. The Office of The Civil Engineer provides FES program direction, policy guidance and strategic oversight through the Readiness and Emergency Management Division (A7CX), Emergency Services Branch (A7CXR).

1.1.3. USAF/A7CXR. The Emergency Services Branch Chief (A7CXR) is the Air Force FES Program Director and senior military officer advisor responsible for the Air Force FES Program consistent with AFD 32-20, *Fire Emergency Services* and DoDI 6055.06, *DoD Fire and Emergency Services Program*.

**1.2. Air Force Civil Engineer Center (AFCEC).** The Director AFCEC provides FES program management and functional oversight within the Readiness Directorate (CX), FES Division (CXF).

1.2.1. The AF Fire Chief. The AFCEC/CXF Division Chief is the Air Force FES Program Manager and the Air Force Fire Chief, responsible for managing the DoD Fire and Emergency Services Certification System as required by DoDI 6055.06, *DoD Fire and Emergency Services Program*. Additionally, this individual serves as the senior civilian FES advisor, conducts risk assessments, assesses major incidents and publishes guidance for lessons learned.

1.2.2. AF FES Career Field Manager (CFM). The AF FES Career Field Manager is the senior enlisted advisor for the FES functional community assigned to AFCEC/CXF. The CFM develops, prepares, and coordinates new FES policy or change proposals for The AF FES Program Director. Additionally, this individual provides central oversight for career field education and training issues, manages education and training programs, and coordinates all force structure changes for the career field.

1.2.3. AFCEC/CXF Staff. AFCEC/CXF assists USAF/A7CXR staff in the development of policy providing functional oversight; provides technical services to the major commands and base FES personnel; advocates for resources; develops plans and programs to facilitate policy execution; and centrally manages procurement of AF-wide FES purchases.

1.2.3.1. AFCEC/CXF also serves as functional area representatives to the Federal Emergency Management Agency (FEMA) Federal Firefighter Task Group; the National Institute of Occupational Safety and Health (NIOSH); National Fire Protection Association (NFPA) standards committees; USAF/A4R/A4P and Vehicle Transportation Acquisition Council (VTAC); Civil Engineer Career Program (CECP) Work Force Management Panel (CECP- WFMP) and Civil Engineer Policy Council (CEPC); Civil Engineer Education and Training Review Council (ETRC); DoD Wildland and Urban Interface Fire Fighting Task Group; North Atlantic Treaty Organization (NATO) Crash

Fire-Fighting and Rescue Panel (CFRP); Air Operations and Services Working Group (AOSWG); International Fire Service Accreditation Congress (IFSAC); National Board on Fire Service Professional Qualifications (ProBoard); and DoD Fire and Emergency Services Working Group (F&ESWG).

1.2.3.2. AFCEC/CXF executes the Fire Fighting Vehicle Modernization Plan (FFVMP) and manages the fire vehicle fleet to include procurement through Warner Robins Air Logistics Center (WR-ALC). The FFVMP is reviewed annually and adjusted when appropriate before the budget cycle.

**1.3. FES Panel.** The FES Panel serves as the forum to facilitate communications and develop consensus on policies that affect FES programs. The FES Panel will charter working groups to address specific issues as required.

1.3.1. The FES Panel assists the AF FES Program Director and the AF FES Program Manager in identifying and resolving FES issues. The FES Panel reviews policy for currency, recommends changes in policy, proposes new technologies to improve FES and assists to develop strategic goals and initiatives.

1.3.2. The FES Panel is co-chaired by the FES Program Director (USAF/A7CXR) and the FES Program Manager (AFCEC/CXF). Members include Command Fire Chiefs (senior FES representative) at major commands (MAJCOM), field operating agencies (FOA) and direct reporting units (DRU) or their designated representatives. Co-chairs vote in case of tie. Advisors to the FES Panel are invited as needed by the chairpersons.

**1.4. MAJCOM, FOA, DRU Commanders.** Commanders execute FES policy within their organizations.

**1.5. MAJCOM/FOA/DRU Civil Engineers and the Directors, Installation and Mission Support.** The Civil Engineer and Director of Installation and Mission Support (MAJCOM A7) provides command-level oversight and is responsible to the MAJCOM/CC for executing FES programs within their respective command. They provide resources to enable FES Flights to be organized, trained and equipped to execute their missions. The MAJCOM staff includes a Command Fire Chief with appropriate staff members to provide day-to-day management of FES programs.

1.5.1. Command Fire Chief. The Command Fire Chief is the Subject Matter Expert (SME) within the command for all FES related issues. This individual serves as the senior FES advisor to the Command Civil Engineer, MAJCOM's senior leaders and is the spokesperson for the command at forums where FES is an issue. The Command Fire Chief is delegated authority to manage and execute the major command's FES program.

1.5.2. The Command Fire Chief develops FES policies, guidance, and provides oversight and technical services to the installation FES program within the command. This includes advocacy and facilitation of resources, and the execution of FES policy.

**1.6. Installation Commander.** Installation commanders are responsible for the fire safety of personnel and property under their control which is executed by the FES programs in this instruction. The installation commander may delegate this responsibility to the Base Fire Marshal (BFM), who may in turn delegate to the Installation Fire Chief (IFC).

1.6.1. The installation commander reviews and approves short-term and temporary risk management plans which detail actions to take during periods of reduced FES capability.

1.6.2. Installation commanders responsible for small installations such as radar sites, auxiliary fields with few facilities or infrequent aircraft operations will need to determine, with MAJCOM A7 concurrence, if a FES Flight is warranted to support their mission (T-2).

1.6.2.1. The installation commander, develops a risk management (RM) plan that may include alternatives to an on-site fire department for MAJCOM commander approval. Key considerations are preventing fires, workplace fire safety education, capability to provide early intervention at fires, and managing fires that have progressed beyond the incipient stage.

1.6.2.2. When the installation commander concludes that an on-site fire department is not justified, they appoint a Fire Safety Manager. The Fire Safety Manager manages FES programs and is responsible to oversee the execution of the RM plan approved in 1.6.2.1.

**1.7. Base Fire Marshal (BFM).** The Civil Engineer (CE) Squadron Commander, CE Group Commander or the Base Civil Engineer (BCE) is the Base Fire Marshal. The BFM is responsible to the installation commander for oversight of FES programs and provides the IFC the resources available to execute the FES mission. BFM's will attend the Fire Marshal course at the Louis F. Garland Fire Academy within six months after assuming BFM duties (T-3).

**1.8. Installation Fire Chief (IFC).** The FES Flight Chief is the Installation Fire Chief and is directly responsible to the BFM for establishing, executing and maintaining FES programs; effective utilization of resources, determining additional resources required; conducting risk assessments; advising commanders regarding risk and capability, and implementing risk management actions. IFCs develop risk management plans which detail actions to take during periods of reduced FES capability for approval of the installation commander.

**1.9. Civil Engineer Engineering (CEN) Flight Chief.** The CEN Flight Chief is responsible to the BFM to ensure all construction projects are designed with all required fire/life safety features according to all applicable and referenced building and electrical codes.

**1.10. Civil Engineer Operations (CEO) Flight Chief.** The CEO Flight Chief is responsible to the BFM for inspection, testing, maintenance and documentation associated with all fire detection, notification, suppression, water distribution systems, including any fire pumps. CEO is also responsible for acquiring and maintaining any reserve/backup stock(s) of fire extinguishing agent(s) needed for installed systems.

**1.11. Civil Engineer Readiness and Emergency Management (CEX) Flight Chief.** The CEX Flight Chief is the installation lead for the installation Emergency Management program and is responsible for maintaining the Installation Emergency Management Plan and fulfilling the requirements of DoDI 6055.17, *DoD Installation Emergency Management (IEM) Program*, as it pertains to implementing the National Incident Management System through the AF Incident Management System. Additionally, the CEX Flight Chief maintains a close relationship with the IFC and ensures effective integration of CEX personnel during emergency operations according to their training and equipment. This necessitates coordination of CEX roles and responsibilities during emergency operations such as HazMat/CBRN incidents with the IFC and periodic participation in associated training events.

## Chapter 2

### STANDARDS

**2.1. Mission.** The mission of FES Flights is to provide fire prevention services and minimize negative consequences of emergency incidents. The scope of services includes releases of hazardous materials (including chemical, biological, radiological, and nuclear (CBRN)) resulting from accident, natural causes, or intentional use as a weapon of mass destruction (WMD); fires that endanger people, property, or the environment regardless of the property involved (wildland, equipment, buildings, aircraft, etc.); fires in nearby federal agency facilities in the event normal FES are inhibited; persons trapped or otherwise unable to escape a dangerous situation; pre-hospital medical emergencies (non-transport); or intervention at other emergency situations such as natural or manmade disasters that threaten life, property or the environment. The scope of services is divided into categories to distinguish between most commonly demanded FES services that every FES Flight must be prepared to deliver (core services) and infrequently demanded FES services that may be provided if resources permit (non-core services).

2.1.1. Core Services. Core services include fire prevention and minimizing adverse consequences at most probable incidents (i.e. pre-hospital medical emergencies; a structure fire contained in the room or area of origin; an aircraft fire at one location, one side, interior or exterior; rescue; a HazMat release manageable with defensive operations, entrapment resulting from automobile or equipment accidents, and Wildland Urban Interface (WUI) fires). The FES Flights' resource authorizations are based on the most demanding core services and the assumption that only one major emergency incident will occur at a time. In the event that multiple incidents occur, response priorities are pre-determined in installation emergency management plans.

2.1.2. Non-Core Services. Installation commanders may approve non-core services not included in paragraph 2.1.1 utilizing existing resources. Specifically, wildland fire fighting, technical rescue, offensive HazMat operations and other emergency operations to manage uncommon local risks may be assigned to the flight. However, due diligence must be incorporated in the decision process resulting in an RM plan prepared by the IFC that addresses the risk to core missions. When the risk is not acceptable, commanders may provide unit-funded additional resources to enable the flight to accomplish the non-core services. The installation commander will advise the Command Civil Engineer of all approved non-core services not included in paragraph 2.1.1 (T-3). The Command Civil Engineer will determine, based on the significance of the non-core services approved whether other MAJCOM leaders need to be advised.

**2.2. Goal.** The goal of the FES Flight is to prevent or reduce injury and loss of life, and minimize damage to property and the environment.

**2.3. Objectives.** The goal is achieved through two objectives:

2.3.1. Prevent fires or minimize their consequences. This objective is achieved with an aggressive and effective fire prevention program consisting of project design reviews, fire inspections, code enforcement and fire safety education.

2.3.2. Minimize the adverse consequences of emergency incidents. This objective is achieved by early intervention with sufficient resources to accomplish the stated core



services. Emergency action plans are developed to manage potential emergency incidents that cannot be quickly contained and controlled.

2.3.3. At least 90% of all facilities on the installation are in fire demand zones. Response time standards to these facilities are specified in DoDI 6055.06. Facilities outside fire districts are considered remote and outlying facilities and response time standards are established in USAF Technical Implementation Guide (TIG) 1710.

2.3.4. The Standards of Cover must include areas/facilities where response time standards specified in DODI 6055.06 is not expected to be met (T-0). Since additional risk may be incurred, the IFC must inform the users of these areas/facilities of the potential consequences (T-1).

**2.4. Emergency Response Capability (ERC).** ERC is the level of service that can be provided with available personnel, equipment, vehicles and fire extinguishing agents. The ERC can be affected by the lack of trained personnel, reduced fire fighting agent, equipment out-of-service, and the capability to meet established response times. The ERC assumes that only one major emergency incident will occur at a time.

2.4.1. ERC is expressed as an Optimum Level of Service (OLS), Reduced Level of Service (RLS), Critical Level of Service (CLS), and Inadequate Level of Service (ILS).

2.4.1.1. Optimum Level of Service (OLS). OLS is when all authorized resources are available for emergency response within response time standards. OLS provides sufficient capability for quick response and sustained operations after arrival on scene. During OLS, emergency response forces shall accomplish all objectives when responding to emergency incidents.

2.4.1.2. Reduced Level of Service (RLS). RLS is when the ERC is less than OLS but greater than CLS. Sufficient capability is provided for initial response, scene assessment and implementation of mitigation tactics. This level of service represents increased risk/loss potential due to lack of ERC to perform rescue and sufficient mitigation tactics simultaneously. FES objectives may not be successful during situations where simultaneous rescue and fire fighting activities are required.

2.4.1.2.1. Reduced ERC may result from unfunded or unfilled manpower authorizations, deployments, leaves, vehicle impairments, or other temporary conditions such as traffic obstructions or road construction. Because of these variable factors, the AF considers operating at a RLS to be a normal day-to-day situation.

2.4.1.2.2. While in RLS, the IFC allocates resources according to local risk factors with the goal to provide the highest feasible level of service during higher risk periods, while reducing capabilities when the risk is lower. At the high end of the RLS range, most FES objectives can be achieved at emergency incidents. As ERC decreases, cross-staffing and multi-tasking of emergency responders will be necessary to accomplish critical emergency response tasks. As ERC further decreases, the probability of accomplishing required FES objectives diminishes.

