

Defense Logistics Agency Instruction



DLAI 4308
Effective June 8, 2012
DS

Fire and Emergency Services Program

References: Refer to [Enclosure 1](#).

1. **PURPOSE.** This instruction establishes policy, responsibility and procedures governing the Defense Logistics Agency (DLA), Fire and Emergency Services (F&ES) Program.
2. **APPLICABILITY.** Applies to all host DLA installations with fire departments.
3. **DEFINITIONS.** See Glossary.
4. **POLICY.** It is DLA policy to eliminate or minimize the loss of life, injuries, and property or environmental damage due to disaster, both natural and man-made, by establishing the DLA F&ES Program in accordance with Department of Defense (DOD) Instruction 6055.06, "DOD Fire and Emergency Services Program," Reference (a).
5. **RESPONSIBILITIES.** Refer to [Enclosure 2](#).
6. **PROCEDURES** Refer to [Enclosure 3](#). Sample Mutual Aid Agreement is located at [Enclosure 4](#).
7. **EFFECTIVE DATE.** This Instruction is effective immediately.

Director, Strategic Plans and Policy

Enclosures

- 1 – References
- 2 – Responsibilities
- 3 – Procedures
- 4 – Sample Mutual Aid Agreement

Glossary

ENCLOSURE 1

REFERENCES

- (a) DODI 6055.06, DOD Fire and Emergency Services Program, December 21, 2006.
<http://www.dtic.mil/whs/directives/corres/ins1.html>
- (b) DOD Directive 3025.1 "Military Support to Civil Authorities (MSCA)" July 15 1993.
<http://www.dtic.mil/whs/directives/corres/dir.html>
- (c) DODI 2000.18, DOD Installation Chemical, Biological, Radiological, Nuclear and High Yield Explosive Emergency Response Guidelines, December 4, 2002.
<http://www.dtic.mil/whs/directives/>
- (d) UFC 3-600-01, Fire Protection Engineering for Facilities, September 26, 2006.
http://www.wbdg.org/ccb/browse_cat.php?o=29&c=4
- (e) Unified Facility Criteria (UFC) 4-730-10, "Fire Stations" June 15, 2006.
http://www.wbdg.org/ccb/browse_cat.php?o=29&c=4
- (f) UFC 3-601-02, Operation and Maintenance: Testing, Maintenance and Inspection of Fire Protection Systems, September 8, 2010. http://www.wbdg.org/ccb/browse_cat.php?o=29&c=4
- (g) National Fire Protection Association (NFPA), National Fire Codes. Codes available for purchase at:
<http://www.nfpa.org/categoryList.asp?categoryID=124&URL=Codes%20&%20Standards>
- (h) 29 CFR § 1910.120. Hazardous Waste Operations and Emergency Response, August 2008.
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9765
- (i) DOD 6055.05-M. Occupational Medical Examinations and Surveillance Manual, May 2, 2007. <http://www.dtic.mil/whs/directives/corres/pub1.html>
- (j) DODI 6055.05. Occupational and Environmental Health, November 11, 2008.
<http://www.dtic.mil/whs/directives/corres/ins1.html>
- (k) 29 CFR § 1910.146. - Permit Required Confined- Spaces," December 1, 1998.
<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=01bfdf4a746445b2cc955bbaf6ad06a8&rqn=div8&view=text&node=29:5.1.1.1.8.10.34.6&idno=29>
- (l) DLA Environmental Hazardous Material/Hazardous Waste Training plan.
<http://www.dtc.dla.mil/env/>

- (m) DOD 6055.06-M. DOD Fire & Emergency Services (F&ES) Certification Program, February 23, 2006. <http://www.dtic.mil/whs/directives/corres/ins1.html>
- (n) Department of Homeland Security, National Incident Management System, December 2008. http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf
- (o) DODI 6055.17. Installation Emergency Management (IRM) Program, November 19, 2010. <http://www.dtic.mil/whs/directives/corres/pdf/605517p.pdf>
- (p) Department of Homeland Security, National Fire Incident Reporting System, July 2010. <http://nfirs.fema.gov/>
- (q) DLAI 6106. Situational Reporting (SitRep), May 1, 2010. <http://www.dla.mil/dlaps>
- (r) DODI 6055.07, Mishap Investigation, Reporting and Recordkeeping, June 6, 2011. <http://www.dtic.mil/whs/directives/corres/ins1.html>
- (s) DLAI (Safety, currently under revision), <http://www.dla.mil/dlaps>
- (t) DLAI 6105. Notification for Serious Illness, Injury, or Death of Civilian Employees, June 27, 2011. <http://www.dla.mil/dlaps>
- (u) DODI 4000.19. Interservice and Intragovernmental Support, August 9, 1995. <http://www.dtic.mil/whs/directives/corres/ins1.html>
- (v) DLA Information Technology Solutions, December 2011. <https://eworkplace.dla.mil/sites/org/j6/Shared%20Documents/dla%20IT%20Solutions%20Document.pdf>

ENCLOSURE 2

RESPONSIBILITIES

1. Director, DLA Installation Support will:

a. Establish and maintain F&ES programs that conform to the requirements and procedures in this Instruction.

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

c. Emphasize prevention as a means to enhance the total F&ES effort and other fire prevention techniques to eliminate the causes of fires and to prevent death, injuries, and property damage if fire occurs.

d. Provide management support, resources, and professionally qualified F&ES staff sufficient to ensure effective implementation of F&ES programs at all organizational levels.

e. Annually review the deviations from this Instruction ensuring that the risk of deviation is accepted at the proper management level.

f. Annually provide the Deputy Under Secretary of Defense for Installations and Environment (DUSD(I&E)) a summary of deviations from policy.

g. Assess F&ES programs for compliance with requirements and effectiveness of execution.

h. Participate in management reviews conducted by the DUSD(I&E).

i. Recognize and encourage F&ES excellence through participation in the annual DOD F&ES Awards Program.

j. Implement procedures to report F&ES activities using the National Fire Incident Reporting System (NFIRS).

k. Require all DLA fire departments to maintain the Commission on Fire Accreditation International (CFAI) accreditation.

l. Implement the procedures in Section 6 of DODI 6055.06 to organize, train, and equip F&ES for each installation, site, or operation.

m. Implement procedures to ensure that an installation may provide aid to the local community under immediate response authorities (to save lives, prevent human suffering, and mitigate great property damage), defined in DOD Directive 3025.1.

n. Implement procedures to sustain and recapitalize F&ES apparatus.

o. Establish and maintain emergency plans for F&ES response to natural and man-made disasters, including acts of terrorism per the requirements of DOD Directive 2000.18, and ensure that operational procedures are developed for sustained emergency operations.

2. Director, Security and Emergency Services will:

a. Develop policies, issue guidance, and provide technical support on matters pertaining to the overall DLA F&ES program.

b. Support an Operation Readiness Inspection (ORI) and Security Program Reviews (SPR) by the DLA F&ES Program Manager at each installation's fire department; a minimum of every three (3) years.

c. Support the participation in the Center for Public Safety Excellence (CPSE) self-assessment and accreditation process.

d. Review and approve Capital Equipment requirements for specialized apparatus (e.g., aerial ladders, rescue, hazardous materials, and command vehicles) to support safe fire and emergency service response on the DLA permitted sites.

e. Advise Installation Support Site Directors; Chief, Security and Emergency Services; and functional heads in matters pertaining to resourcing, budgeting, operations, and management of the DLA F&ES Program.

f. Issue policy and procedure as it pertains to the DLA F&ES Program.

g. Provide direction for the execution of technical investigations of major fires (over \$100,000 in damage or loss of life) and forward a formal report of findings to the Director DLA, Installation Commander, Installation Support Site Director, and Chief, Security and Emergency Services.

3. DLA Installation Support Site Directors will:

a. Review any deviation or waiver from the Unified Facility Criteria (UFC) 3-600-01 and recommend approval or disapproval to the Director, DLA Installation Support.

b. Develop and support fire protection engineering policies, issue guidance, and provide technical support on matters pertaining to the DLA fire protection program.

c. Support a Fire Risk Assessment Inspection (FRA) and fire protection systems adequacy survey by the DLA Fire Protection Engineer at each facility including those under direct DLA control and those occupied by DLA activities as tenants a minimum of every two (2) years.

d. Support the participation in the National Fire Protection Association (NFPA) Fire Safety Training, Conference and National Fire Codes developing process.

e. Review and approve fire protection improvement projects for upgrading/replacing fire sprinkler systems, in-rack sprinkler for rack storage protection, life safety systems, fire alarm systems, mass notification systems, fire zoning, fire doors, and smoke/heat ventilation systems on the DLA-Headquarters and DLA permitted sites.

f. Provide support and coordination with Installation Support Site Directors, DLA Installation engineers, the Army Corp of Engineers, for developing and implementing SRM projects and supporting Military Construction (MILCON) projects.

g. Support the FRA Program at each DLA permitted site; Columbus, Richmond, San Joaquin and Susquehanna.

h. Issue fire protection engineering policy and procedure beyond above UFC 3-600-01 requirements when required for DLA Fire Protection Program.

4. F&ES Program Manager will:

a. Establish goals and objectives; provide policies, procedures, and uniform operational guidelines to include input to the DLA Program Objective Memorandum (POM) and to Planning, Programming, Budgeting and Execution (PPBE) system procedures.

b. Provide oversight for implementation of these policies and procedures, attainment of goals, and objectives.

c. Conduct an ORI/SPR at each DLA permitted site fire department at a minimum of every three years.

d. Coordinate and maintain liaison with DOD Fire and Emergency Services Working Group (FESWG), the DOD Standing Committee, NFPA Committees, and other governmental and private agencies, as necessary, in providing administrative and technical direction for the program.

e. Serve as the rotating Chairperson of the DOD FESWG.

f. Review, support and track the status of fire apparatus acquisition and procurement within DLA.

g. Execute the DOD and DLA F&ES Awards program.

h. Develop a policy and procedural manual and maintain operational policies and procedures as identified within this instruction.

i. Serve as the DLA Headquarters liaison for the execution of technical investigations of major fires (over \$100,000 in damage or loss of life) and forward a formal report of findings to the Director, Installation Support and Director, Security and Emergency Services.

j. Ensure fire station design and construction is accomplished in accordance with UFC 4-730-10.

k. Review all exemptions from DODI 6055.06 and recommend approval or disapproval to Security and Emergency Services and Installation Support Directors.

5. DLA Fire Protection Engineer will:

a. Serve as the Agency Fire Protection Engineer as the recognized DLA expert and consultant on all aspects of fire safety, suppression and protection criteria. Provide professional services in engineering specialty of fire protection, fire prevention, mass notification, and life safety as it related to military construction throughout the Defense Logistics Agency to include tenant sites.

b. Provide engineering review for DLA construction projects for design, construction, sustainment, restoration, and modernization or rehabilitation to ensure that these projects comply with criteria in Unified Facility Criteria (UFC) 3-600-01, the NFPA standards, and Factory Mutual Loss Control Data.

c. Provide engineering support and guidance for fire protection engineering design. Review and approve fire protection systems shop drawings, hydraulic calculations, specifications, water flow tests for new suppression, fire alarm, mass notification, and life safety systems.

d. Review, develop, evaluate and implement design criteria, policy and procedural changes for the design of military facilities without sacrifice of the facility functional capability and at the minimum life cycle cost. Facilities include those under direct DLA control and those occupied by DLA activities as tenants.

e. Review deviations or waivers from UFC 3-600-01 for fire protection engineering design criteria and provide recommendations to Director, DLA Installation Support.

f. Provide the day to day direction, administration and surveillance of the FPP program.

g. Ensure F&ES policy compliance, coordinating with field and the Army Corp of Engineers on problem areas, developing solutions and providing technical oversight of and support to field activities, and prevention personnel.

h. Serve as the DLA representative to various technical and professional committees to include the DOD Fire Protection Engineer Council, the NFPA Flammable and Combustible Liquids Code Committee, and National Fire Sprinkler Association. Participate in developing and promulgating DOD fire protection criteria, principally UFC 3-600-01, UFC 3-601-02, and UFC 3-600-01, for the planning, design, construction, installation, operation, maintenance and improvement of fire protection and life safety systems for new and existing facilities.

i. Serve as technical advisor within DLA permitted sites for fire protection engineering fire prevention and life safety systems. Coordinate with other Military Departments, DOD and other agencies within the area of responsibility.

j. Conduct fire risk assessment and suppression and life safety systems review and evolution to ensure economical fire suppression operations in compliance with Unified Facilities Criteria (UFC).

k. Conduct and support the fire protection adequacy program, review and approve fire protection improvement projects (e.g., upgrading/replacing fire sprinkler systems, in-rack sprinkler for rack storage protection, life safety systems, fire alarm systems, mass notification systems, fire zoning, fire doors, and smoke/heat ventilation systems) to provide adequate fire safety and life safety on the DLA-HEADQUARTERS, and DLA permitted sites.

6. Installation, Chief of Security and Emergency Services will:

a. Provide support to the F&ES program at facilities under the direct control of the Installation Support Site Director of DLA Permitted Sites.

b. Support Fire Chief in reviewing MILCONs and modification to existing facility projects and coordinate with the DLA fire protection engineer.

c. Support coordination with the DLA fire protection engineer on any request for deviation, waiver or exemptions from the Unified Facility Criteria 3-600-01.

d. Support the development, execution, and administration of comprehensive hazard abatement plans and procedures.

e. Support an active fire protection and fire prevention training program in accordance with DOD, DLA, and national consensus standards.

f. Validate inspection, testing and maintenance of fire protection systems (suppression, detection, and notification) is accomplished in accordance with UFC 3-601-02.

g. Support fire and emergency services participation in the CPSE Self-Assessment and Accreditation program.

7. Installation Fire Chief will:

a. Define and document level of service objectives based on mission needs and the minimum requirements for:

(1) F&ES Management

(2) F&ES Training

(3) F&ES Operations

(4) Fire Prevention and Public Education

b. Execute the DLA structured physical fitness and wellness program for fire and emergency services personnel to include medical surveillance, physical fitness, and annual fitness assessment.

c. Report to the Installation Chief of Security and Emergency Services.

d. Provide a quarterly review report (metrics) on F&ES including response data, apparatus status, staffing levels, and training to the Director, Security and Emergency Services; Chief, Security and Emergency Services, and DLA F&ES, Program Manager.

e. Provide life safety, minimize property loss, and protect mission essential functions when responding to needs. Needs include structure fire, medical emergencies, HAZMAT, rescue or other emergency operations and functions within the National Incident Management System and NFPA 1561.

f. Report all long term apparatus, equipment or staffing shortfalls lasting more than 30 days to the DLA F&ES Program Manager. Outages or shortfalls lasting less than 30 days impacting the fire department's ability to meet its service level objectives will also be reported.

g. Serve as the lead incident commander for consequence management and work within the unified command system on crisis management situations.

h. Establish and maintain an occupational safety and health program in accordance with NFPA 1500.