2.4.1.3. Critical Level of Service (CLS). A CLS capability exists when 7 firefighters are available to respond to an emergency within the response time standards. For non-aircraft related emergencies, at least 4 of the firefighters must respond within the

response time standard for initial response and the remaining 3 firefighters must arrive on scene within the response time standard for a full response (T-1). Aircraft emergencies must meet established response time criteria for announced and unannounced emergencies (T-1). Upon arrival, the Incident Commander will determine the appropriate actions to be taken depending upon their initial evaluation of the situation. Successful outcomes can only be expected when the incident can be quickly mitigated. Firefighters are expected to revert to defensive operations when the emergency cannot be quickly contained. This level of service represents limited rescue capability and increased risk/loss potential due to limited resources. Therefore, operating at CLS continuously for periods of more than 72 hours is prohibited without a written RM plan signed by the installation or wing commander. **Exception:** Fire stations serving only remote and outlying areas or auxiliary airfields may operate continuously at CLS when the installation or wing commander has approved such operations in a written RM plan.

2.4.1.3.1. Emergency response forces can expect to accomplish FES objectives when the incident can be quickly contained and mitigated. Due to exhaustion and resource limitations, CLS is considered a “one shot” capability that cannot be sustained for more than approximately 15 minutes. Firefighters are expected to revert to defensive operations when the emergency cannot be contained quickly. The property involved in the fire is expected to receive severe damage.

2.4.1.4. Inadequate Level of Service (ILS). ILS is when ERC for a CLS is unavailable. The property involved in the fire is expected to be destroyed.

2.4.1.4.1. An ILS consists of 6 firefighters or less. Interior operations are considered unsafe unless the Incident Commander (IC) determines that responders are unlikely to be injured or killed.

2.4.1.4.2. When at least 4 responders are on scene and in *known* rescue situations, interior rescue operations may be attempted. A team consisting of 2 firefighters may conduct interior rescue operations while the other 2 firefighters serve as a rapid intervention team (RIT) poised to rescue the interior firefighters. One of the RIT team members may have additional assignments but must be able to immediately cease all operations and assume RIT duties when required. All operations in interior IDLH areas must be with teams of at least two, in continuous contact (visual or physical) with each other and in direct communication with the RIT team (T-1). During ILS, facility entry for fire fighting purposes is only permitted for fires in the incipient stage. With less than 4 responders on scene, interior rescue or fire fighting operations may not be attempted.

**2.5. Regulatory Guidance.** FES operational policy consolidates a wide variety of requirements from DoD instructions, OSHA, and NFPA standards. NFPA standards and recommended practices affecting FES operations form the foundation for AF FES operations and are adopted as written or as implemented with specific TIGs.

2.5.1. Technical Implementation Guides (TIG). TIGs ensure implementation of NFPA standards is consistent with AF policy and guidance.

2.5.1.1. The AF Fire Chief establishes working groups consisting of members nominated by the Command Fire Chiefs and other personnel when appropriate to assist in the

development of TIGs. TIGs which are consistent with an NFPA standard may be approved by the AF Fire Chief after coordination with MAJCOM Civil Engineers. TIGs containing deviations from NFPA criteria require approval by The AF Civil Engineer.

2.5.1.2. To allow time for analysis of potential impacts, a new or revised NFPA standard is not implemented until one year after its publication date. When a TIG is issued, it remains in effect until superseded, withdrawn, or one year following a new edition of the NFPA standard. If a TIG is not published within one year, the NFPA standard will be implemented as written unless otherwise directed by the AF Fire Chief.

2.5.2. North Atlantic Treaty Organization (NATO) Standardization Agreements (STANAGs). Units assigned to and that execute NATO missions implement NATO STANAGs as ratified by the United States. Ratification and applicability of NATO STANAGs are located at <https://diweb.hq.nato.int/>.

**2.6. Standards of Cover (SOC).** The IFC will establish a SOC which is defined as “written policies and procedures that establish the distribution and concentration of fixed and mobile resources of an organization.” The installation’s SOC must be based on the performance requirements in DoDI 6055.06 (T-1).

**2.7. Basic Allowance for Subsistence (BAS).** To meet response time standards, firefighters need to be in a ready-response position at the assigned fire station. Therefore, firefighters will be authorized BAS (T-3) IAW the Essential Station Messing exceptions listed in Air Force Manual 65-116, Volume 1, *Defense Joint Military Pay System Active Component (DJMS-AC) FSO Procedure*.

**2.8. FES Policy Deviations.** FES policy consolidates a wide variety of requirements from DoD instructions, OSHA, NFPA standards, etc. Therefore, deviating from AF policy is carefully managed to avoid additional risk to people and property and ensure compliance with higher level requirements. The IFC, as the installation commander’s FES risk advisor, prepares an RM plan that assesses the risk resulting in deviation from this instruction and advises commanders on the proper course of action.

2.8.1. Short-Term Deviations. Short-term deviations are caused by immediate unavoidable circumstances that reduce capability below the RLS or situations that cause a deviation from the requirements of DoDI 6055.06 or other FES policy for less than 90 days continuously. Short-term deviations are normally resolved at the IFC level. The IFC will establish RM plans, response plans and standard operating procedures to address variations in risk and capability (T-1). Reductions in levels of service are reported as instructed in paragraph 6.5.

2.8.2. Temporary Deviations. Temporary deviations are situations that exist for more than 90 days but less than one year that reduce capability below RLS or situations that cause a deviation from the requirements of DoDI 6055.06 or other FES policy. The IFC prepares a RM plan that includes a get-well date within one year of the approval date. Temporary deviations and the RM plan must be approved by the installation commander and forwarded within 7 days to the Command Civil Engineer (T-3). The Command Civil Engineer will determine, based on the significance of the deviation whether higher levels of MAJCOM leadership need to be advised. Approved temporary deviations are valid for up to one year from the date of approval.

2.8.3. Long-Term Deviations. The Secretary of the Air Force (SECAF) has delegated Long-Term Deviation authority to the Air Force Civil Engineer. The approval shall contain clear statements that the approver has accepted the increased risk caused by the deviation and that the approval is for those long term deviations. Long term deviations are situations that last more than 1 year, but less than 3 years that reduce capability below RLS or situations that cause a deviation from the requirements of DoDI 6055.06 or other FES policy. If the approval authority changes, deviation shall be briefed to the new approval authority (T-1). Expiring approval may be reviewed provided all steps in the approval process are reaccomplished or revalidated.

2.8.4. Reporting Deviations. Command Fire Chiefs provide a copy of all approved temporary and long-term deviations to AFCEC/CXF no later than 31 Oct of each year. The Air Force Fire Chief will provide copies of all approved temporary and long-term deviations to AFSEC/SEG no later than 30 Nov of each year. The AF Civil Engineer will also provide copies of all temporary and long-term deviations from DoDI 6055.06 to the DUSD (I&E).

**2.9. Fire Protection Engineering Criteria Policy Deviation.** NFPA standards for facility design and construction are adopted when referenced in Uniform Facility Criteria (UFC) 3-600-01, *Fire Protection Engineering for Facilities* and Engineering Technical Letters (ETL). Issues out of compliance with fire protection criteria in UFCs and ETLs must have an approved corrective action plan or an approved exemption from criteria compliance. AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects* provides guidance for the evaluation of fire safety criteria deficiencies, the preparation and approval of corrective action plans and criteria exemptions.

2.9.1. Deviations from other AF policy, such as technical orders, must be approved by the appropriate authority for that publication and a courtesy copy of the approved deviation will be provided to AFSEC/SEG.

**2.10. Master (Strategic) Planning.** IFCs will develop a 3-5 year master plan that coordinates the vision, mission, values, and goals of the FES Flight (T-3). The master plan utilizes a service-area-wide balanced and cost-effective hazard management strategy that takes into consideration existing conditions and anticipates overall community growth.

**2.11. Contract Fire Fighting Operations.** At installations where fire fighting is provided by contract, the staffing levels will be fixed as determined by a risk assessment accomplished by the MAJCOM Fire Chief and approved by the MAJCOM Civil Engineer IAW DoDI 6055.06 Enclosure 9.

**2.12. Mutual Aid Offsets.** AF resources may be offset by adequate and reliable mutual aid capability where arrangements are made for immediate access to the installation. Mutual aid partners are considered adequate and reliable if they are organized and equipped to satisfy the authority having jurisdiction, are able to meet response time standards and, based on historical experience, respond if called. Automatic aid agreements where the AF and mutual aid partners automatically respond to each other's jurisdiction can mutually offset resources and are encouraged.

## Chapter 3

### FES ORGANIZATION AND PROGRAMS

**3.1. Flight Organization.** FES flight organizational structure is broadly categorized as Management and Administration, Fire Prevention, Training, and Operations. The FES management staff provides administration, communication, oversight and supervision for the flight. It consists of the Fire Chief, Deputy Fire Chief, Operations Assistant Fire Chief (one per shift), Training Assistant Chief, Health and Safety Assistant Chief, and Fire Prevention Assistant Chief. The administrative staff includes the fire inspectors, emergency communications center dispatchers and an administrative assistant.

3.1.1. Except for the administrative assistant/secretary and dispatchers, all positions are classified under the GS-0081 series *Fire Protection and Prevention* and Air Force Specialty Code (AFSC) 3E7X1. Dispatchers are classified under the GS-2151 series *Dispatching*. Dispatchers will be civilian except at locations where AF civilian positions are not authorized (T-3). When necessary, military 3E7X1 personnel may be assigned dispatcher duties on a rotational basis; however, IFCs will ensure the tour length is minimal and does not impact operational proficiency training needs.

3.1.2. All military, civilian (GS-0081s and GS-2151s), contractors or other persons providing FES for the AF will meet the certification requirements of DoD 6055.06-M, *DoD Fire & Emergency Services Certification Program (F&ESCP)* and the training requirements of the Fire Emergency Services Training Program (T-1).

3.1.3. To maximize personnel availability, work schedules for FES administrative personnel (GS-0081/AFS 3E7XX) who have the requisite certifications, training, and physical qualifications may include one or more 24-hour shifts during a pay period. The only acceptable justification for administrative personnel to work irregular (56/60 hour) workweeks is to support FES fire operations. During the 24-hour shift, FES administrative personnel are assigned fire fighting duties as a secondary duty and retain their normal administrative duties as their primary duties. This procedure helps to mitigate personnel shortages in FES operations and avoids adverse mission impact.

3.1.4. Base Fire Marshals will ensure that all regularly-scheduled civilian overtime is fully justified. They also ensure that the work schedule for military firefighters does not exceed 72 hours per week (T-3). Official duties, including official appointments, must be accomplished within this 72-hour workweek. Exceptions are allowed when additional duties are prescribed for disciplinary purposes or during severe manpower shortages where additional work hours are needed to meet CLS capability.

**3.2. Management.** The IFC establishes and maintains FES programs to ensure the protection of AF personnel, property and the environment, while ensuring firefighter safety.

3.2.1. The FES Assessment Program (FESAP). The FESAP is based on national consensus standards, OSHA regulations, Commission on Fire Accreditation International (CFAI), DoD and AF specific guidance and policy. The assessment provides benchmarks to promote efficiency, sound management practices, and to verify compliance with regulatory requirements. The FESAP is maintained on the AF FES CoP or the next generation replacement available through the AF Portal. FES managers use the FESAP as the standard

annual self-inspection program checklist. Command Inspector General (IG) teams may adopt the FESAP checklist as the standard inspection checklist. Command specific items do not apply to ANG unless the unit has been gained by that command or the items have been approved by NGB/A7XF FESO. Command Fire Chiefs will validate the FESAP at every AF FES location on a tri-annual basis.

3.2.2. Firefighter Fitness and Wellness (FFW) Program. All AF firefighters whose positions require participation in emergency incident operations, to include firefighters with 56-/60-hour work schedules, will participate in a FFW program as a part of their normal work schedule (T-0). The FFW program must be consistent with USAF TIG 1500, *Fire Department Occupational Safety and Health Program* and NFPA Standard 1583, *Standard on Health-Related Fitness Programs for Fire Department Members* as established by the IFC (T-0). Individuals not physically capable of performing essential job functions will be referred to the Fire Department Physician for a fitness-for-duty evaluation in accordance with 5 CFR, Part 339, *Medical Qualification Determination* (T-0). Members disqualified must be immediately removed from fire fighting duties (T-0).

3.2.3. Occupational Safety and Health (OSHA) Program. The FES OSHA Program will comply with USAF TIG 1500 (T-0). The IFC will complete RM plans addressing non-compliant items and plan remediation actions (T-3). RMs will be approved by the installation commander and provided to the Command Fire Chief and Installation Risk Manager. The fire prevention office will notify the host safety office of any assigned risk assessment codes (RACs) 1, 2 or 3 for identified hazards (T-3).

3.2.4. Wildland Fire Management Program (WFMP). In accordance with AFI 32-7064, *Integrated Natural Resources Management*, the IFC will determine the number and types of certifications required for the expected level of involvement prescribed in the WFMP (T-3). Other than urban interface, wildland fire fighting is not a core FES mission; FES funding for resources does not include wildland missions. For installations having a WFMP that includes FES responsibilities beyond urban interface, the IFCs will develop an RM that addresses the risk to core missions (T-3). When firefighters are required to conduct wildland fire fighting beyond the incipient stage, training will be provided to meet NFPA 1051, *Wildland Firefighter Professional Qualifications* (T-0). The IFC will determine when additional certifications are required; such additional certifications may include those of National Wildland Coordinating Group (NWCG) Wildland Fire Qualification Subsystem Guide (Publication Management System 310-1 and National Fire Equipment System 1414) qualifications.

**3.3. Fire Prevention Program.** The objectives of the Fire Prevention Program are to prevent fires, facilitate early intervention at fires and ensure the safety of exposed personnel during fires. These objectives are accomplished through four program elements: fire prevention inspection, FES facility pre-incident plan review, code enforcement and fire safety education.

3.3.1. Execution of the Fire Prevention Program is a top priority for the FES flight. The Fire Prevention Section will be properly staffed IAW DoDI 6055.06, with DoD certified fire inspectors IAW DoDI 6055.06M (T-1). The IFC may assign fire inspectors to firefighter positions as secondary duties provided the inspector has the required training, certifications, and physical qualifications to perform such duties.

3.3.2. The Civil Engineer Engineering (CEN) Flight is responsible for the installation Fire Protection Engineering (FPE) Program, including ensuring all projects are designed and constructed IAW UFC 3-600-01, *Fire Protection Engineering for Facilities*, Engineer Technical Letters (ETLs), NFPA standards or host nation standards depending on the Status of Forces Agreement.

3.3.2.1. CEN is responsible for ensuring all O&M projects including repair, modification, and modernization correct identified Fire Safety Deficiencies (FSDs) in any area involved IAW UFC 3-600-01, sections 1-3.1 and 1-3.2.

3.3.2.2. Fire inspectors will review plans to ensure all required features are present and local emergency response elements are incorporated (i.e., accessibility to facility, location of fire hydrants, etc.) IAW UFC 3-600-01, but they do not conduct the required FPE reviews of technical designs (T-0).

3.3.2.3. The IFC will provide plans review comments to the CEN Flight Chief for incorporation in projects (T-3).

3.3.3. Fire prevention inspections are conducted at least annually for all facilities. The IFC may institute more frequent inspections to include unannounced and after hours inspections. **Exception:** Family housing is excluded except for the common areas within multi-family housing units and privatized housing when directed by local agreements. Common areas include laundry rooms, game rooms, stairwells, hallways, elevators, storage areas, etc.

3.3.3.1. Objectives of fire prevention inspections include identifying, documenting and reporting fire hazards and FSDs. Management of fire hazards and assignment of RACs is outlined in AFI 91-202, *The US Air Force Mishap Prevention Program*. Management and assignment of Fire Safety Deficiencies and associated codes is outlined in AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*.

3.3.3.2. USAF TIG 1, *Fire Code* and AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, incorporates and defines standards for fire prevention inspection requirements. Due to the complexity of AF missions and facilities, other AF Instructions or publications may also apply.

3.3.3.3. Craftsmen in the Civil Engineer Operations (CEO) Flight inspect, test and maintain installed fire protection systems (detection/suppression/water distribution/fire-rated wall and floors/etc.) IAW UFC 3-601-02, *Operations and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems*, NFPA Standards, codes and guides; and system manufacturer's guidance.

3.3.3.4. Facility managers or their designee will accompany the fire inspector during the inspection. Functional managers must sign any AF Form 1487, *Fire Prevention Visit Reports* which identifies uncorrected hazards or FSDs.

3.3.4. The commander of the using organization is responsible for developing RMs and corrective action plans (CAPs) required by AFI 32-10141 for FSDs identified in their area of responsibility. The Fire Inspector or other FES staff may assist the using organization in developing the RM, the CAP, or an AF IMT Form 332; *Base Civil Engineer Work Request* for maintenance/repair actions.

3.3.4.1. The commander of the using organization or his/her representative is responsible for correcting fire hazards/deficiencies on-the-spot or submitting an AF IMT Form 332 for the necessary work order, job order, or construction project. Immediate corrective actions may include lock out/tag out of defective equipment, termination of hazardous operations, or occupancy/use restrictions in affected facilities. The local Safety Office must be notified when lock out/tag out of defective equipment is used.

3.3.4.2. The CE work request review board is responsible for scheduling work orders/job orders IAW the assigned RAC/FSD codes. The IFC is responsible for tracking CAPs/mitigating actions until the hazard/deficiency is corrected or waived. While hazards and FSDs remain uncorrected, the IFC notifies the next higher commander progressively up to the installation commander.

3.3.5. Fire safety education is an essential part of workplace safety training, and is promoted during fire inspections and other personal contacts. It may be tailored for specific audiences and purposes, such as fire extinguisher training or public assembly employee training. Fire safety education objectives are to equip personnel with the information needed to prevent fires, protect themselves and intervene early when fire occurs. IFCs ensure educational processes are in place to inform and motivate installation personnel on fire prevention responsibilities.

3.3.5.1. Fire Prevention Week (normally the week of October 9th) is a nationally established period to provide fire safety education to employees, their families and the public.

3.3.6. Use AF Form 218, *Facility Fire Prevention and Protection Record*, or automated product as a checklist and to record results of facility inspections. Facility inspection records will be entered into ACES-FD with the exception of facility portable fire extinguisher information (T-3). Facility portable fire extinguisher accountability will only be maintained on the AF Form 218 (T-3). Facility managers/supervisors shall inspect, document and maintain the location of all their facility fire extinguishers IAW AFI 91-203, paragraph 6.2.4.7 (T-2). The FES flight shall provide facility managers information on facility fire extinguisher requirements outlined in applicable NFPA standards (T-0).

3.3.7. Use AF Form 1487, *Fire Prevention Visit Report*, or automated product, to document fire hazards and FSDs, and identify the condition of the fire prevention program to commanders. Fire prevention visit reports will be entered into ACES-FD (T-3).

3.3.8. Installed Fire Protection Systems. IFCs must monitor the status of systems and devices provided to facilitate fire safety for personnel and property (T-1). All foam systems will be tested IAW NFPA 412, *Standard for Evaluating Aircraft Rescue and Fire-Fighting Foam Equipment* (T-0). The CEO Flight is responsible to maintain these systems. This includes the procurement of agents required for re-servicing fire suppression systems.

3.3.8.1. The CEO Flight Chief ensures the inspection, testing, repair, and maintenance of fire protection systems and water distribution systems are conducted in accordance with UFC 3-601-02, *Operations and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems*; and UFC 3-230-02, *Operation and Maintenance: Water Supply Systems*. Fire protection system impairments and systems out of service reporting and corrective actions will comply with AFI 32-10141 and the UFC 3-601-02 (T-1).



3.3.8.2. CEO personnel or contractor equivalent must record all water distribution flow tests on the computer generated AF Form 1027, *Water Flow Test Record*, or automated product. The AF Form 1027 is located on the AF FES CoP or the next generation replacement and provides copies to the IFC annually.

**3.4. FES Training.** The IFC establishes a program that ensures certification and proficiency training requirements for all military AFSC 3E7X1, civilian GS-0081 and GS-2151 (serving as FES Dispatchers). Trainers will record all FES proficiency and certification training on the AF Form 1085 *Fire Protection Training Report* and in ACES-FD (T-3).

3.4.1. FES personnel will meet the minimum training requirements in the FES Training Plan (FESTP) as outlined in the FESAP maintained on the AF FES CoP or the next generation replacement (T-1). Firefighters at non-AF led joint bases will comply with the host agency's proficiency training program (T-1). Additionally, chief officers are highly encouraged to attend at least one professional enhancement seminar per calendar year such as those offered by the International Association of Fire Chiefs or other professional organizations, see paragraph 3.4.5.

3.4.2. Where foreign national/host nation firefighters are employed, IFCs with MAJCOM coordination and approval have the authority to approve equivalent certification and training requirements according to specific job assignments and agreements with the host nation.

3.4.3. Training to achieve FES certifications is a personal responsibility. Supervisors facilitate certification by providing guidance, access to training materials, instruction, and performance testing required for certification. Training to achieve FESCS certification is available to each AF employee at no cost to the unit or individual. Acquiring training for FES certifications from non-AF/DoD sources requires prior approval by the Command Fire Chief.

3.4.4. Certification in the F&ESCP will be granted only for skills required for the current duty position, the next-higher position to which an individual may be assigned or as required by deployment duty position. Command Fire Chiefs may approve waivers based on unique mission needs. All MAJCOM approved waivers will be included in the individual certification package when submitted to AFCEC/CXF for consideration.

3.4.5. Recognizing the importance of continued professional development through education, training and professional affiliations, FES personnel are highly encouraged to seek advanced education opportunities from accredited academic organizations and colleges. Additionally, Chief Fire Officer, Chief Medical Officer, or Fire Officer professional credentials through the Center for Public Safety Excellence (CPSE) are highly encouraged for fire chiefs, deputies, and assistant chiefs.

3.4.6. AFCEC/CXF is responsible for approving and investigating effective and cost-efficient methods to provide training. AFCEC/COS (Engineering Support Division) maintains environmentally acceptable design plans and drawings for aircraft live-fire training facilities and is responsible for commissioning and design modifications. Aircraft live-fire training facilities will be maintained and operated in accordance with Technical Order (TO) 35E1-2-13-1, *Operation and Maintenance Instruction Manual Aircraft Fire Training Facility* (T-1). This TO is managed by AFCEC/CXF. Any modifications to aircraft live fire trainers must be coordinated by the MAJCOM and approved by AFCEC. Mobile fire trainers will be

operated and maintained in accordance with manufacturer specifications and instructions (T-0). Structural fire training facility designs and commercially procured products must satisfy the performance test elements of Firefighter II, as specified in NFPA Std. 1001, *Standard for Firefighter Professional Qualifications*. Structural fire training facilities will meet NFPA Std. 1403, *Standard on Live Fire Training Evolutions* (T-0). All live-fire structural training will be conducted in accordance with NFPA Std. 1500 and NFPA Std. 1403 (T-0).

3.4.6.1. All propane based AF operated fire training systems/devices used for firefighter training will be approved for operation by AFCEC/CO (Operations Directorate) before being used to train DoD military or civilian firefighters (T-2). All propane training devices will comply with NFPA 58, as appropriate, and will provide a single action emergency shutdown capability with flame extinguishment for exterior fires of not more than 10 seconds and interior fires of not more than 5 seconds (T-0).

3.4.6.2. Flammable gas fire training devices must use gasses that meet current NFPA standards (T-0).

3.4.6.3. Flammable liquid training devices will use flammable liquids that meet military standards for JP-8 (Jet-A, Jet-A1) (T-0). JP-5 or DF-2 are permitted for use in fire training application. JP-8 or JP-5 removed from aircraft for excessive moisture content will be acceptable for training applications and may be mixed with the same fuel type meeting present-day military standards. Different fuel types will not be mixed nor will multiple fuel types be used in a training event. Contaminated flammable liquids or those suspected of being contaminated will not be used for live fire training.

3.4.6.4. The IFC at each installation with a flying and/or structural mission will program for a permanent live fire aircraft/structural training facility (T-1). These trainers must comply with AFCEC/COA acceptable design plans and drawings, and must be maintained as outlined in 3.4.5. above, NFPA and manufacturer's guidelines.

3.4.7. To maintain proficiency in various structural scenarios, live fire training will be conducted IAW NFPA 1403 (T-0).

3.4.7.1. Fire training devices for Class A combustibles will use acceptable class "A" materials which are pine excelsior, wooden pallets, straw, hay, and other ordinary combustibles. Pressure treated wood, rubber, plastic, and straw or hay treated with pesticides or harmful chemicals will not be used. Use of Class A combustibles will be limited IAW NFPA 1403 to preclude flashover conditions which could endanger firefighters undergoing training evolutions.

**3.5. FES Operations.** The goal of the FES operations section is to minimize adverse consequences of emergency incidents by intervening early with appropriate available resources and in accordanc with response time standards indicated in DoDI 6055.06. Available resources dictate the level of service provided. Emergency operations are conducted using the assumption that only one major incident will occur at the same time. Should more than one major incident occur at the same time, the IC uses base disaster plans to determine the priority for response. In most cases, response to multiple emergencies can occur at the same time. However, when an actual major emergency incident occurs, all FES resources may be required to manage the incident and response to other emergencies are not expected.

3.5.1. Incident Management. Emergency incidents are managed according to AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*. The Incident Command System (ICS) is a component of the AF Incident Management System (AFIMS). ICS is a standardized incident management structure used during all emergencies, large or small to include training evolutions.

3.5.1.1. The Incident Commander (IC) is the individual responsible for all incident activities, including responder safety, development of an Incident Action Plan, and utilization of all emergency resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. An IC is required for all incidents. The senior fire official is ordinarily the IC for all incidents requiring response by more than one agency/organization.

3.5.1.2. All FES personnel that respond to FES emergencies will receive progressive IC training as indicated in the FESTP (T-1).

3.5.1.3. Incident Safety Officer (ISO). ISO responsibilities will be accomplished at all incidents and during training evolutions (T-1). When responding off base, the IFC will appoint an ISO to observe AF operations (T-1). If unsafe conditions are observed or encountered by AF firefighters, the ISO will mitigate the condition and inform the IC.

3.5.2. Aircraft Rescue and Fire Fighting (ARFF). ARFF capabilities are based on the quantity of fire fighting agent, agent discharge rates, the number of fire fighting vehicles, availability of firefighters, and response times to perform initial fire ground operations for the largest assigned or transient (where approved by variance) aircraft.

3.5.2.1. It is a core mission to rescue aircrew members from aircraft involved in accident/fire incidents. At locations with a flying mission, all firefighters must be trained in aircrew rescue and extraction techniques on assigned and transient aircraft, IAW TO 00-105E-9, *Aerospace Emergency Rescue and Mishap Response Information (Emergency Services)* (T-1).