i. Ensure fire risk management surveys are conducted on all facilities. Hazardous conditions shall be reported to the Chief, Security and Emergency Services in accordance with the provisions of DLAI, Safety and Occupational Health Program.

j. Prepare F&ES personnel to respond, both on and off the installation, to emergencies involving DOD hazardous materials. Preparation shall be in accordance with NFPA 472, Professional Competence of Responders to Hazardous Material Incidents; and DLA Environmental Training Plan, Skill Code E-49.

k. Plan, program, and budget for training, staffing, and equipment, based on DODI 6055.06, Installation missions and service level objectives.

l. Provide for the overall execution of the training program. The training program shall include evaluation of proficiency levels that conform to the National Professional Qualifications System or the International Fire Services Accreditation Congress (IFSAC) requirements as outlined in NFPA standards.

m. Assure fire prevention and protection personnel are certified and properly trained to carry out assigned duties.

n. Procure, maintain, and issue personal protective equipment in accordance with the requirements of current NFPA standards and DODI 6055.06 to F&ES personnel commensurate with their assigned tasks.

o. Train fire wardens and designated employees from installation organizations or activities for incipient stage firefighting, and required emergency evacuation drills.

p. Review installation projects related to fire protection engineering and coordinate with the DLA Fire Protection Engineer.

q. Validate testing, inspection, and maintenance (TMI) of fire suppression, detection, and notification systems is accomplished in accordance with UFC 3-601-02 and the appropriate NFPA standards.

r. Maintain the latest National Fire Codes (published by the NFPA), Uniform Building Code (UBC) (published by the International Conference of Building Official), and other standards to implement UFC 3-600-01 and UFC 3-601-02.

s. Coordinate all hazard abatement plans for evacuation of personnel during manmade and natural disasters.

t. Participate in the Commission on Fire Accreditation International (CFAI) Self-Assessment and Accreditation process.

ENCLOSURE 3

PROCEDURES

1. Fire Protection and Emergency Services Management

a. General. Each primary level field activity (PLFA) shall define and document their level of service objectives based on mission needs and the minimum requirements for:

- (1) Fire and Emergency Services (F&ES) Management
- (2) F&ES Training
- (3) F&ES Operations
- (4) Fire Prevention and Public Education
- (5) Fire Protection Engineering

b. Standards. DLA has adopted the relevant codes, and standards, mandates and guidelines, references (a) through (v) in Enclosure 1, as minimum fire protection and emergency services requirements.

c. Requirements. The requirements presented herein are minimum requirements and shall not be reduced until all available alternatives to eliminate deficiencies have been exhausted. In determining the fire protection and emergency services requirements, the following factors shall be considered.

- (1) Strategic importance and mission criticality of the installation.
- (2) Degree of fire and life safety hazards.
- (3) Value at risk (facilities, equipment, contents).
- (4) Extent and serviceability of automatic protection provided.
- (5) Availability of outside support.

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

d. Deviations. Short-term deviations to the requirements contained in this Instruction, consistent with DODI 6055.06 and lasting less than 90 days shall be approved by the PLFA Installation Support Site Director. Temporary deviations, consistent with DODI 6055.06 and lasting longer than 90 days, but less than 365 days, shall be approved by the Director, DLA

Installation Support. A copy of all approved short-term and temporary deviations shall be forwarded to Director, DLA Security and Emergency Services. Requests for long-term deviations, consistent with DODI 6055.06 and that are not expected to be remedied, shall be forwarded to Director, DLA Security and Emergency Services for coordination and approval. DLA Security and Emergency Services is the first line of authority for approval of long-term deviations to this instruction. Requests for long-term deviations shall be fully justified including an appropriate risk analysis and risk communication strategy, and include all documentation required by DODI 6055.6.

e. Response Times. Fire and emergency services shall be strategically located to provide rapid response to fires and other emergencies. Fire department response times to a given fire area shall be in accordance with Minimum Level of Service Objectives – Operations established in DODI 6055.06, Table E3.T1. Response times shall be via the shortest practical route and shall take into account traffic conditions or physical obstructions which may increase response times. Response times are based on the first apparatus that can perform fire suppression, rescue, or control and containment depending upon the response.

f. Outside F&ES Forces. The number of emergency response personnel and equipment needed at any installation depends on the availability and reliability of outside F&ES forces. Credit for outside response forces shall be permitted on a company by company basis when the outside F&ES forces conform favorably to the standards prescribed in this Instruction and existing mutual or automatic aid agreements are in place.

g. F&ES Department Staffing. Figures 1-1, 1-2 and 1-3 provide the staffing standards for administration and management, fire prevention, and emergency response personnel. Emergency response staffing standards are based on full-time career personnel working 72 hours per week. The number of emergency response personnel authorized in each fire department is based on the Minimum Level of Service Objectives - Operations for the installation, per DODI 6055.06. The number of fire prevention personnel authorized is based on the inspectable square footage of the installation and the Minimum Level of Service Objectives – Prevention, DODI 6055.06. The administrative and management authorizations are based on the overall size of the fire department and the Minimum Level of Service Objectives – Management, DODI 6055.6.

(1) Administrative and Management Personnel. The installation Fire Chief provides the senior management for F&ES and is responsible for enforcing the fire protection program regulations and developing the F&ES department standard operating procedures. The installation Fire Chief serves as the sole PLFA Authority Having Jurisdiction (AHJ) in matters pertaining to Fire Prevention and Protection operations. Where authorized, the Assistant Fire Chief of Operations (Shift Supervisor) supervises and trains the assigned emergency response shift and is assigned as the Incident Commander until relieved by the Fire Chief. The Assistant Fire Chief of Operations or Technical Services performs the duties of the Fire Chief in their absence. Where authorized, the Assistant Fire Chief of Fire Prevention or Technical Services and the Training Chief manage the prevention, training and EMS programs respectively.

(2) Fire Prevention Personnel. Certified and technically qualified personnel shall be provided to conduct fire protection inspections/surveys, manage the public education program, review installation construction plans and specifications, perform point of origin investigations,

provide hazardous operations permits, provide fire protection training and witness fire protection system acceptance tests. Fire prevention personnel may be utilized to support emergency response operations and supplement emergency response personnel provided appropriate emergency response knowledge, skills, abilities and qualifications are maintained.

(3) Emergency Response Personnel. Emergency response personnel are covered under OPM Classification GS-0081 and are considered primary/rigorous positions because their duties are so rigorous that employment opportunities are limited to young and physically vigorous individuals or to those who perform work directly connected with controlling and extinguishing fires. Emergency response personnel are primarily responsible for performing hazardous firefighting and emergency services missions. Emergency response personnel shall undergo pre-placement, annual and periodic occupational medical examinations and participate in a medical surveillance program in accordance with DODI 6055.06, DODI 6055.05, and applicable medical qualification standards. Fire and emergency service personnel shall fully participate in an F&ES fitness and wellness program in accordance with DODI 6055.06. Members who do not perform firefighting duties are not required to participate but are highly encouraged to participate.

| <u>POSITIONS</u> | <u>NUMBER OF F&ES PERSONNEL AUTHORIZED</u> |
|---|--|
| Fire Chief | 10 or more = 1 |
| Deputy Fire Chief | (See Note 3) |
| Assistant Fire Chief (Operations - Shift Supervisor) | 18 or more = 2 (See Note 2) |
| Assistant Fire Chief (Fire Prevention) | 4 or more prevention personnel = 1 |
| Training Chief | 20 or more personnel = 1 |
| Notes: | |
| <u>1</u> | Figures do not consider personnel assigned for F&ES telecommunications, maintenance of fire protection systems or other auxiliary personnel assigned to the fire department. |
| <u>2</u> | Additional shift supervisors are authorized at installations where the geographical location of fire department stations makes it unmanageable for one shift supervisor to provide immediate direction of day-to-day operations. |
| <u>3</u> | Deputy Fire Chief authorizations must be approved by DLA Security and Emergency Services. Appropriate justification is required for this position outlining the impact if not filled. |

Figure 1-1.--Minimum Staffing Requirements for Management and Administrative Fire Department Positions

| <u>AREA REQUIRING FIRE PREVENTION SERVICES (IN THOUSANDS OF SQ. FT.)</u> | <u>STAFFING REQUIREMENTS</u> |
|--|---|
| 0-500 | 0 |
| 501-1,000 | 1 |
| 1,001-3,000 | 2 |
| 3,001-5,000 | 3 |
| 5,001-8,000 | 4 |
| 8,001-11,000 | 5 |
| 11,001-14,000 | 6 |
| 14,001-17,000 | 7 |
| <u>1</u> | Total square footage of buildings (excluding family housing), continuously used outside storage areas (continuous movement of equipment and/or supplies to and from the storage site). |
| <u>2</u> | These baseline staffing figures may be increased or decreased depending on the assessment of the hazardous nature of the material stored or operations conducted, amount of emergency response personnel inspections conducted on low hazard occupancies, the mission criticality of the equipment and operations, predominant construction features, utilization of fire prevention personnel for public fire education and review of construction plans, and other local factors bearing on the demand for full-time fire prevention personnel. |

Figure 1-2.--Minimum Staffing Requirements for Fire Prevention Positions

| <u>EMERGENCY VEHICLE IDENTIFIERS</u> | <u>STAFFING PER VEHICLE</u> |
|---|-----------------------------|
| Pumpers | 4 |
| Aerial Ladders/Quints | 4 |
| Rescue/HazMat Apparatus | 2 |
| Ambulances | 2 |
| <p>* Total emergency operations staffing per enclosure 9 of DODI 6055.06 is determined by multiplying the required daily staffing of all staffed apparatus by the position staffing factor, 2.72 percent.</p> | |
| <p>** Rescue/HazMat apparatus shall be cross staffed from the primary apparatus. Where the hazard and risk warrants, additional positions for the rescue/HazMat apparatus must be justified and approved by Director DLA Installation Support</p> | |
| <p>*** At single company sites, emergency apparatus will be staffed for primary mission response.</p> | |

Figure 1-3.--Minimum Daily Staffing Requirements for Emergency Response

h. F&ES Telecommunications. Installations shall provide and maintain round the clock capability to handle F&ES communications. Telecommunication operators shall be trained in the proper use of communication equipment including telephone, radio, computer aided dispatch, and alarm receiving systems. Operators must be trained for dispatching emergency apparatus and requesting outside assistance as required. Dedicated dispatchers or equivalent communication specialists are required and telecommunication operators shall be trained and certified as Telecommunicator I or II per DODI 6055.06. Consolidation of all emergency communication systems at installations is recommended. The number of on-duty communication operators required is based on the performance requirements of NFPA Standard 1221 as follows:

(1) Ninety-five percent of alarms received on emergency lines shall be answered within 15 seconds, and 99 percent of alarms shall be answered within 40 seconds.

(2) Ninety-five percent of emergency call processing and dispatching shall be completed within 60 seconds, and 99 percent of call processing and dispatching shall be completed within 90 seconds.

(3) Communication centers that provide emergency medical dispatching protocols shall have at least two telecommunicators on duty at all times.

i. F&ES Department Facilities. Fire stations shall provide a safe and healthy living environment for personnel who occupy the facility on a 24-hour basis. Facilities shall be designed and planned in accordance with UFC 4-730-10 to include renovation and modernization projects.

j. F&ES Department Vehicles and Support. F&ES department emergency vehicles shall be programmed and purchased per DODI 6055.06 and DLA Fire Apparatus policy. Support vehicles shall be provided for command and fire prevention personnel through the installation fleet management program. Sufficient reserve vehicles shall be provided and maintained to replace out of service front line units per Table E6.T1 of DODI 6055.6. Reserve vehicles shall not be staffed except when used as replacements for front line apparatus or during major emergencies. Emergency vehicles are authorized to have appropriate emergency lights and warning devices, radios and communication equipment installed. Emergency vehicles shall be maintained on a scheduled basis and a priority repair process must be in place to ensure repairs are completed promptly and that the fleet is reliable and ready for service. Reserve apparatus must be of the same type to maintain the level of service provided by the primary apparatus.

k. Information Technology Systems. Information Technology (IT) support is required for F&ES departments to prepare and maintain incident reports, personnel records, training records, equipment inventories and fire prevention inspection reports. All PLFAs shall use the approved software program outlined in the DLA IT Solutions Document for an enterprise records management and reporting system for F&ES. All business case rules relating to the F&ES station management system must be implemented at each PLFA department.

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

m. Mutual Aid Agreements. F&ES departments are authorized and encouraged to enter into mutual aid agreements with local F&ES jurisdictions in the best interest of both parties. In the absence of formal mutual aid agreements, Installation Commanders/Installation Support Site Directors may give emergency assistance under their Immediate Response Authority per DOD Directive 3025.1. F&ES departments are prohibited from increasing staffing or equipment solely to support mutual aid requirements. Any mutual aid service performed by fire department personnel shall constitute service rendered in the line of duty. Mutual aid agreements shall be reviewed and updated at least every three years. Enclosure 5 of this document provides a sample mutual aid agreement for use when establishing a new agreement or re-writing a current agreement. Mutual aid agreements must be coordinated with the Installation Commander and reviewed by the local Office of Council prior to entering into the agreement. A copy of all newly signed mutual aid agreements must be sent to the Installation Support Security and Emergency Services Director and Installation Support Business Office.

n. Emergency Medical Services. DLA F&ES shall provide a minimum of basic life support (BLS) services to installation personnel. Emergency transport services shall be provided where it is determined that local services are not available, reliable or there is a cost savings to DLA by

providing this service internally. F&ES departments providing transport services are encouraged to provide Advanced Life Support (ALS) services.

o. Hazardous Materials and Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE) Emergency Services. F&ES departments shall provide hazardous materials and CBRNE emergency services in accordance with NFPA Standard 471. All DLA F&ES Departments shall provide Offensive Operation, Hazardous Materials/CBRNE response capability in accordance with the Level of Service Objective – Offensive Operations, per DODI 6055.6, Table E3.T1.

p. Specialized Rescue Services. F&ES departments shall provide specialized rescue services (water rescue, vehicle rescue, confined space/trench rescue, high/low angle rescue) when hazards on the installation require these services. Specialized services will not be staffed, nor maintained, for the sole purpose of providing these services to outside agencies or jurisdictions. Confined space rescue requirements shall be in accordance with 29 CFR 1910.146.

q. F&ES Department Awards. F&ES departments are encouraged to reward outstanding personnel, departments, heroic actions and innovative programs. F&ES departments are encouraged to actively participate in the annual DOD F&ES Awards and Life Save Award program.

r. F&ES Department Occupational Health and Safety Program. The program shall be in accordance with National Fire Protection Association (NFPA) Standard 1500, 29 CFR 1910.120, and DODI 6055.6, and shall include infectious disease control programs, medical surveillance, training, physical fitness/wellness and illness/injury prevention. F&ES departments shall monitor injury and illness trends, analyze data to focus loss prevention efforts and implement loss prevention initiatives. Per NFPA 1500, each fire department shall appoint an Incident Safety Officer (ISO) and Health and Safety Officer (HSO) that meets the qualifications of NFPA Standard 1521. The role of Safety Officer may be filled by an existing position in the fire department, e.g. Assistant Chief Technical Services or Training Officer, as an additional assigned duty.

s. F&ES Department Program Assessments. DLA F&ES shall provide “Security Program Reviews (SPR)” on a three year cycle. The review provides a detailed analysis and evaluation of the F&ES department programs, mission capability and status of each fire department’s self-assessment efforts using the Center for Public Safety Excellence model. Installations shall prepare responses to each recommendation in the assessment report, indicating concurrence, non-concurrence or clarification. Responses shall include descriptions of when deficient conditions were, or will be, corrected. Installations shall submit responses to DLA Security and Emergency Services within allotted time outlined in the Security Program Review Policy. Minimum assessment elements:

- (1) Administrative
- (2) Management

- (3) Operations
- (4) Training
- (5) Fire Prevention & Public Education

t. National Fire Incident Reporting System (NFIRS). The National Fire Incident Reporting System is a modular, all hazards reporting system designed to collect national data on fires. DODI 6055.06 mandates the use of the NFIRS through the Naval Safety Center.