3.5.2.2. Where the FES Flight is the primary provider of ARFF services to civil airports, the certified civil operator must comply with Federal Aviation Administration (FAA) 14 CFR Part 139 requirements. DoD policy and federal statute do not permit the FAA to inspect DoD controlled airfields or military service ARFF facilities, equipment, and records at airports where DoD provides ARFF services for Part 139 certified airport operators. To help ensure civil operators have the information they need to show the FAA they meet Part 139 standards, the IFC will provide a DoD ARFF Capability Report to the airport operator to demonstrate that the AF ARFF services meet DoD and applicable National Fire Protection Association standards (T-0). This report will be provided in January of each year and prior to any FAA inspection when requested by the civil airport operator. The template for this report is located on the AF FES CoP or next generation replacement. If the FAA inspector identifies deficiencies in the report, the civil airport operator may request additional information and the IFC will respond within 8 business hours. No direct contact between the DoD ARFF provider and FAA personnel is permitted. Additionally, the IFC will review the airport's Emergency Operations Plan annually and participate in the triennial exercise referenced in the plan (T-1).

3.5.3. Structural Fire Fighting. Structural fire fighting capability is based on attack and extinguishment of fires in the room or area of fire origin and providing for the safety of personnel exposed to such fires.

3.5.4. HazMat and Terrorist Use of CBRN. The IFC will maintain a defensive capability to respond to peacetime HazMat and CBRN incidents (T-1). However, offensive operational plans must be developed. The flight's core capabilities during these incidents includes: command, control, communications, accountability, fire suppression, rescue and extrication, emergency decontamination and preserving evidence performed by HazMat Operations and Technician certified responders.

3.5.4.1. Limited atmospheric monitoring, detection, mass personnel decontamination and operations in the IDLH locations will only be performed when qualified personnel and adequate resources are available to effectively mitigate the incident.

3.5.4.2. Neutralization, recovery, cleanup, and disposition of hazardous waste (to include bio-hazards, blood, body fluids, etc.) are accomplished by trained experts in related fields and are not a function of FES personnel. Follow requirements established by 29 CFR Part 1910.120, *Hazardous Waste Operations and Emergency Response*; DoDI 3020.52, *Department of Defense Installation Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE) Preparedness Standards*; NFPA Std. 472, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents* and AFMAN 91-201, *Explosive Safety Standard*.

3.5.4.3. When FES Flight staffing is insufficient to accomplish offensive HazMat operations, the IFC will institute a plan for incorporating an integration of HazMat resources, supplementing FES manpower with other on-base personnel who have been adequately credentialed and equipped (e.g., Bioenvironmental, Readiness/EM personnel, Safety, etc.) (T-1). The plan will identify properly credentialed and trained personnel outside FES to provide hazard identification, air monitoring/detection, sampling, decontamination and medical support to assist FES personnel.

3.5.4.4. The Hazardous Materials Equipment Plan (HMEP) standardizes the HazMat equipment in FES Flights across the AF based on the size of the installation. The HMEP sets precedence by establishing both the minimum and maximum quantities of equipment authorized. The HMEP ensures asset management, accountability, inspection and inventory controls. FES Flights are not resourced to manage catastrophic incidents. Rather, resources are provided for capability to manage most probable incidents and plans are developed locally for a collaborative (other organic responders, mutual aid, etc.) response to manage catastrophic incidents. The HMEP can be found at the AF FES CoP or next generation replacement. Local quantities may be adjusted based on unique missions when approved by the Command Fire Chief. Addition of equipment to the HMEP must be approved by the AF Fire Chief.

3.5.5. Technical Rescue. The IFC will maintain a capability to perform rescue related to FES core missions (T-1). This capability may be integrated with other functions through cross-staffing or provided as a stand-alone capability.

3.5.5.1. The IFC determines the requirements for advanced rescue technician training and certification based on mission needs of the installation. Based upon installation-

specific requirements, some FES personnel may require training in special operations such as confined space, high/low angle rope rescue, urban search and rescue, vehicle extrication and water rescue.

3.5.6. Emergency Medical Services (EMS). The EMS program entails responding to emergency medical incidents for early intervention with appropriate patient care. The EMS program remains the responsibility of the installation senior medical officer. At installations/locations without organic medical capability/assets, the EMS program is managed by the MAJCOM/FOA/DRU Medical Authority.

3.5.6.1. The FES flight's primary role in the EMS program is to respond to medical emergencies and provide patient care at the Emergency Medical Responder (EMR) level. All FES Operations Section personnel are required to be certified to the Department of Transportation (DOT) EMR level. FES's role is limited to supporting the Medical Group by providing Basic Life Support (BLS) with Non-Transport (NT) (i.e., no responsibility for patient transport) except when performed IAW paragraph 3.5.6.3.

3.5.6.2. The installation senior medical officer will provide the FES Flight with: AF-approved EMS protocols; EMS program management oversight to include all initial and recurring training and certification for the agreed upon EMR or Emergency Medical Technician (EMT) level of care; and expendable supplies and durable equipment as specifically identified in the supply lists approved by AF/SG3 and AF/A7C (T-1). The approved list will be posted on the AF/SG knowledge exchange and the items provided will be determined based on the level of care provided at each installation. Guidance for issuing supplies and equipment will be accomplished IAW AFI 41-209, paragraph 3.23, Medical Logistics Support. DHP funds will not be used to purchase supplies and equipment items that are normally contained on FES response vehicles (i.e. backboards, extrication equipment, etc.).

3.5.6.3. Any FES role in EMS above the EMR level must be clearly articulated in a Memorandum of Understanding/Agreement (MOU/A) per DoD Instruction 4000.19, *Support Agreements* and AFI 25-201, *Support Agreement Procedures* (T-0). The MOU/A must be coordinated through the Air Force Medical Service EMS Work Group and approved by the MAJCOM/A7 and Surgeon General (SG), before the FES Flight can assume any role beyond BLS/NT.

3.5.6.3.1. The MOU/A must address medical dispatch, resource requirements, training/certification requirements, medical logistics, funding, medical authority, protocols, program oversight, command and control, insurance and billing procedures, and personal and organizational liability. The MOU/A must also address the cleanup and disposal of all biohazards (T-1).

3.5.6.3.2. At approved locations where firefighters provide the EMT level of care. The number of individuals who need to be certified will be determined by multiplying 3 individuals per fire station by the manpower factor of 2.64 (i.e. funded EMTs equal  $(3 \text{ firefighters})(3 \text{ fire stations})(2.64)$  for a total of 24).

3.5.6.3.3. If FES personnel have already obtained a national or state level EMT certification; they may maintain their EMT certification; but they can only practice at

the EMR level at those locations without an approved MOU/A for higher levels of care.

3.5.6.4. Unless the medical group provides additional resources, FES EMS capabilities are predicated upon response times from existing or future fire station locations without regard for any EMS-based timelines. Availability of FES assistance is contingent upon the on-duty FES staff not being otherwise engaged in an emergency at the time of the EMS emergency.

3.5.6.4.1. When first to arrive, FES personnel will perform necessary BLS/NT activities until the primary EMS provider arrives on-scene and assumes patient care. FES personnel, while performing duties as an employee of the USAF, who hold Advanced EMT or Paramedic certifications, will transfer care to the arriving ambulance crew staffed with EMT or higher qualifications.

3.5.6.4.2. FES responders will annotate EMS response actions on the AF Form 552, *Air Force Patient Care Report* (T-3). The original copy of the completed AF Form 552 must be turned into the local military MTF no later than the next duty day.

3.5.6.5. Any EMS contract or other written agreements with the local community are the responsibility of the installation senior medical officer and is not included in the fire department's mutual aid agreement. The FES Flight will have no role in providing contract oversight, administration, QAE, etc.

3.5.7. Tenant Ambulance Crews. (contractor and/or Medical Group). Due to response time requirements from fire stations, the fire station may host an ambulance crew staging area. FES Flights hosting a non-fire managed ambulance service will develop a MOU/A with the Medical Group per DoD Instruction 4000.19, and AFI 25-201, and outline specific operational and safety requirements for tenant compliance (T-1). As a minimum, biohazard waste disposition, infectious disease control measures, and exposure protection practices will be addressed. Compliance with USAF TIG 1500 and NFPA 1581, *Standard on Fire Department Infection Control Program* is mandatory.

3.5.8. Radio Access. The IFC, with approval of the installation commander, will determine the agencies authorized transceiver access to fire and crash radio networks (T-3). A minimum of two radio frequencies are required for use by the fire department to provide effective command and control. At larger bases with multiple fire districts, one frequency for each district is desirable. One frequency will be limited to fire department access only for tactical fire ground operations. Additional frequencies may be required to support mutual assistance operations and training. FES ground-to-aircraft communication is required at all locations with aircraft operations.

3.5.9. Hazardous Standbys. FES will support aircraft hazardous standbys outlined in TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding* and other applicable aircraft technical orders as deemed necessary by the IFC (T-1).

**3.6. Privatized Housing Response Management.** FES will provide fire protection to privatized housing developments located within the Installation boundaries under proprietary or exclusive federal jurisdiction IAW applicable jurisdictions and project transactions documents (T-0). Under concurrent jurisdiction the AF or local municipal FES response will be determined upon established/applicable support agreements and as outlined in project transaction documents.

As required, the BCE provides annual response data in accordance with reimbursement methodology with supporting documentation and source references to the CE Resource Advisor to compute annual updates for reimbursable costs for fire protection services IAW AFI 32-6007, *Privatized Housing Management*.

**3.7. Emergency Responder Rehabilitation.** Physical demands associated with emergency operations and exercises, coupled with environmental conditions could impact the safety and health of the individual responder. Rehabilitation is an essential element of any major incident and large-scale exercises.

3.7.1. Rehabilitation services during real-world emergencies may be provided to DoD and non-DoD emergency responders IAW Title 42 United States Code Section 1856(b)-(c), 1856a and 1856d. Specifically 42 USC § 1856 (a) provides that federal agencies can enter reciprocal agreements with any “fire organization...for mutual aid furnishing fire protection for the agency property.” The statute defines fire protection at 42 USC § 1856 (b) to include “personal services and equipment services, including basic medical support...” Therefore, through established mutual aid agreements with local, state, and federal fire organizations installation commanders can provide meals and beverage as “personal services” with appropriated funds.

3.7.2. Rehabilitation services during exercises may be provided at Government expense when the provision of that food is necessary to achieve the training program’s objectives. Title 5 United States Code Section 4109, identifies three conditions that must apply: 1) The meal or refreshments must be essential to the training program 2) attendance at the meal or refreshment break must be necessary for full participation in the program and 3) the employee cannot be free to take the meal/refreshment break elsewhere.

3.7.2.1. When planning exercises, sufficient pauses in the exercise to eliminate the need for nutritional supplement rehabilitation shall be provided (T-3). The IC is responsible for ensuring emergency responder rehabilitation is appropriately executed and proper exercise planning may alleviate the need for extended rehabilitation operations.

3.7.2.2. First and foremost, emergency responder rehabilitation is about taking care of our emergency responders during strenuous operations and making exercises as realistic as possible, which may necessitate providing food and beverages during the training.

**3.8. Air Reserve Command (AFRC) Military Firefighters.** AFRC firefighters in Unit Training Assembly (UTA) or Inactive Duty for Training (IDT) status are in a training status and will not augment host FES Flight manning IAW AFI 36-2254, Volume 2. AFRC firefighters performing annual tours or man-days are in an operational mode and will comply with this instruction.

## Chapter 4

### RESOURCES

**4.1. Emergency Response Resources.** Primary FES resources are fire vehicles, manpower and equipment. These resources are provided to manage emergency incidents associated with FES core missions explained in paragraph 2.1.1. Non-core missions may be required locally that use resources assigned for core missions. These non-core missions must be identified in the flight's organizational statement and Standards of Cover. The missions provided to the installation must be briefed to the installation commander annually (T-3).

4.1.1. Manpower. Manpower authorizations are based on core missions. Manpower authorizations are predicated on managing one major FES incident at a time. Manpower is provided to accomplish tasks necessary to manage emergency operations, such as operating hose lines, operating vehicles and pumps, ventilating facilities, search and rescue, life-saving emergency care, and command and control. IFCs allocate available resources to manage FES incidents based on local risk factors.

4.1.1.1. Manpower authorizations on the Unit Manning Document (UMD) reflect workload requirements for full mission accomplishment. Funding of manpower authorizations on the UMD is decided by senior leadership at HQ USAF and MAJCOM levels with consideration of available funds, mission-importance, and acceptable levels of risk.

4.1.1.2. IFCs allocate available resources to manage FES incidents based on local risk factors. Incident Commanders on scene ensure tasks assigned to firefighters can be performed safely with available resources.

4.1.2. Vehicles. Fire Vehicles are authorized in Allowance Source Code (ASC) 010, *Vehicle Fleet (Registered) All MAJCOM*. The type and size of vehicle is calculated based on providing fire fighting agents for aircraft and structure fires, specialized equipment, and incident command. Use the AF Form 1800, *Operator's Inspection Guide and Trouble Report* to accurately record daily operator daily vehicle inspections.

4.1.2.1. Six fire fighting Vehicle Core Sets are established in *USAF Fire and Emergency Services Vehicle Validation and Realignment Plan (VVRP)*. ARFF vehicles carry the quantity of agent needed to extinguish a large fire involving the largest aircraft expected.

4.1.3. Force Activity Designator (FAD) codes for fire fighting vehicles, equipment, and supplies will be equal to the flying mission or highest mission being supported as prescribed in AFMAN 23-110, *USAF Supply Manual* (T-1).