(1) All DLA Fire and Emergency Services Departments shall provide response data to the Naval Safety Center on a monthly basis.

(2) DLA Station Management Programs shall follow the NFIRS, DOD and DLA business case rules for filling out NFIRS reports and submitting them to the Naval Safety Center.

2. Fire and Emergency Services Training

a. General. The fire department training program shall ensure that all personnel can operate in a safe and effective manner. Training programs shall be developed and implemented in accordance with DODI 6055.06 and DOD 6055.06-M, and NFPA 1000 series. Proficiency training shall be conducted on a recurring basis in order to maintain operational efficiency. All training shall be delivered in the most efficient and cost effective manner possible, to include distance learning. Fire department personnel shall use the Learning Management System (LMS) to create and maintain the individual development plans (IDP).

b. Certification Training. Certification Training will be conducted in accordance with DOD 6055.06-M. It is the responsibility of each employee to obtain certification at the next higher level to be eligible for promotion to that level. When required to act in the next higher level position (e.g. lead firefighter to assistant chief) the employer will support the appropriate level of training and DOD certification required (parenthetical certifications/license do not apply in this case).

c. Reciprocity. Reciprocity for accredited state and local training certifications is encouraged. Reciprocity will not be requested for certifications two levels or more above the certification required for the employees current position or for certifications that DLA does not require nor provide as a service level objective or mission.

(1) Reciprocity Procedures: All employees requesting reciprocity for an International Fire Service Accreditation Council (IFSAC) or Pro Board certificate will be required to complete 100% of all Job Performance Requirements outlined in the appropriate NFPA standard prior to submitting the reciprocity request to Air Force Civil Engineering Support Agency (AFCESA).

(2) Job Performance Requirements: JPR's for each certification level can be obtained from the AFCESA DOD Firefighter Certification website;
<http://www.DODffcert.com/documents/ProgramNews.htm>.

(3) Responsibilities: The installation Fire Chief is responsible for ensuring the integrity of the certification program and ensuring all JPR evaluations are carried out prior to submitting the certification for reciprocity.

d. Career Development Courses (CDC) and CerTest. Employees are encouraged to enroll in certification courses through the use of the AFCESA, F&ES CDC and multimedia training programs. Use of the CerTest application is required for these courses and must be loaded on government computers to perform the appropriate knowledge base testing.

e. Firefighter Training. The International Fire Service Training Association (IFSTA) training manuals and DOD F&ES Certification System materials shall be used for basic firefighter training. Local, regional and state fire schools may also be used to supplement the firefighter training and to provide advanced level training.

f. Fire Prevention Training. NFPA Codes 1 and 101 (Uniform Fire and Life Safety Codes) and UFC 3-600-01, and 3-601-02 shall be used for basic fire prevention training. Additional training is recommended for public fire education, fire protection plan review and fire protection system acceptance testing and maintenance.

g. Administrative and Management Training. Executive and personnel management training is required for Chief Officers. The National Fire Academy is one available source for this training. Incident Command System training is required for all personnel serving in the role of Incident Commander in accordance with DOD 6055.06-M. Fire Service college degrees or related college degrees are encouraged for Chief Officers.

h. Emergency Medical Training. All DLA emergency response personnel at a minimum shall be trained and certified to the National Registry NREMT or state Emergency Medical Technician (EMT-B) level. The appropriate training will be conducted to meet all certification and continuing education requirements outlined by the National Registry of Emergency Medical Technicians (NREMT) and state requirements. Where Advanced Life Support (ALS) services are provided, the appropriate training will be provided to maintain the firefighter's ALS skills in accordance with national and state requirements.

i. Hazardous Materials Response Training. All emergency response personnel shall be trained and certified at a minimum to the Operations level in accordance with NFPA Standard 472 and with 29 CFR 1910.120. All installation fire departments that have a Technician level response shall have an appropriate number of trained personnel at the Technician and Incident Commander levels to provide offensive (Level 3) response per NFPA Standard 471.

j. Chemical, Biological, Radiological, Nuclear, and High Level Explosives (CBRNE) Training. All emergency response personnel shall receive CBRNE training, including but not limited to, familiarization of CBRNE incidents and necessary measures to protect the responders while stabilizing an incident. All Fire Departments shall have sufficient staffing and resources either on site or through mutual aid which is available at the Technician and Incident Commander levels to provide offensive (Level 3) response per NFPA Standard 471.

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

l. Wildland Fire Training. F&ES departments that provide wildland fire operations shall ensure sufficient emergency response personnel are trained for their expected level of involvement in the wildland fire mission. Where this mission exists firefighters shall be trained to Wildland Firefighter I per NFPA Standard 1051, National Wildfire Coordinating Group (NWCG) Firefighter II or equivalent level training.

m. Driver/Operator Training. All F&ES driver/operators shall be trained and certified in the proper operation of the fire department vehicles. Driver/Operators shall successfully complete an Emergency Vehicle Operators Course (EVOC) and DLA's On the Job Training (OJT) requirements prior to operating the emergency vehicles. EVOC refresher and recertification training will be conducted IAW state and local requirements.

n. National Incident Management System (NIMS) Training. In order to meet the DOD implementation of the National Incident Management System, all F&ES personnel shall complete IS-700, NIMS: An Introduction; IS-800, National Response Plan; ICS-100, Introduction to Incident Command System; and ICS-200, Basic Incident Command System; or equivalent level training. F&ES personnel assigned the duties of Incident Commander shall also complete ICS-300, Intermediate Incident Command System and ICS-400, Advanced Incident Command System.

o. Training Facilities. Fire training facilities shall be provided to each installation F&ES department to provide realistic proficiency training. Combining training facilities for adjoining DOD installations and use of regional training facilities should be considered as long as DLA F&ES Department training needs are met. Facilities where live fire training is conducted shall meet the requirements of NFPA standard 1403.

p. Administration. The Fire Chief is responsible for the overall fire department training program. The Fire Chief shall appoint a senior officer as the Training Officer who is responsible for managing and conducting the training program. The Fire Department Training Officer is recommended for appointment as the Fire Department Safety Officer.

q. Training Records. The F&ES department shall maintain individual training records for all training received by the F&ES department personnel. All fire and emergency training records shall be maintained per DLAI, Records Management Program. Do we need to provide copies elsewhere, like employee files?

r. Preceptor Programs. Preceptor programs are forms of orientation for new firefighters. Unlike other parts of a job orientation, preceptor programs are overseen by other firefighters who are more experienced than the new department member. Preceptors are really peers who can help new firefighters adjust to the rhythms and expectations of the workplace. They function as role models rather than coaches. A preceptor program does not take the place of an official

orientation but rather complements it and enhances its effectiveness. Preceptor program should be developed for each discipline within F&ES to ensure personnel have the knowledge, skills, ability and institutional information to perform assigned duties.