4.1.4. Service Testing and Annual Inspections. All fire vehicle pump systems will be tested IAW manufacturer specifications and applicable NFPA standards (T-0). All worksheets and forms used in the testing process will be maintained IAW Air Force Records Information Management System (AFRIMS) guidelines (T-3). Record inspection/test results on the AF Form 1078 *Fire Truck and Equipment Test and Inspection Record* or electronically or ACES-FD when available.

4.1.5. Equipment. IFCs will maintain sufficient stock levels of fire fighting support equipment (T-1). ASC 490, *Civil Engineering Fire Emergency Support and Aircraft Rescue*



*Fire Fighting Equipment, ASC 16, Special Purpose Clothing and Personal Equipment and ASC 429, Civil Engineering Red Horse, Prime BEEF, Prime Ribs Teams* provide the primary basis of issue. IFCs determine the reserve levels of specialized equipment.

4.1.5.1. All ancillary fire ground and training equipment (ladder, self contained breathing apparatus (SCBA), hose, rope, powered equipment, etc.) will be maintained IAW the applicable NFPA standards, technical data and manufacturer's instructions (T-0). Inspection, maintenance and testing records will be maintained in ACES-FD (T-3). Use AF Form 1071, *Inspection Maintenance Record* to document reoccurring specialized equipment inspections. Maintain records IAW AFRIMS guidelines.

4.1.6. Fire Extinguishing Agent. ARFF vehicles carry sufficient agent for one refill, therefore reserve/backup stock(s) of fire extinguishing agent(s) is limited to one complete refill of assigned fire fighting vehicles (T-1). IFCs will ensure agent conservation tactics are included in all training and exercises and will rigidly enforce such tactics during fire fighting operations.

4.1.7. Where water tanker or tenders are used for any movement, a certified fire officer will be in the cab (T-2).

4.1.8. Responder Safety. During emergency operations, the IC will give full consideration to the risks presented to all members on the fire ground and especially to members entering any IDLH environments. Operations that cannot be performed safely in accordance with OSHA regulations and applicable NFPA Standards will not be attempted.

**4.2. Personal Protective Equipment (PPE).** All military firefighters are issued PPE as outlined in **Attachment 6**, Figure A.8.1., at the first duty location as professional gear. When individuals receive Permanent Change of Station (PCS) orders, these orders will include a statement directing all PPE to be hand carried to the next duty station and authorizing excess baggage. Upon PCS, the losing IFC will provide an AF Form 538, *Personal Clothing and Equipment Record*, annotating the PPE issued.

4.2.1. Personnel being discharged from active duty service and selected for transition to ANG or AFRC will transfer with PPE. For civilian firefighters, the losing IFC determines the disposition of PPE. If the employee is allowed to take the PPE, the gaining IFC will be notified. Military firefighters not assigned to FES Flights (instructor, staff, etc.) will be issued PPE at their next duty assignment. The losing IFC will ensure all PPE is inspected IAW NFPA Std. 1851, *Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*, manufacturer's guidance and the gear is safe to use.

**4.3. Duty Uniforms.** FES personnel issued PPE must wear station work uniforms while assigned to an apparatus, conforming to the requirements in NFPA 1975, *Standard on Station/Work Uniforms for Emergency Services* (T-0). These uniforms are provided to military firefighters by the unit. For civilians, station work uniforms are bought by the employee or provided by the employer as determined locally. **NOTE:** Additional civilian uniform information is provided in AFI 32-2006, *Uniform and Grooming Standards for Civilian Fire Emergency Services Personnel*.

4.3.1. Fire Protection Badge. AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, prescribes wear of the fire protection duty badge for military personnel.

4.3.2. Military personnel working within the FES Flight are authorized to wear the duty badge appropriate to their normally assigned duty position within the flight. There are four fire emergency services duty badges:

4.3.2.1. Station Chief and below (firefighter) - one trumpet/scramble.

4.3.2.2. Assistant/District Chief - gold shield with three trumpets.

4.3.2.3. Deputy Fire Chief - gold shield with four trumpets.

4.3.2.4. Fire Chief - gold shield with five trumpets.

4.3.3. Military FES personnel not assigned to FES Flights are authorized to wear the fire protection duty badge as prescribed below.

4.3.3.1. Base Fire Marshals may wear the Fire Chief duty badge after completing the Fire Marshal course (X30ZR32E4 0F1A) and may continue to wear it in all subsequent duty positions that include FES management and oversight responsibilities.

4.3.3.2. The commander, Louis F. Garland DoD Fire Academy is authorized to wear the Fire Chief duty badge. Course supervisors are authorized to wear the Assistant Chief duty badge. Fire instructors at all FES training sites and 3E7X1 personnel performing recruiter duty will wear the firefighter duty badge.

4.3.3.3. AFCEC/CXF, Command FES, and 3E7XX MAJCOM Inspector General staff members MSgt and below, if properly certified, are authorized to wear the Assistant Chief duty badge. All SMSgts, if properly certified, are authorized to wear the Deputy Chief duty badge.

4.3.3.4. The AF Fire Chief, Command Fire Chief's and all CMSgts, AFSC 3E700, are authorized to wear the Fire Chief duty badge.

4.3.3.5. In honor of fallen firefighters, FES personnel may wear a black band on the Fire Protection Badge.

4.3.3.5.1. To honor fallen firefighters that die while actively engaged in fire protection duties on or off duty, all FES personnel may wear the black band until interment.

4.3.3.5.2. To honor firefighters that die on or off duty but not engaged in fire protection duties, only personnel assigned to that duty station may wear the black band until interment.

## Chapter 5

### EXTERNAL AGENCY COORDINATION

**5.1. External Agency Coordination.** The installation commander may establish a Mutual Aid Agreement (MAA) with civilian communities or other government agencies to offset internal shortfalls in FES staffing, vehicles, or equipment if the MAA does not violate the prohibitions of 10 USC 2465, *Prohibition on Contracts for the Performance of Fire Fighting or Security-Guard Functions*.

5.1.1. Air Force Reserve Command Prime BEEF FES Units. The AFRC Prime BEEF Unit Fire Chief will establish a support agreement with the Host Fire Chief to facilitate the use of resources and maximize training opportunities. Support agreements will include a plan to address emergency response during AFRC Prime BEEF training evolutions to ensure host unit's response capability is not significantly degraded.

**5.2. Mutual Aid Agreements.** The IFC manages mutual aid agreements in accordance with [Attachment 3](#) (US) and [Attachment 4](#) (Foreign) of this instruction. The format and substantive provisions for these agreements may be modified or supplemented by MAJCOM FES Staff, subject to a legal review by the installation Staff Judge Advocate, and approval by the installation commander. Air Force (AF) FES organizations may be part of automatic response agreements with local community fire services organizations when approved by the installation commander. Emergency responses to local communities must be approved by the installation commander and will be in accordance with AFI 10-801 (T-3). Coordinate requests for reimbursement of emergency services support provided during responses with the installation financial management staff in accordance with DoD Directive 3025.18, *Defense Support of Civil Authorities*, and AFI 65-601, Volume 1, *Budget Guidance and Procedures*.

5.2.1. IFCs are encouraged to seek mutual aid agreements with surrounding communities to increase capabilities at large FES incidents. Honor requests for assistance under such agreements except when an actual FES incident is in progress on the installation or when supporting the request would reduce AF capability below the CLS. IFCs will exercise mutual aid agreements annually (T-3).

5.2.2. CLS as defined in paragraph 2.4.1.3 is an acceptable level of service when honoring requests for assistance from mutual aid partners.

**5.3. Defense Support of Civilian Authorities.** Procedures for response to requests for assistance from civil authorities are prescribed in DoD Directive 3025.18 and AFI 10-801. DSCA responses include mutual aid responses and are reported to the Command Post. Costs associated with DSCA responses, other than support to mutual aid partners, may be reimbursable. Record expenses incurred for all DSCA responses in ACES-FD. Consult the local comptroller to develop procedures to seek reimbursement for FES support.

**5.4. National Response Framework and National Incident Management System.** Homeland Security Presidential Directive 5 (HSPD-5) implements the National Incident Management System (NIMS). HSPD-5 is implemented in the AF through AFIMS. The IFC must coordinate with local emergency response agencies to familiarize each other with the IMS used and develop procedures to integrate the IMS systems (T-3).

**5.5. Off/On-Base Familiarization.** FES personnel will become familiar, at least annually, with areas surrounding the base where they may provide mutual aid or assistance and likewise for responding personnel that may be required to respond on the installation from the local community. (T-3). Annual joint training exercises are recommended. IFCs will maintain copies of civilian community fire department emergency response plans for high hazard areas when those communities maintain such plans and where permitted by host nation/local laws (T-3).

**5.6. Fire Incident Investigations.** Fire investigations are performed in accordance with AFI 91-204, *Safety Investigations and Reports* and AFMAN 91-224, *Ground Safety Investigation and Reports*. For Class C incidents, the IFC determines the most probable cause. For Class A & B incidents, the Safety Investigation Board President and/or Single Investigating Officer (SIO) will request the support of subject matter experts through the MAJCOM FES staff when conducting fire investigations. Any time FES tactics or competency is an issue; the convening authority will request investigative support from the MAJCOM FES Staff.

**5.7. FES Response Reporting.** The IFC reports FES responses as prescribed in [Attachment 2](#).

**5.8. Pre-Incident Plans.** The IFC will develop pre-incident plans for facilities having a significant fire or loss-of-life potential; hazardous operations; all assigned aircraft; and any transient aircraft the IFC deems necessary (T-1). Facility pre-incident plans are recorded on AF Form 1028, *Facility Pre-Fire Plan*, or computer generated equivalent form. Facility pre-incident plans are required to be reviewed, validated and/or updated annually or whenever the floor plan of a facility is altered. Aircraft pre-incident plans are recorded on AFTO Form 88, *Aircraft Pre-Fire Plan*, or computer generated equivalent form. Aircraft pre-incident plans are required to be reviewed, validated and/or updated annually or anytime there is a change to Technical Order (T.O.) 00-105E-9, *Aerospace Emergency Rescue and Mishap Response Information (Emergency Services)* for the applicable assigned or transient aircraft (T-1). AFCEC/CXF is responsible for the development, maintenance, and web management of T.O. 00-105E-9. This T.O. is managed by the AFCEC/CXF Technical Content Manager and provides aircraft emergency rescue, fire fighting, and hazardous materials information and procedures.

**5.9. Joint-Use Airport Agreements.** If the AF provides fire fighting services at joint-use civil airports, include a release and indemnification clause in accordance with [Attachment 5](#) (T-0).

**5.10. Prior Notification of Exercises.** The IFC or senior fire official (SFO) on duty must receive at least a 30-minute prior notification when exercises involve fire fighting vehicles, equipment, or personnel.

## Chapter 6

### RISK ASSESSMENT AND MANAGEMENT

**6.1. Risk Assessment and Management.** The IFC is responsible for managing available resources to minimize risk to people, property, and the environment. Risk decisions based on fact-based analysis provide a high degree of confidence that FES incidents will be managed appropriately with available resources. Risk assessments based on actual emergency response data, tempered with sound professional judgment, provides the best opportunity for effectively managing FES incidents.

6.1.1. Failure to provide adequate fire prevention services poses the greatest potential for long-term negative impact on fire safety. MAJCOM Directors, Installation Commanders, Base Civil Engineers and IFCs must ensure prevention programs including engineering controls, education, and enforcement receives the highest priority to effectively mitigate hazards (T-1).

6.1.2. The FES operations function is critical to the safety of people and property during emergencies. When emergencies occur, early intervention is the critical factor in reducing the potential for damage, injury and death. For this reason, response time standards are crucial to initial success.

6.1.3. The level of service provided must be balanced based on risk, probability of incidents and available resources. Although RLS may provide resources needed to accomplish successful operations, it must be measured against historic response data to ensure resources are sufficient for the risk. When CLS is reached, leaders must recognize the severe limitations of FES capability. There are, however, periods where the Installation Commander, Base Civil Engineer and IFC must consider a reduction of service. These include but are not limited to:

6.1.3.1. Vehicles out of service, sick leaves, deployments, or support to mutual aid partners.

6.1.3.2. Periods of reduced activity or “down days” when normal base operations (example, flying, aircraft maintenance or wing support functions) are suspended.

**6.2. Allocating Resources.** At OLS, staffing is available to reasonably ensure successful outcome at most emergency incidents. However, RLS is expected to occur frequently and for extended periods at most installations. At any LOS, the IFC will allocate available resources based upon assessment of local risks, with the goal of maintaining at least CLS within the response time standards for each fire district. Use local emergency response data and the following facts to allocate resources.

6.2.1. Many FES incidents can be managed with one fire vehicle responding within the response time standard for early intervention. However, fire fighting is a labor-intensive task that requires adequate staffing to perform in as safe a manner as possible. Consequently, IFCs must actively manage FES incidents to reduce risk to firefighters and ensure rapid intervention teams are available.

6.2.2. Historic data indicates most FES incidents occur when/where people are present and rarely occur in unoccupied buildings or parked aircraft not undergoing maintenance.

**6.3. Mitigating Risk.** IFCs have wide latitude to manage risk in allocating available resources according to local risk factors, to provide capability within the limits of available resources.

6.3.1. Except to provide CLS capability, dramatic actions such as, increased work hours and/or contractor support are not necessary. By allocating available resources (vehicles in service and firefighters for a maximum of 72 hours per week), an acceptable level of service can normally be provided. Options to maximize available manpower resources include:

6.3.1.1. Adjusting work schedules so more resources are available during higher risk periods and fewer during lower risk periods.

6.3.1.2. Assigning management and administrative personnel to the FES Operations Section as training and certifications allow.