3. Fire and Emergency Services Department Operations

a. Structural Fire Response. Fire companies shall be dispatched on all initial alarm assignments to meet the Minimum Level of Service Objectives – Operations, per DODI 6055.06, Table E3.T1. F&ES departments shall dispatch at least one ladder company on a full alarm assignment. Where ladder companies are not available, a ladder company may be provided through the local mutual aid agreement.

b. Hazardous Materials/CBRNE Response. F&ES department initial response to hazardous material emergencies shall be in accordance with the Minimum Level of Service Objectives – Operations, per DODI 6055.06, Table E3.T1. All fire departments shall be capable of hazard recognition, area isolation, personnel evacuation, substance identification and initial incident command. Where the type of installation mission requires F&ES to provide a technician level response, Level A entry, in accordance with Standard 471 of reference (g) of this document, for rescue, material identification, control, containment and mitigation purposes must be provided. Fire departments shall not be responsible for hazardous material disposal, but shall maintain procedures to alert the applicable authorities for releases that may require disposal.

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

d. Wildland Fire Response. Fire department response to wildland fires on installations shall be sufficient to ensure, to the greatest extent possible, that the wildland fire does not leave the installation property.

e. Disaster Response. Fire department response to natural or man-made disasters shall be in accordance with the DLA and Installation Disaster Response Plans. The response plans shall be coordinated with surrounding jurisdictions and shall be tested at least annually.

f. Incident Command Systems. Incident command procedures shall be developed and utilized for all emergency incidents to provide for planned and systematic utilization of resources and shall be compliant with the National Incident Management System (NIMS), in accordance with the National Incident Management System.

g. Emergency Communications. Communications and dispatch systems are the important link in the emergency operation. Emergency Communication Centers (ECC) shall include two-way radio capability on multiple frequencies, direct communication lines with other emergency response organizations, central fire alarm receiver, voice recorder, mass notification, public address and paging capabilities and emergency backups.

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

i. Personal Protective Equipment and Clothing. All emergency response personnel shall be provided with appropriate protective equipment and clothing necessary to protect personnel from firefighting, rescue and hazardous materials exposure hazards. Personal protective equipment and clothing shall comply with appropriate NFPA standards. All personnel involved in firefighting and emergency operations shall utilize self-contained breathing apparatus' and all components of their firefighting or hazardous materials response protective ensemble.

j. F&ES Department Uniforms. Fire department personnel shall wear uniforms which provide a professional appearance, foster "esprit de corps" amongst department personnel and do not interfere with emergency operations. Personnel shall wear uniforms meeting the requirements of NFPA Standard 1975. Fire Department uniforms will be worn IAW the DLA Standard Uniform Policy. No additional uniform items are authorized outside of the DLA Standard Uniform policy unless approved by the DLA F&ES Program Manager.

(1) Accountability of all uniform items will be conducted semiannually to ensure all fire and emergency services personnel have the required uniform items IAW the uniform policy.

(2) All badges to include hat badges will be accounted for during a semiannual audit conducted by the Fire Chief or their designee. Badges lost or stolen must be reported to HEADQUARTERS Security and Emergency Services upon discovery.

k. Grooming. Grooming will be in accordance with DLA standard uniform policy.

l. Fitness & Wellness Program. All fire department personnel performing firefighting duties shall participate in a structured physical fitness and wellness program IAW DODI 6055.6. Chief Officers are required to participate in the Physical Fitness and Wellness program. Fire Protection Inspectors with no firefighting duties listed in their official position description are not required but highly encouraged to participate in a fitness program. On duty time will be provided for those participating in the department's physical fitness program.

m. Apparatus Replacement Program. Insure primary, specialized and reserve apparatus are budgeted for and replaced in accordance with the DLA, Apparatus Program and NFPA 1901, Standard for Automotive Fire Apparatus. DLA minimum standard apparatus specifications will be used when purchasing all apparatus to include medical transport units.

(1) Replacement cycles for DLA apparatus are as follow:

(a) Primary Apparatus - 12 yrs

(b) HazMat/Rescue - 16 yrs

(c) Ambulance (Medic Unit) - Per GSA replacement cycle

(2) Reserve apparatus will be maintained IAW DODI 6055.6 Enclosure 6. Reserve apparatus shall be maintained in the same state of readiness as frontline apparatus. Reserve apparatus shall be the same type as the primary apparatus providing the same capabilities and function.

n. Administrative and Support Vehicles. Administrative and support vehicles shall be provided in sufficient numbers to support the departments administrative and fire prevention staff. The following outlines the minimum levels of vehicles to support each function.

(1) Management (Fire Chief & Deputy Fire Chief) 1 Authorized Vehicle

(2) Operations (Assistant Chief) 1 Authorized Vehicle

(3) Training and Fire Prevention 1 Authorized Vehicle for every two (2) full time employees (FTE)

(4) Where a Fire Chief and Deputy Fire Chief are in two separate and remote locations an additional vehicle may be authorized.

(5) At Installations subject to inclement weather such as snow and ice, sport utility vehicles (SUVs) may be authorized.

(6) Large SUVs are authorized for support vehicles used for the purpose of mobile incident command posts.

o. DLA Apparatus Committee. A DLA Apparatus Committee is responsible for the design, development, and writing of the specifications for vehicles purchased for Defense Logistics Agency Fire and Emergency Services. During the course of vehicle construction, committee members oversees all aspects of the building phase of fire pumpers, aerials, specialized apparatus and medic units purchased for their respective fire department.

4. Fire Prevention and Public Education Program

a. General. Each installation shall establish and maintain an effective and planned fire prevention program. Fire prevention programs shall consist of continuing public fire education for all installation personnel, identification and elimination of fire hazards, enforcement of fire regulations, adequate fire protection for facilities and activities, promotion of fire prevention campaigns throughout the year, first aid firefighter training and "Point of Origin" investigations. The fire prevention program also requires the strong support of the Installation Commander and Site Director.

b. Standards. Fire prevention regulations shall comply with NFPA Codes 1 and 101 and Uniform Facility Criteria 3-600-01.

c. Public Fire Education. Public fire education programs shall be provided per DOD 6055.06 for all installation personnel and may be extended to surrounding jurisdictions. Educational programs shall focus on fire safe procedures, elimination of fire hazards, reporting of fires and other emergencies, first aid, and proper fire escape planning. Installations are authorized to expend funds for public fire education materials including nominal value giveaways IAW DODI 6055.06.

d. Fire Protection Plans Review. Qualified fire prevention personnel shall review and approve all plans and specifications for construction, repair and alterations to buildings and facilities. Where inspectors are required to provide more than local requirements review, training will be provided at the appropriate level.

e. Fire Prevention Inspections/Fire Risk Surveys. Qualified fire prevention personnel will manage the inspection program and inspect all target hazards. Fire prevention personnel will report and ensure prompt correction of fire hazards as part of the installation hazard abatement plan. Inspection frequency shall be based on fire and life hazards, occupancy classification, fire loading and importance of normal activity. All facilities shall be inspected at least annually with more frequent inspections authorized for higher hazard facilities. Additional inspections are authorized to ensure prompt correction of all life safety related deficiencies and all facility deficiencies in ordinary, special or extra hazard occupancies as defined in NFPA standards and UFC 3-600-01.

f. Fire Investigations. All fires on DLA installations will be investigated by qualified personnel. DLA fire prevention personnel will conduct initial "point of origin" investigations. Use of Federal, State, and Local investigators for fire investigations maybe required. Fires which may involve criminal activity shall be reported promptly to the DLA Office of the Inspector General (OIG), Investigations Division (ID). Fires involving loss of life, multiple serious injuries, property damage estimates exceeding \$100,000, failure of fire protection systems, fire bombings, fire sabotage of critical operations or incidents where an independent investigation is in the best interest of the DLA shall be reported immediately to DLA, Security and Emergency Services.

g. Permits. High fire hazard activities shall be regulated through a permit system. All precautions specified by the fire permit shall be employed to minimize the risk of high fire hazard activities. Each installation will be responsible for developing and managing their permit program in accordance with the DLA fire prevention program. Each program must include education to ensure maximum safety during high hazard operations.

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

i. Family Housing. A fire prevention orientation program shall be provided for all new housing occupants. Housing units shall be inspected when directed by the Installation Commander or Site Director.

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

k. Fire Warden Program. Each installation shall develop a Fire Warden program to help execute the fire prevention program IAW the DLA Fire Prevention Program Policy. Installation fire warden and alternate shall be appointed for each facility on the installations and designated in writing. Multiple fire wardens for larger facilities or facilities with complex interiors may be necessary. Fire wardens are responsible for the day-to-day fire prevention regulations within their designated building and facilities. The Fire Prevention staff will maintain a current list of all fire wardens and alternates on the installation. All fire wardens shall receive fire prevention training from the fire prevention staff at least annually and upon appointment to this position.

l. Authority Having Jurisdiction (AHJ). The AHJ is the official responsible for code interpretation and implementation. The term AHJ is used in two ways. The AHJ refers to the official(s) designated by the DLA Director, or the PLFA Commander to formally issue written interpretation(s) of the codes for the Agency. The AHJ for the Agency, as part of its code interpretation responsibilities, evaluates and makes the determinations on equivalencies, variances, and waivers. All decisions by the designated AHJ for the Agency must have the requisite finality and be binding for the Agency. Authority Having Jurisdiction in a more general sense, is the official designated to interpret and implement codes for a particular PLFA acting on behalf of Installation Support (DS), but who does not have authority to issue interpretations of code that are binding on a particular PLFA.

5. Fire Protection Engineering

a. Standards. Fire protection engineering criteria shall conform to National Fire Protection Association (NFPA) Standards, UFC 3-600-01. The Factory Mutual Loss Prevention Data Sheets, International Building Code and fire protection criteria from DOD and Headquarters DLA (DS-I), also provides specific fire protection guidance.

b. Surveys. Qualified Fire Protection Engineers (as defined in UFC 3-600-01) shall survey installations on a five year cycle. Surveys should be conducted in-house by qualified personnel. The DLA Fire Protection Engineer is the recommended source for conducting surveys. Fire protection surveys provide a highly technical review of the life safety features, fire protection systems, and physical features of facilities at the installation. Fire Protection Engineering Survey Reports shall receive prompt attention and deficiencies should be corrected as soon as possible. Survey reports and activity corrective action plans shall be submitted to Headquarters DLA Installation Support within 60 days after receiving the survey.

c. Fire Protection Projects. Fire protection facility projects shall be submitted to the DLA Fire Protection Engineer in accordance with UFC 3-600-01 in order to correct deficiencies which exceed local approval authority. Projects that are driven entirely by fire protection requirements; that use new fire protection technologies; or that involve unique and complex fire protection designs shall be reviewed by the Headquarters DLA Fire Protection Engineer. The installation F&ES Department in conjunction with the installation engineers shall prepare appropriate project documentation for all fire protection facility projects.

d. Fire Protection Systems Maintenance. Maintenance of fire protection systems shall comply with UFC 3-601-02.

e. Residential Sprinklers. Automatic residential sprinklers are required for all new multi-family housing occupancies. Sprinklers are also required for all whole house renovations of existing multi-family housing projects. DLA requires the use of schedule 40 black steel piping on all sprinkler systems.

6. Reporting and Investigations

a. Fire and Emergency Incident Reporting. Fire and Emergency Services Incident Response Reports will be prepared and submitted in accordance with DODI 6055.06. Reports will be prepared using the National Fire Incident Reporting System (NFIRS) software or commercial software that meets the requirements for reporting. Incident reports must be submitted to the Naval Safety Center monthly. The Naval Safety Center is responsible for reporting DOD statistics to The Department of Homeland Security, National Fire Incident Reporting System.

b. Large Loss Initial Incident Reports. An initial report shall be made within 24 hours for all fires or related emergencies that cause damage of \$100,000 or more, are of unusual origin, or result in loss of life or serious injury to personnel. A "Situational Report" (SitRep) shall be sent to DLA in accordance with DLAI Situational Reporting. A copy of the incident report will be sent to DLA Security and Emergency Services within 24 hours of the incident. The DLA F&ES Program Manager will help provide direction for the execution of technical investigations of major fires (over \$100,000 in damage or loss of life) and forward a formal report of findings to the Director, DLA Installation Support, Director Security and Emergency Services and Site Director.

c. Fire Investigations. All fires shall be investigated by the F&ES department to determine probable origin and cause and to reveal lessons learned to support local fire prevention and protection improvements. Fires which may involve criminal activity shall be reported promptly to the DLA Office of the Inspector General (OIG), Investigation Division (ID). Fires involving loss of life, multiple serious injuries, property damage estimates exceeding \$100,000, failure of fire protection systems, fire bombings, fire sabotage of critical operations or incidents where an independent investigation is in the best interest of the DLA shall be reported immediately to the DLA Security and Emergency Services.

ENCLOSURE 4

SAMPLE - MUTUAL AID AGREEMENT

THIS AGREEMENT is made by and between the (DLA Installation), party of the first part, acting pursuant to the authority of Title 42 of the United States Code 1856a, and the (Municipality/State Agency/Federal Agency), party of the second part, (collectively as "Parties"). It shall serve as the agreement between the parties for mutual aid fire protection and emergency services.

WITNESSETH:

WHEREAS, each of the parties hereto provides, has or maintains Fire and Emergency Services to include equipment and personnel for use in response to emergencies involving facilities, structures, transportation equipment, hazardous materials, and both natural or man-made disasters (including acts of terrorism), and basic life support emergency medical services as appropriate and non-emergency requests through paid and/or volunteer companies within their jurisdictions and areas, inclusive of other military or defense establishments, protected by the (DLA Installation) Fire Department; and

WHEREAS, the (Municipality/State Agency/Federal Agency) has or maintains certain equipment and personnel which are capable of providing advanced life support emergency medical services and transportation to institutional medical facilities, through paid and/or volunteer services; and

WHEREAS, the (Municipality/State Agency/Federal Agency) and the (DLA Installation) provide Emergency and Rescue Services to include equipment and personnel for the mitigation and stabilization of emergency incidents through paid and/or volunteer companies within their jurisdiction and areas; and

WHEREAS, the parties hereto desire to define their cooperative arrangement for Fire and Emergency Services to augment the Fire and Emergency Services available in their respective jurisdictions and areas in the event of large fires or conflagration or disasters; and

WHEREAS, the lands or districts of the parties hereto are adjacent or contiguous so that mutual assistance in an emergency situation is deemed feasible, desirable, and beneficial for the parties to this agreement to render assistance to one another in accordance with these terms; and

WHEREAS, it is the policy of the (DLA Installation) and the (Municipality/State Agency/Federal Agency) to conclude such agreements whenever practicable;

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. For purposes of this agreement, the following definitions shall apply:

Advanced life support: the application of invasive and noninvasive medical procedures or the administration of medications that is authorized by the Office of Emergency Medical Services (EMS), or both, which can only be provided by an emergency medical technician; and/or state equivalent cardiac or an emergency medical technician; or paramedic certified as such by the Virginia Department of Health, Office of EMS.