6.3.2. Cross-staffing and utilizing qualified administrative personnel provides additional FES capability and can mitigate manpower shortages.

**6.4. Risk Management Plans.** The IFC will establish risk management plans addressing reduced ERC when the department will operate below OLS for review by the BFM and approval by the Installation Commander (T-1). The plan must include control measures implemented by the IFC that describe both the probability and consequence of the potential risk (T-1). These components include predicting the consequence of the identified risk and the probability of the incident occurring based on historic response data. Control measures can include varying the available resources by time of day and day of the week based on the predicted probability while considering the consequence during both periods of risk. These plans are developed in advance and consider the following factors:

6.4.1. An assumption that only one major FES incident will occur at a time. All available FES resources may be employed to manage a single large FES incident.

6.4.2. Historic emergency response data proves early intervention by occupants, operators or firefighters occurs at almost every FES incident, preventing major incidents that require extensive resources.

6.4.3. When a reduction in the level of service occurs, IFCs implement the management plan actions. In all cases, IFCs are empowered to take any action necessary to continuously maintain CLS for each fire district unless operating at an ILS is approved by the MAJCOM Civil Engineer. With the Installation Commander's recommendation, MAJCOM Civil Engineers may approve operating at ILS consisting of at least 4 firefighters and one vehicle provided follow-on responders are available within 24 minutes.

**6.5. Level of Service Capability Reporting.** CLS capability must be maintained in each fire district at all times (T-1). Whenever CLS capability cannot be continuously provided additional resources will be allocated to provide increased capability (T-1).

6.5.1. To ensure commanders are aware of reduced capability, IFCs will make the following notifications:

6.5.2. As RLS capability diminishes the IFC will immediately notify the BFM and submit an RM plan IAW paragraph 6.4.

6.5.3. Prior to exceeding 72 hours at CLS the BFM will make appropriate notifications to inform the installation commander and MAJCOM FES Staff.

6.5.4. The BFM will make appropriate notifications to inform the installation commander and MAJCOM FES Staff when CLS will not be available for any period of time within a fire district (T-1).

**6.6. Minimum Manning Standards.** Except to define the CLS or ILS for each fire district, a minimum number of firefighters required to be available is not specified by this instruction. Minimum staffing standards that prescribe a number of firefighters that prevent varying the level of service based on risk factors are prohibited. IFCs have wide latitude to allocate resources according to local risk factors. Such standards restrict the IFC's ability to allocate resources according to risk factors; a fundamental tenet of FES risk management.

JUDITH A. FEDDER, Lt General, USAF  
DCS/Logistics, Installations and Mission Support

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References*****United States Code**

Title 5 United States Code Section 4109

Title 15 United States Code Section 2210

Title 42 United States Code Section 1856

Code of Federal Regulations

Title 44 Code of Federal Regulations Part 5, *Emergency Management and Assistance*

Title 44 Code of Federal Regulations Part 14, *Emergency Management and Assistance*

Title 44 Code of Federal Regulations Part 29, *Emergency Management and Assistance*

Title 44 Code of Federal Regulations Part 151, *Emergency Management and Assistance*

**DoD Publications**

DoD Directive 3025.18, *Defense Support of Civil Authorities*, 29 Dec 2010

DoD Instruction 3020.52, *Department of Defense Installation Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE) Preparedness Standards*, 18 May 2012

DoD Instruction 4000.19, *Support Agreements*, 25 Apr 2013

DoD Instruction 6055.06, *DoD Fire and Emergency Services Program*, 21 Dec 2006

DoD Instruction 6055.17, *DoD Installation Emergency Management (IEM) Program*, 13 Jan 2009

DoD 6055.06-M, *DoD Fire and Emergency Services Certification Program*, 16 Sep 2010

Unified Facilities Criteria (UFC) 3-600-01, *Fire Protection Engineering for Facilities*, 26 Sep 2006, Change 1, 14 July 2009

Unified Facilities Criteria (UFC) 3-601-02, *Operations and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems*, 8 Sep 2010

**Air Force Publications**

AFPD 10-8, *Defense Support of Civilian Authorities*, 15 Sep 2012

AFPD 32-20, *Fire Emergency Services*, 21 Jun 2012

AFI 32-7064, *Integrated Natural Resources Management*, 17 Sep 2004

AFPD 90-8, *Environment, Safety & Occupational Health Management and Risk Management*, 2 Feb 2012

AFI 10-206, *Operational Reporting*, 6 Sep 2011

AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*, 6 Sep 2012



AFI 10-801, *Defense Support of Civilian Authorities (DSCA)*, 19 Sep 2012

AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, 24 Jan 2007

AFI 11-301, Volume 1, *Aircrew Flight Equipment (AFE) Program*, 25 Feb 2009

AFI 21-102, *Depot Maintenance Management*, 18 Jul 2012

AFI 25-201, *Support Agreement Procedures*, 1 May 2005

AFI 32-2006, *Uniform and Grooming Standards for Civilian Fire Emergency Services Personnel*, 29 August 2013

AFI 32-6007, *Privatized Housing Management*, 19 Sep 2012

AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*, 3 Mar 2011

AFI 33-360, *Publications and Forms Management*, 7 Feb 2013

AFI 36-2903, *Dress and Personal Appearance of Personnel*, 18 July 2011

AFI 36-2254, Volume 2, *Reserve Personnel Training*, 9 Jun 2010

AFI 65-601, Volume 1, *Budget Guidance and Procedures*, 16 Aug 2012

AFI 90-201, *The Air Force Inspection System*, 23 Mar 2012

AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 Jun 2012

AFI 91-202, *The US Air Force Mishap Prevention Program*, 5 Aug 2011

AFI 91-204, *Safety Investigations and Reports*, 24 Sep 2008

AFMAN 10-2502, *Air Force Incident Management System (AFIMS) Standards and Procedures*, 25 Sep 2009

AFMAN 23-110, *USAF Supply Manual*, 1 Apr 2009

AFMAN 65-116, Volume 1, *Defense Joint Military Pay System Active Component (DJMS-AC) FSO Procedure*, 1 Apr 2007

AFMAN 91-201, *Explosive Safety Standards*, 12 Jan 2011

AFMAN 91-224, *Ground Safety Investigations and Reports*, 1 Aug 2004

AFH 32-2005, *Fire Fighting Guide for Contingency Operations*, 9 Sep 2009

TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, 10 Feb 2010

TO 00-105E-9, *Aerospace Emergency Rescue and Mishap Response Information (Emergency Services)*, Current Edition

TO 35E1-2-13-1, *Operation and Maintenance Instruction Manual Aircraft Fire Training Facility*, Current Edition

USAF TIG 1, *Fire Code*, Current Edition

USAF TIG 403, *Aircraft Rescue and Fire Fighting Services at Airports*, Current Edition

USAF TIG 1500, *Fire Department Occupational Safety and Health*, Current Edition

USAF TIG 1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments*, Current Edition

USAF TIG 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*, Current Edition

### **National Fire Protection Association Publications**

NFPA 1, *Fire Code*, Current Edition

NFPA 412, *Standard for Evaluating Aircraft Rescue and Fire-Fighting Foam Equipment*, Current Edition

NFPA 472, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*, Current Edition

NFPA 1001, *Standard for Firefighter Professional Qualifications*, Current Edition

NFPA 1403, *Standard on Live Fire Training Evolutions*, Current Edition

NFPA 1404, *Standard for Fire Service Respiratory Protection Training*, Current Edition

NFPA 1410, *Standard on Training for Initial Emergency Scene Operations*, Current Edition

NFPA 1521, *Standard for Fire Department Safety Officer*, Current Edition

NFPA 1561, *Standard on Emergency Services Incident Management System*, Current Edition

NFPA 1581, *Standard on Fire Department Infection Control Program*, Current Edition

NFPA 1851, *Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*, Current Edition

NFPA 1911, *Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus*, Current Edition

NFPA 1971, *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*, Current Edition

NFPA 1975, *Standard on Station/Work Uniforms for Emergency Services*, Current Edition

### **Prescribed Forms**

AF Form 218, *Facility Fire Prevention and Protection Record*

AF Form 1027, *Water Flow Test Record*

AF Form 1028, *Facility Pre-Fire Plan*

AF Form 1071, *Inspection Maintenance Record*

AF Form 1078, *Fire Truck and Equipment Test and Inspection Record*

AF Form 1085, *Fire Protection Training Report*

AF Form 1487, *Fire Prevention Visit Report*

AFTO Form 88, *Aircraft Pre-Fire Plan*

### **Adopted Forms**

AF Form 538, *Personal Clothing and Equipment Record*

AF Form 552, *Air Force Patient Care Report*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1800, *Operator's Inspection Guide and Trouble Report*

AF IMT Form 332, *Base Civil Engineer Work Request*

***Abbreviations and Acronyms***

**ACES**—FD—Automated Civil Engineer System-Fire Department

**AF**—Air Force

**AFCEC**—Air Force Civil Engineer Center

**AFCEC/CXF**—Office of the Air Force Fire Chief

**AFI**—Air Force Instruction

**AFIMS**—Air Force Incident Management System

**AFRIMS**—Air Force Records Information Management System

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFSC**—Air Force Specialty Code

**AHJ**—Authority Having Jurisdiction

**ANG**—Air National Guard

**AOSWG**—Air Operations and Services Working Group

**ARFF**—Aircraft Rescue and Fire Fighting

**ASC**—Allowance Source Code

**BAS**—Basic Allowance for Subsistence

**BCE**—Base Civil Engineer

**BEEF**—Base Engineer Emergency Force

**BFM**—Base Fire Marshal (BFM)

**CAP**—Corrective Action Plan

**CBRN**—Chemical, Biological, Radiological, and Nuclear

**CE**—Civil Engineer

**CECP**—Civil Engineer Career Program

**CEE**—Civil Engineer Engineering Flight

**CEPC**—Civil Engineer Policy Council

**CEO**—Civil Engineer Operations

**CFAI**—Commission on Fire Accreditation International  
**CFM**—Career Field Manager  
**CFR**—Code of Federal Regulations  
**CFRP**—Crash Fire-Fighting Rescue Panel  
**CLS**—Critical Level of Service  
**CoP**—Community of Practice  
**CPR**—Cardiopulmonary Resuscitation  
**CPSE**—Center for Public Safety Excellence  
**DoD**—Department of Defense  
**DoDI**—Department of Defense Instruction  
**DoT**—Department of Transportation  
**DRU**—Direct Reporting Unit  
**DSCA**—Defense Support of Civilian Authorities  
**ECC**—Emergency Communications Center  
**EM**—Emergency Management  
**EMS**—Emergency Medical Services  
**EMR**—Emergency Medical Responder  
**EMT—B**—Emergency Medical Technician – Basic  
**ERC**—Emergency Response Capability  
**ETL**—Engineering Technical Letters  
**ETRC**—Engineer and Training Review Council  
**FAD**—Force Activity Designator  
**FES**—Fire Emergency Services  
**FESAP**—Fire Emergency Services Assessment Program  
**FESTP**—Fire Emergency Services Training Plan  
**FERNS**—Fire Emergency Response Notification System  
**F&ESCP**—Fire and Emergency Services Certification Program  
**F&ESWG**—Fire and Emergency Services Working Group  
**FFVMP**—Fire Fighting Vehicle Modernization Plan  
**FFWP**—Firefighter Fitness and Wellness Program  
**FOA**—Field Operating Agency  
**FP**—Fire Panel

**FSD**—Fire Safety Deficiencies

**GS**—0081—Fire Protection and Prevention Series

**HazMat**—Hazardous Materials

**HSPD**—5—Homeland Security Presidential Directive 5

**IAW**—In Accordance With

**IC**—Incident Commander

**ICS**—Incident Command System

**IDLH**—Immediately Dangerous to Life and Health

**IFSAC**—International Fire Service Accreditation Congress

**IFC**—Installation Fire Chief

**IG**—Inspector General

**ILS**—Inadequate Levels of Service

**IMS**—Incident Management System

**ISO**—Incident Safety Officer

**LOS**—Levels of Service

**MAJCOM**—Major Command (includes representative of FOA and DRU)

**MAJCOM/A7C**—Major Command Civil Engineer

**MAJCOM CC**—Major Command Commander

**MOU/A**—Memorandum of Understanding/Agreement

**NATO**—North Atlantic Treaty Organization

**NFIRS**—National Fire Incident Reporting System

**NFPA**—National Fire Protection Association

**NIMS**—National Incident Management System

**NWCG**—National Wildfire Coordinating Group

**OLS**—Optimum Level of Service

**OPR**—Office of Primary Responsibility

**OSHA**—Occupational Safety and Health Administration

**PCS**—Permanent Change of Station

**PPE**—Personal Protective Equipment

**ProBoard**—National Board on Fire Service Professional Qualifications

**RAC**—Risk Assessment Code

**RDS**—Records Disposition Schedule

**RLS**—Reduced Level of Service  
**RM**—Risk Management  
**SCBA**—Self-Contained Breathing Apparatus  
**SECAF**—Secretary of the Air Force  
**SFO**—Senior Fire Official  
**SG**—Surgeon General  
**SOC**—Standards of Cover  
**STANAGs**—Standardization Agreements  
**Std**—Standard  
**TIG**—Technical Implementation Guide  
**TO**—Technical Order  
**UMD**—Unit Manning Document  
**USAF**—United States Air Force  
**USAF/A7C**—The Air Force Civil Engineer  
**USAF/A7CX**—Readiness Plans Division  
**VTAC**—Vehicle Transportation Acquisition Council  
**WFMP**—Wildland Fire Management Program  
**WMD**—Weapons of Mass Destruction  
**WR**—ALC—Warner Robins Air Logistics Center  
**WUI**—Wildland Urban Interface

### *Terms*

**Aircraft Rescue and Fire Fighting (ARFF) Vehicle**— Vehicles designed to deliver and dispense fire fighting agents on fires involving aircraft.

**Air Force Fire Emergency Services Community of Practice (AF FES CoP)**— The official web site for AF FES.

**Automated Civil Engineer System—Fire Department (ACES-FD)**— A comprehensive automated fire department management, dispatch, data collection and fire incident reporting system. ACES-FD is mandatory for use in all AF FES Flights excluding expeditionary flights.

**Commission on Fire Accreditation International (CFAI)**— The CFAI program is a comprehensive self-assessment and evaluation model that enables fire and emergency services organizations to examine past, current, and future service levels and performances and compare them to industry best practices. This process leads to improved service delivery by helping fire departments.

**Critical Level of Service (CLS)**— The level of service where one fire company (at least one appropriate vehicle and 7 firefighters) is available to respond to each fire demand zone within

response time standard. This level of service represents increased risk/loss potential due to the lack of capability. CLS provides only one brief opportunity to accomplish FES objectives without follow-on support.

**Cross-Staffing**— Used to ensure sufficient staffing levels; qualified administrative personnel provide additional FES capability and can mitigate manpower shortages. Members present and assigned are, on duty, and available to safely and effectively respond. The use of cross-staffing reduces the capability to meet the minimum level of service objectives for multiple incidents.

**DoD Component**— USAF, USA, USN, USMC, and the Defense Logistics Agency.

**DoD Fire and Emergency Services Certification Program (F&ESCP)**— A national system of accredited training that results in certification at various FES duty positions.

**Emergency Response Capability (ERC)**— The combination of trained personnel, available fire fighting agent and equipment, and the ability of the FES Flight to meet established response time standards. Deficiencies in these areas can diminish the overall capability of the flight. This capability assumes that concurrent major emergency incidents will not occur.

**Fire Demand Zone (FDZ)**— A specific area within a fire district that demands similar resources, tactics, and strategy to manage FES incidents. Within each FRD, fire demand zones are established based on pre-planning and historical response data to identify specific requirements/demands for FES incidents. FDZ are influenced by geography, special hazards, type of construction, and occupancy. All facilities within an FDZ are identified with required resources capable of meeting response times to the facilities 90% of the time. Resources from multiple FRDs can be utilized to meet the FDZ requirements.

**Fire District**— The geographical area that a fire station serves.

**Fire Vehicles**— Emergency response vehicles designed to pump or carry fire extinguishing agents to the scene of a fire, transport specialized equipment required for FES operations, or provide command and control capability. Fire vehicles include command and control, pumpers, rescue, HazMat, quints, aerials, wildland and ARFF vehicles.

**Fire Safety Hazard**— Conditions that can cause a fire.

**Fire Safety Deficiency**— Conditions that cannot directly cause a fire but will increase risk to personnel or property if a fire occurs.

**Inadequate Level of Service (ILS)**— The level of service when ERC required for CLS is unavailable. ILS is comprised of a minimum of one appropriate emergency response vehicle consisting of 6 personnel or less. The property involved in the fire is expected to be destroyed.

**National Fire Protection Association (NFPA)**— A national organization, recognized as the authority for all matters involving fire emergencies that publishes national consensus standards and the National Fire Codes.

**National Fire Incident Reporting System (NFIRS)**— A national database of emergency response data, owned by the Department of Homeland Security's Federal Emergency Management Agency (FEMA) and managed by the United States Fire Administration. NFIRS is the central depository used by all DoD FES response organizations. ACES-FD sends response data to the Naval Safety Center for population of the NFIRS database.

**Optimum Level of Service (OLS)**— The level of service where all authorized resources are available for emergency response within response time standards. OLS provides sufficient capability for quick response and sustained operations after arrival on scene. During OLS, emergency response forces accomplish all feasible FES objectives when responding to emergency incidents.

**Reduced Level of Service (RLS)**— The level of service when ERC is less than OLS but greater than CLS. Sufficient capability is provided for initial response, scene assessment and implementation of mitigation tactics. This level of service represents increased risk/loss potential due to lack of ERC to perform rescue and sufficient mitigation tactics simultaneously. FES objectives may not be successful during situations where simultaneous rescue and fire fighting activities are required.

**Senior Fire Official (SFO)**— The senior certified fire official at the scene of an emergency.

**Wildland Urban Interface (WUI)**— WUI is the area where houses/facilities meet or intermingle with undeveloped wildland vegetation. Areas where houses/facilities and wildland vegetation intermingle are referred to as intermix WUI. Developed areas that abut wildland vegetation are characterized as interface WUI.



## Attachment 2

### FES RESPONSE REPORTING

#### A2.1. Initial Notification:

A2.1.1. Within six hours of the beginning of a significant FES emergency incident, provide notification to AFCEC/CXF and Command FES office by phone (after duty hours) or email (during duty hours). **Significant FES emergency incidents result in:**

A2.1.1.1. A loss of \$50,000 or more to military family housing (combined AF and non-AF loss). **NOTE:** Report responses to privatized or leased housing incidents as mutual assistance responses when USAF organizations provide initial response services.

A2.1.1.2. A loss of \$100,000 or more (combined AF and non-AF loss).

A2.1.1.3. Loss of life or lost time injury at incidents where FES personnel rendered service.

A2.1.1.4. Injury to FES personnel occurred during the emergency operation.

A2.1.1.5. Adverse public reaction.

A2.1.1.6. Mutual aid responses that require extensive use of personnel or equipment to suppress major fires, assist in mass injury or casualty recovery, have significant public impact potential, or result in injury or death of AF personnel.

A2.1.1.7. Any event that generates OPREP 3 where FES personnel responded, had knowledge, and/or rendered service.

A2.1.1.8. Any aircraft hangar fire suppression system activation that discharges foam or any other fire suppression agent.

A2.1.2. Initial notification methods:

A2.1.2.1. During normal duty hours (0700-1600 Central Standard Time), the MAJCOM, FOA, or the base FES office will up-channel information by email (designate as high importance) to [AFCEC.CXF.workflow@us.af.mil](mailto:AFCEC.CXF.workflow@us.af.mil). Attach the report generated by the Fire Emergency Response Notification System (FERNS) (available at the AF FES CoP or the next generation replacement) or the ACES-FD generated report. When email is not immediately available, summarize the FERNS report by phone to AFCEC/CXF at DSN 523-6321/6159/6158/6221/6150 or commercial (850) 283-6321/6159/6158/6221/6150, using priority precedence.

A2.1.2.2. After normal duty hours (1600-0700 Central Standard Time), the MAJCOM, FOA, or base FES office sends an email as indicated in A2.1.2.1, then summarizes the FERNS report to AFCEC/CXF via 325th Fighter Wing Command Post, Tyndall AFB FL, DSN 523-2155/2023 or commercial (850) 283-2155/2023, and request contact with the AFCEC FES representative.

A2.1.3. AFCEC/CXF notifies the USAF/A7CX staff when appropriate.

**A2.2. Interim Updates.** The IFC ensures AFCEC/CXF is notified of significant incidents in progress for more than six hours, or when such incidents have not concluded within 12 hours.

**A2.3. Final Notification by Email.** Within 12 hours following a significant FES incident, the IFC, through the BFM, will coordinate an email and forward to the Command FES office and [AFCEC.CXF.workflow@us.af.mil](mailto:AFCEC.CXF.workflow@us.af.mil). Attach the complete FERNS report to this email.

**A2.4. Final Report.** The IFC will complete a report within five business days for all responses through ACES-FD to the National Fire Incident Reporting System (NFIRS).

**A2.5. Saves Report.** The IFC will evaluate each emergency operation to determine if a save resulted. A save is when the direct action of firefighters saved a life, prevented further injury or made a rescue, saved property from fire or prevented/avoided a direct loss to the AF. More specific instructions and the Saves Report are available at the AF FES CoP or next generation replacement. Complete the Saves Report and forward to the Command FES office that in-turn will forward to [AFCEC.CXF.workflow@us.af.mil](mailto:AFCEC.CXF.workflow@us.af.mil) no later than 72 hours after the incident.

**Table A2.1. Notification Requirements Quick Reference Chart:**

WHAT (WITHIN)	REPORT TO	VIA	CONTACT INFO
<b>Initial notification (within 6 hours of initial response)</b>	AFCEC/CXF Command FES Staff	Phone	DSN 523- 6321/6159/6158/6221/6150  Command FES Office
<b>Interim update (every 6 hours during emergency operations)</b>	AFCEC/CXF Command FES Staff	Phone	DSN 523- 6321/6159/6158/6221/6150  Command FES Office
<b>Final notification (within 12 hours after the FES operations conclude)</b>	AFCEC/CXF Command FES Staff	Email FERNS/ACE S-FD report attached	<a href="mailto:AFCEC.CXF.workflow@us.af.mil">AFCEC.CXF.workflow@us.af.mil</a>  Command FES Office
<b>Final Report (within 5 business days after FES operations conclude)</b>	National Fire Incident Reporting System	ACES-FD	N/A

## Attachment 3

## SAMPLE FORMAT FOR AGREEMENT FOR

## MUTUAL AID IN FIRE EMERGENCY SERVICES (US)

This Mutual Aid Agreement (the "Agreement"), is made and entered into this \_\_\_ day of \_\_\_\_\_ 20\_\_\_, between the Secretary of the Air Force (the "Air Force") acting by and through the Commander (*insert name of installation*) pursuant to the authority of 42 U.S.C. § 1856a and the Fire Department of (*insert name of fire organization providing fire protection services (the "\_\_\_ Fire Department")*). Together the Air Force and \_\_\_\_\_ Fire Department are hereinafter referred to as the "Parties".

**WITNESSETH:**

WHEREAS, each of the Parties hereto maintains equipment and personnel for the suppression of fires and the management of other emergency incidents occurring within areas under their respective jurisdictions; and

WHEREAS, as set forth in 42 U.S.C. § 1856 the term 'fire protection' includes personal services and equipment required for fire prevention, the protection of life and property from fire, fire fighting, and emergency services, including basic medical support, basic and advanced life support, hazardous material containment and confinement, and special rescue incidents involving vehicular and water mishaps, and trench, building, and confined space extractions; and

WHEREAS, the Parties hereto desire to augment the fire protection capabilities available in their respective jurisdictions by entering into this Agreement.

**NOW, THEREFORE, in consideration of the mutual covenants, obligations and agreements herein established, the Parties hereby agree as follows:**

a. The authority to enter into this Agreement is set forth in 42 U.S.C. § 1856a, and Title 15 United States Code Section 2210, the regulations implementing same at Title 44 Code of Federal Regulations Part 151 *Emergency Management and Assistance* and Air Force Instruction 32-2001, *Fire Emergency Services Program*.

b. This Agreement will serve as the agreement between the Parties for securing to each mutual aid in fire protection services as defined above.

c. On request to a representative of the (*insert name of installation*) fire department by a representative of the (*insert name of fire organization*), fire protection equipment and personnel of the (*insert name of installation*) fire department will be dispatched to any point within the area for which the (*insert name of fire organization*) normally provides fire protection services as designated by the representatives of the (*insert name of fire organization*).

d. On request to a representative of the (*insert name of fire organization*) by a representative of the (*insert name of installation*) fire department, fire protection equipment and personnel of the (*insert name of fire organization*) will be dispatched to any point within the jurisdiction of the

*(insert name of installation)* as designated by the representative of the *(insert name of installation)* fire department.

e. Any dispatch of equipment and personnel by the Parties pursuant to this Agreement is subject to the following conditions:

(1) Any request for aid hereunder will include a statement of the amount and type of equipment and personnel requested and will specify the location to which the equipment and personnel are to be dispatched, but the amount and type of equipment and the number of personnel to be furnished will be determined by the responding organization. The requesting organization will ensure access to site for the responding organization.

(2) The responding organization will report to the officer in charge of the requesting organization at the location to which the equipment is dispatched, and will be subject to the orders of that official.

(3) The responding organization will be released by the requesting organization when the services of the responding organization are no longer required or when the responding organization is needed within the area for which it normally provides fire protection.

(4). Hazardous Materials incident response will include the response to, and control and containment of any release or suspected release of any material suspected to be or known to be hazardous. Where the properties of a released material are not known, it will be considered hazardous until proven otherwise by the requesting organization using all technical resources available. Cleanup and removal of contained hazardous materials will be the responsibility of the requesting organization.

(5) In the event of a crash of an aircraft owned or operated by the United States or military aircraft of any foreign nation within the area for which the *(insert name of fire organization)* normally provides fire protection services, the chief of the *(insert name of installation)* fire department or his or her representative may assume full command on arrival at the scene of the crash.