Basic life support: the application of invasive and noninvasive medical procedures or administration of medications that is authorized by the Office of EMS which can be provided by any emergency medical technician or first responder certified as such by the Department of Health, Office of EMS.

Host jurisdiction: the party within whose political boundaries the emergency is located.

Incident commander: the senior officer of the fire and/or rescue department or company present at an emergency who has assumed incident management and control over the deployed forces.

Senior officer: the highest-ranking member of the fire and/or rescue department or company present.

2. Each party will provide firefighting and rescue apparatus, equipment and personnel at the following levels of service:

a. **(Municipality/State Agency/Federal Agency):** firefighting, basic life support, advanced life support, and transportation of patients to institutional health care facilities, commensurate with the scope of the emergency involved and to the extent of availability of its resources.

b. **(DLA Installation):** fire equipment response and (basic life support) commensurate with the scope of the emergency involved and to the extent of availability of its resources.

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

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

5. Whenever it is deemed advisable and/or necessary, by either the host jurisdiction or the senior officer of any such fire or rescue department actually present at the emergency incident to

request firefighting or rescue assistance under the terms of this agreement, that host jurisdiction or the senior officer present at the emergency incident is authorized to do so and will take following actions:

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

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

6. The Fire Chiefs of the respective fire departments will formulate detailed response plans, to include automatic dispatching of mutual aid resources on first alarms, where appropriate.

7. The rendering of assistance under the terms of this agreement is mandatory to the extent apparatus and personnel are available; however, the party receiving the request for assistance shall immediately inform the requesting service if assistance cannot be rendered.

8. The parties hereto waive all claims against every other party for compensation for any loss, damage, personal injury, or death occurring in consequence of the performance of this agreement including all claims against signatories to any other mutual aid agreements that may exist between each of the individual parties to this agreement and other jurisdictions when those signatories are performing activities at the request of one of the parties to this agreement.

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

10. The senior officer of the fire department of the requesting service shall assume full command of the incident. However, under procedures agreed to by the senior officers of the fire departments involved, a senior officer of the department furnishing the assistance may assume full command of the incident.

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

12. This agreement supersedes any and all mutual aid or other related agreements for fire and rescue service between the parties.

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

14. This Agreement does not obligate (DLA Installation) funds. All (DLA Installation) activities and obligations under this Agreement are subject to the availability of funds. No provision of this Agreement shall be interpreted to require the obligation of funds in violation of the Anti-Deficiency Act, 31 U.S. Code 1341.

III. TERMS OF AGREEMENT

This agreement becomes effective on the date of the last signature to the agreement and will remain in effect for a period of three (3) years from that date. Notification of the intention of either party to terminate the Agreement prior to that date will be in the form of a written submission to the other party at least 180 days in advance of the proposed date of termination.

WITNESS the following signatures:

| | |
|---|---------------|
| _____ Name of Corporate Officer at (DLA Installation) Title Office Location | _____ Date |
|---|---------------|

| | |
|---|---------------|
| _____ Name of Corporate Officer at (Municipality/State Agency/Federal Agency) Title Office Location | _____ Date |
|---|---------------|

(ADD ADDITIONAL SIGNATURES AS NECESSARY)

GLOSSARY

DEFINITIONS

Advanced Life Support (ALS) - Advanced Life Support is medical care provided by paramedics trained to assess a patient's condition, administer drugs, defibrillate, and provide advanced airway management prior to transportation to the hospital.

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

Air Force Civil Engineering Support Agency - AFCESA

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

Authority Having Jurisdiction - The organization, office, or individual responsible for approving equipment, materials, an installation, or a procedure.

Automatic Sprinkler System - A fire extinguishing system with pipes and automatically activated heads which distributes water or water based extinguishing agents over a fire area.

CerTest – CerTest is a DOD computer-based testing program designed to test, evaluate, and certify a student's knowledge of principles and procedures on various job-related subjects.

Cross Staffing - Utilizing the personnel from one staffed company to staff multiple companies.

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

Driver/Operator - Fire department personnel trained and certified in the proper checkout, maintenance and operation of fire department apparatus.

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

Emergency Medical Services - The portion of the emergency services program which provides rapid and quality care to people who are suffering from sudden injury or illness.

Emergency Medical Technician - The second level of fire department emergency medical service certification. The Emergency Medical Technician is trained in pre-hospital life support and patient transportation.

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

Emergency Response Personnel - Fire department personnel trained and responsible for performing hazardous firefighting and emergency service missions.

Emergency Vehicle Operators Course (EVOC) - A training course designed to provide the skills and knowledge necessary to properly and safely operate fire department apparatus and emergency response vehicles.

Engine Company - A compliment of emergency response personnel staffing a fire department pumper. The engine company's primary role during fire incidents is establishing a water supply and delivering water through hose lines to control the fires. A minimum of 4 personnel make up one company.

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

Fire and Emergency Services Department - The primary DLA organization responsible for providing fire protection and emergency services to the installation and surrounding jurisdictions.

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

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

Fire and Emergency Services Training Officer - The F&ES person assigned by the Fire Chief to manage the training program.

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

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

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

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

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

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

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

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

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

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

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

Fire Protection Specialists - Fire department personnel trained and responsible for one specific portion of the fire protection and emergency services program such as the public fire education program.

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

Fire Protection System Acceptance Testing - A fire prevention strategy involving the testing of newly installed or renovated fire protection systems to ensure the systems are operating properly.

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

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

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

Hazardous Materials Incident Response Team - Teams which are organized, trained and equipped to respond to Level 3 hazardous materials incidents and to utilize Level A Personnel Protective Equipment per Standard 471.

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

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

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

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

Installation Fire Management Plan - The installation's comprehensive plan to protect the base, mission, personnel, natural resources and wildlife from fires with emphasis on the wildland fire threats.

Installation Oil and Hazardous Substance Spill Contingency Plans - The installation's comprehensive response plans for oil and hazardous substances spills.

Interservice Support - Support provided by one DOD activity to a DOD activity including a Military Service, Defense Agency, Unified Combatant Command, Army Reserves, Navy Reserves, Air Force Reserves, Marine Corps Reserves, Air National Guard, or a Field Activity.

Interservice Support Agreement - An agreement with proper DLA approval to provide recurring support to another DOD or non-DOD Federal activity. Support agreements are recorded on a DD Form 1144, or a similar format (e.g., computer generated DD Form 1144). They define the support to be provided by one supplier to one or more receivers, specify the basis for calculating reimbursement charges (if any) for each service, establish the billing and reimbursement process, and specify other terms and conditions of the agreement.

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

Multi-family Housing - A residential building with more than two living units under one roof.

Mutual Aid Agreement - A formal agreement between surrounding jurisdictions and the installation to provide supplemental fire department assistance when requested by either the jurisdiction or the installation. See Appendices B and C for examples of mutual aid agreements.

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

Position Staffing Factor - The factor utilized to determine emergency response staffing requirements. The factor is based on a 72 hour work week and includes an adjustment for non-available time (annual leave, sick leave, other leave). Staffing factor is 2.72 per position authorized.

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

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

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

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

Residential Sprinkler System - An automatic sprinkler system designed for homes and living quarters which will provide early warning and suppression of residential fires.

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

Risk Analysis - A study of the elements which pose a hazardous situation to assess the probability and severity of an incident prior to devising a means of controlling the hazardous situation.

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

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

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

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