(6) Where local agencies do not assign an incident safety officer, an Air Force representative will be assigned to act as the incident safety officer for *(insert name of installation)* to observe Air Force operations.

f. Each Party hereby agrees that its intent with respect to the rendering of assistance to the other Party under this Agreement is not to seek reimbursement from the Party requesting such assistance. Notwithstanding the above, the Parties hereby recognize that pursuant to the Section 11 of the Federal Fire Prevention and Control Act of 1974 (15 U.S.C. § 2210) and Federal regulations issued there under (44 CFR Part 151), *(insert name of fire organization)* is permitted to seek reimbursement for all or any part of its direct expenses and losses (defined as additional fire fighting costs over normal operational costs) incurred in fighting fires on property under the jurisdiction of the United States. Furthermore, under the authority of 42 U.S.C. § 1856a, and pursuant to any applicable state or local law each Party hereby reserves the right to seek reimbursement from the other for all or any part of the costs (defined as additional fire fighting

costs over normal operational costs) incurred by it in providing fire protection services to the other Party in response to a request for assistance.

g. Both Parties agree to implement the National Incident Management System during all emergency responses on and off installations in accordance with National Fire Protection Association (NFPA) Standard 1561.

h. Each Party waives all claims against the other Party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this Agreement. This provision does not waive any right of reimbursement pursuant to paragraph f.

i. All equipment used by (*insert name of fire organization*) in carrying out this Agreement will, at the time of action hereunder, be owned by it; and all personnel acting for (*insert name of fire organization*) under this Agreement will, at the time of such action, be an employee or volunteer member of (*insert name of fire organization*).

j. The rendering of assistance under the terms of this Agreement will not be mandatory; however, the Party receiving a request for assistance will endeavor to immediately inform the requesting Party if the requested assistance cannot be provided and, if assistance can be provided, the quantity of such resources as may be dispatched in response to such request.

k. Neither Party will hold the other Party liable or at fault for failing to respond to any request for assistance or for failing to respond to such a request in a timely manner or with less than optimum equipment and/or personnel, it being the understanding of the Parties that each is primarily and ultimately responsible for the provision of fire protection services needed within their own jurisdictions.

l. Should a dispute arise between the Parties under or related to this Agreement, the Parties agree that within 30 days after notice of the dispute from one Party to the other, the Parties will attempt to resolve the dispute through negotiations. If such negotiations reach an impasse, the Parties agree that within 60 days after Notice of an impasse, they will attempt to resolve the matter through any method or combination of non-binding alternative dispute resolution (ADR) methods available under the Administrative Dispute Resolution Act of 1996, Pub. L. No. 104-320 (codified at 5 U.S.C. §§ 571-583). The cost of any third party neutral will be divided equally between the Parties, and the selection of any third party neutral will be by agreement of the Parties. If such ADR proceeding does not result in resolution of the dispute, the Parties may separately pursue any remedy available to a Party under the law. However, both Parties agree that the initiation of formal litigation does not preclude further attempts at resolving the dispute through alternative dispute resolution methods. Both Parties agree that the terms of this clause will be considered the "Administrative Remedies" that must be exhausted, prior to institution of any formal litigation.

m. All notices, requests, demands, and other communications which may or are required to be delivered hereunder will be in writing and will be delivered by messenger, by a nationally-recognized overnight mail delivery service or by certified mail, return receipt requested, at the following addresses:

For the Air Force:

*(insert name of installation)*

c/o Commander

*(Insert Street Address of Air Force Installation)*

*(Insert City, State, zip code)*

And:

Department of the Air Force

AFCEC/CXF

139 Barnes Dr, Suite 1

Tyndall AFB FL 32403-5319

And:

*(insert name of installation)*

c/o Fire Chief

*(Insert Street Address of Air Force Installation)*

*(Insert City, State, zip code)*

*For (insert name of fire organization)*

*(Insert name of Fire Department)*

*(Insert "attention to" Fire Chief)*

*(Insert Street Address)*

*(Insert City, State, zip code of fire organization)*

## **TERMS OF THE AGREEMENT**

n. This Agreement will become effective on the date of the last signature to the Agreement and will remain in effect for 5 years (*insert date*) from that date (the "Term") and automatically renews annually for a term of 20 years. Either Party may unilaterally terminate this Agreement during the Term by sending notification of its intent to terminate to the other Party at least one hundred and eighty (180) days in advance of the proposed date of termination. Such notification will be in the form of a written submission to the other Party.

o. Upon becoming effective, this Agreement will supersede and cancel all previous agreements between the Parties concerning the rendering of assistance from one to the other for the purposes stated in this Agreement.

p. The modification or amendment of this Agreement, or any of the provisions of this Agreement, will not become effective unless executed in writing by both Parties.

q. This Agreement may be executed in one or more counterparts, each of which will be deemed an original.

IN WITNESS WHEREOF, The Parties have caused this Agreement to be executed by their duly authorized representatives on the dates shown below:

FIRE DEPARTMENT  
For (*insert name of fire organization*)

THE UNITED STATES OF AMERICA  
by the Secretary of the Air Force

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

(*TITLE*)

*COMMANDER, (insert name of installation)*

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

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

**Attachment 4****SAMPLE FORMAT FOR AGREEMENT FOR MUTUAL AID IN FIRE PROTECTION  
(FOREIGN)**

This Mutual Aid Agreement (the "Agreement"), is made and entered into this \_\_\_ day of \_\_\_\_\_ 20\_\_, between the Secretary of the Air Force (the "Air Force") acting by and through the Commander (*insert name of installation*) pursuant to the authority of 42 U.S.C. § 1856a and the fire department of (*insert name of fire organization or organization providing fire protection services*) (the "Fire Department"). Together the Air Force and (*insert name of fire organization or organization providing fire protection services*) are hereinafter referred to as the "Parties".

**WITNESSETH:**

WHEREAS, each of the Parties hereto maintains equipment and personnel for the suppression of fires and the management of other emergency incidents occurring within areas under their respective jurisdictions, and

WHEREAS, as set forth in 42 U.S.C. § 1856 the term 'fire protection' includes personal services and equipment required for fire prevention, the protection of life and property from fire, fire fighting, and emergency services, including basic medical support, basic and advanced life support, hazardous material containment and confinement, and special rescue incidents involving vehicular and water mishaps, and trench, building, and confined space extractions; and

WHEREAS, the Parties hereto desire to augment the fire protection, and hazardous material response capabilities available in their respective jurisdictions by entering into this Agreement.

**NOW, THEREFORE, in consideration of the mutual covenants, obligations and agreements herein established, the Parties hereby agree as follows:**

a. The authority to enter into this Agreement is set forth in 42 U.S.C. § 1856a and Air Force Instruction 32-2001, *The Fire Emergency Services Program, paragraph 5.2*.

b. This Agreement will serve as the agreement between the Parties for securing to each mutual aid in fire protection services as defined above.

c. On request to a representative of the (*insert name of fire organization*) by a representative of the (*insert name of installation*) fire department, fire protection equipment and personnel of the (*insert name of fire organization*) will be dispatched to any point within the jurisdiction of the (*insert name of installation*) fire department as designated by the representative of the (*insert name of installation*) fire department.

d. On request to a representative of the (*insert name of fire organization*) by a representative of the (*insert name of installation*) fire department, fire protection equipment and personnel of the (*insert name of fire organization*) will be dispatched to any point within the jurisdiction of the (*insert name of installation*) as designated by the representative of the (*insert name of installation*) fire department.



e. Any dispatch of equipment and personnel by the Parties pursuant to this Agreement is subject to the following conditions:

(1) Any request for aid hereunder will include a statement of the amount and type of equipment and personnel requested, and will specify the location to which the equipment and personnel are to be dispatched, but the amount and type of equipment and number of personnel to be furnished will be determined by the responding organization.

(2) The responding organization will report to the officer in charge of the requesting organization at the location to which the equipment is dispatched and will be subject to the orders of that official.

(3) The responding organization will be released by the requesting organization when the services of the responding organization are no longer required, or when the responding organization is needed within the area for which it normally provides fire protection.

(4) In the event of a crash of an aircraft owned or operated by the United States or military aircraft of any foreign nation within the area for which the (*insert name of fire organization*) normally provides fire protection services, the chief of the (*insert name of installation*) fire department or his or her representative may assume full command on arrival at the scene of the crash.

f. Each party waives all claims against every other party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this Agreement. No Party will be reimbursed by any other Party for any costs incurred pursuant to this Agreement.

g. All equipment used by (*insert name of fire organization*) in carrying out this Agreement will, at the time of action hereunder, be owned by it; and all personnel acting for (*insert name of fire organization*) under this Agreement will, at the time of such action, be an employee or volunteer member of (*insert name of fire organization*).

h. The rendering of assistance under the terms of this Agreement will not be mandatory; however, the Party receiving a request for assistance will endeavor to immediately inform the requesting Party if the requested assistance cannot be provided and, if assistance can be provided, the quantity of such resources as may be dispatched in response to such request.

i. Neither Party will hold the other Party liable or at fault for failing to respond to any request for assistance or for failing to respond to such a request in a timely manner or with less than optimum equipment and/or personnel, it being the understanding of the Parties that each is primarily and ultimately responsible for the provision of fire suppression and hazardous material incident response needed within their own jurisdictions.

j. All notices, requests, demands, and other communications which may or are required to be delivered hereunder will be in writing and will be delivered by messenger, by a nationally-recognized overnight mail delivery service or by certified mail, return receipt requested, at the following addresses:

For the Air Force:

*(insert name of installation)*

c/o Commander

*(Insert street address of Air Force installation)*

*(Insert city, country for Air Force installation),*

And:

The Department of the Air Force

AFCEC/CXF

139 Barnes Dr, Suite 1

Tyndall AFB FL 32403-5319

And:

*(insert name of installation)*

c/o Fire Chief

*(Insert street address of Air Force installation)*

*(Insert city, country of Air Force installation)*

For *(insert name of fire organization)*

*(Insert name of Fire Department)*

*(Insert "attention to" Fire Chief)*

*(Insert street address)*

*(Insert city, country, of fire organization)*

## **TERMS OF THE AGREEMENT**

k. This Agreement will become effective on the date of the last signature to the Agreement and will remain in effect for 5 years *(insert date)* from that date (the "Term") and automatically renews annually for a term of 20 years. Either Party may unilaterally terminate this Agreement during the Term by sending notification of its intent to terminate to the other Party at least one hundred and eighty (180) days in advance of the proposed date of termination. Such notification will be in the form of a written submission to the other Party.

l. Upon becoming effective, this Agreement will supersede and cancel all previous agreements between the Parties concerning the rendering of assistance from one to the other for the purposes stated in this Agreement.

m. The modification or amendment of this Agreement, or any of the provisions of this Agreement, will not become effective unless executed in writing by both Parties.

n. The foregoing does not affect, and will not be interpreted as affecting in any way, relevant provisions of the Status of Forces Agreement (SOFA).

o. This Agreement may be executed in one or more counterparts, each of which will be deemed an original.

IN WITNESS WHEREOF, The Parties have caused this Agreement to be executed by their duly authorized representatives on the dates shown below:

FIRE DEPARTMENT  
For (*insert name of fire organization*)

THE UNITED STATES OF AMERICA  
by the Secretary of the Air Force

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

(*TITLE*)

*COMMANDER, (insert Air Force Installation)*

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

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

**Attachment 5****SAMPLE FORMAT FOR RELEASE OF CLAIMS AND INDEMNIFICATION CLAUSE  
FOR CIVIL AIRPORT JOINT-USE AGREEMENTS**

*(Insert Name of Airport Operator)* agrees to release, acquit, and forever discharge the United States, its officers, agents, and employees, for all liability arising out of or connected with the use of or failure to supply in individual cases, United States fire fighting and crash rescue equipment or personnel for fire control, crash, and rescue activities at or in the vicinity of *(insert name of airport)*, and *(insert name of airport operator)* further agrees to the extent allowed under applicable law to indemnify, defend, and hold harmless the United States, its officers, agents, and employees against any and all claims, of whatever description, arising out of or connected with such use of or failure to supply in individual cases, United States fire fighting and crash rescue equipment or personnel. The agreements contained in the preceding sentence do not extend to claims arising out of or connected with services rendered solely for the protection of United States property or personnel, or to claims for damages solely arising out of or resulting from the gross negligence or willful misconduct of the officers, agents, or employees of the United States, without contributory fault on the part of any person, firm, or corporation; provided, however, that insofar as this paragraph may be inconsistent with the waiver of claims provisions contained in any reciprocal agreement for mutual aid in furnishing fire protection heretofore or hereafter entered into by the *(insert name of airport)* with any agency of the United States pursuant to 42 U.S.C. § 1856a, the rights and obligations of the parties will be governed by said waiver of claims provision and not by this paragraph. The *(insert name of airport operator)* agrees to execute and maintain in effect a hold harmless agreement as required by applicable Air Force Instructions for all periods during which emergency fire fighting, crash and rescue services is provided to civil aircraft by the United States.

## Attachment 6

**MILITARY FIREFIGHTER PROFESSIONAL GEAR AND DUTY UNIFORMS****Figure A6.1. Fire Fighting Professional Gear.**

<b>Item</b>	<b>Quantity</b>
<b>Military Firefighters, NFPA 1975 Compliant ABUs</b>	4
<b>Gloves, Firefighter, Aluminized</b>	1
<b>Boots, Firefighter Structural</b>	1
<b>Boots, Firefighter ARFF</b>	1
<b>Helmet, Firefighter Modified Structural (ARFF)</b>	1
<b>Suspenders, Trousers</b>	1
<b>PPE Coat and Liner, Firefighter</b>	1
<b>PPE Trouser and Liner, Firefighter</b>	1
<b>Gloves, Structural</b>	1
<b>Gloves, Nomex</b>	1
<b>Hood, Heat Protective Flash Nomex</b>	1
<b>Bag Kit Flyers A-3 or similar bag to contain gear</b>	1
<b>*Note, the traditional structural fire fighting boot is required to be included with the C-1 JFIRE Mobility Bag.</b>	