



**DEPARTMENT OF THE NAVY**  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 11320.23F CH-2  
N46  
28 May 2004

OPNAV INSTRUCTION 11320.23F CHANGE TRANSMITTAL 2

From: Chief of Naval Operations

Subj: SHORE ACTIVITIES FIRE PROTECTION AND EMERGENCY SERVICE  
PROGRAM

Encl: (1) Revised pages 3, 4, 5, 6, 9, 10, 12, 13, 14, 15, 20, 24, 28, 37 and 38

1. Purpose

a. To update responsibilities for the Navy-wide shore activities fire protection and emergency services program reflecting the establishment of Commander, Navy Installations on 1 October 2003.

b. To update or eliminate requirements for certain fire reports and to delete references to obsolete Area Fire Marshal positions.

2. Action. Remove pages 3, 4, 5, 6, 9, 10, 12, 13, 14, 15, 20, 24, 28, 37, 38, 39, 40 and 41 of enclosure (1) and replace with enclosure (1) of this change transmittal.

C. E. WEAVER  
By direction

Distribution:  
(Same as basic)

OPNAV INSTRUCTION 11320.23F

From: Chief of Naval Operations

Subj: SHORE ACTIVITIES FIRE PROTECTION AND EMERGENCY SERVICE  
PROGRAM

- Ref: (a) DoDI 6055.6 OF 10 Oct 2000, DoD Fire and Emergency Services Program (NOTAL)
- (b) National Fire Protection Association, National Fire Codes (NOTAL)
- (c) Unified Facilities Criteria 3-600-01 of 17 Apr 2003
- (d) DoD 6055.6-M Department of Defense Fire and Emergency Services Certification Program, Dec 95 (NOTAL)
- (e) DoDI 4000.19 Interservice, Interdepartmental, and Interagency Support of 9 Aug 95 (NOTAL)
- (f) International Fire Service Training Association (IFSTA) Training Manuals (NOTAL)
- (g) 29 CFR 1910.146 Permit-Required Confines Spaces (NOTAL)
- (h) Commission on Fire Accreditation International Fire and Emergency Services Self Assessment Manual (NOTAL)
- (i) 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response (NOTAL)
- (j) NATOPS U.S. Navy Aircraft Fire Fighting and Rescue Manual NAVAIR 00-80R-14 (NOTAL)
- (k) Uniform Building Code, International Conference of Building Officials (ICBO) Uniform Building Code (NOTAL)
- (l) NAVFAC MO-117 Maintenance of Fire Protection Systems (NOTAL)

Encl: (1) Shore Activities Fire Protection and Emergency Services Program Manual

1. Purpose

- a. Issue enclosure (1) which establishes policies, standards, guidance, and responsibilities for the Navy-wide Shore Activities fire Protection and Emergency Services Program.
- b. To implement reference (a) within the Navy.



**DEPARTMENT OF THE NAVY**  
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OPNAVINST 11320.23F CH-1  
N46  
25 April 2001

OPNAV INSTRUCTION 11320.23F CHANGE TRANSMITTAL 1

From: Chief of Naval Operations

Subj: SHORE ACTIVITIES FIRE PROTECTION AND EMERGENCY SERVICE  
PROGRAM

Encl: (1) Revised pages 1 and 5, 6, 13, 14 and 15 of enclosure (1)

1. Purpose. To update policy and responsibilities for the Navy-wide shore activities fire protection and emergency services program reflecting changes in DoD Instruction 6055.6 of 10 October 2001.

2. Action. Remove pages 1 and 5, 6, 13, 14 and 15 of enclosure (1) and replace with enclosure (1) of this change transmittal.

V. Z. FROMAN  
Rear Admiral, U.S. Navy  
Director, Ashore Readiness  
Division (N46)

Distribution:  
(Same as basic)

CH-1 of 25 April 2001

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22 February 2000

OPNAV INSTRUCTION 11320.23F

From: Chief of Naval Operations

Subj: SHORE ACTIVITIES FIRE PROTECTION AND EMERGENCY SERVICE PROGRAM

- Ref:
- (a) DoDI 6055.6 of 10 Oct 2000, DoD Fire and Emergency Services Program (NOTAL)
  - (b) National Fire Protection Association, National Fire Codes (NOTAL)
  - (c) Military Handbook 1008 Series Fire Protection for Facilities, Design Engineering and Construction (NOTAL)
  - (d) DoD 6055.6-M Department of Defense Fire and Emergency Services Certification Program, Dec 95 (NOTAL)
  - (e) DoDI 4000.19 Interservice, Interdepartmental, and Interagency Support of 9 Aug 95 (NOTAL)
  - (f) International Fire Service Training Association (IFSTA) Training Manuals (NOTAL)
  - (g) 29 CFR 1910.146 Permit-Required Confines Spaces (NOTAL)
  - (h) Commission of Fire Accreditation International Fire and Emergency Services Self Assessment Manual (NOTAL)
  - (i) 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response (NOTAL)
  - (j) NATOPS U.S. Navy Aircraft Fire Fighting and Rescue Manual NAVAIR 00-80R-14 (NOTAL)
  - (k) Uniform Building Code, International Conference of Building Officials (ICBO) Uniform Building Code (NOTAL)
  - (l) NAVFAC MO-117 Maintenance of Fire Protections Systems (NOTAL)

Encl: (1) Shore Activities Fire Protection and Emergency Services Program Manual

1. Purpose

a. Issue enclosure (1) which establishes policies, standards, guidance, and responsibilities for the Navy-wide Shore Activities fire Protection and Emergency Services Program. This instruction has been completely revised and should be reviewed in its entirety.

b. To implement reference (a) within the Navy.

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22 FEB 2000

2. Cancellation. OPNAVINST 11320.23E.

3. Discussion. The Navy Fire Protection and Emergency Services Program has changed focus substantially, from fire suppression alone to a comprehensive fire and emergency services program. The Fire Protection and Emergency Services Program is intended to prevent loss of life, injury to personnel, and damage to Government property resulting from fires and other emergencies. The program emphasizes prevention, education, and engineering to eliminate and minimize losses. The revised instruction incorporates current Navy fire and emergency services policy and provides guidance for operating Fire and Emergency Services Departments (here referred to as "Fire Department") within the Navy. The instruction provides broad policy and guidance and eliminates much of the detail and many of the prescriptive requirements of earlier versions.


4. Definitions. Appendix A contains definitions of terms relating to the Fire Protection and Emergency Services Program used in this instruction.

5. Scope. This instruction applies to all installations under the command of the Chief of Naval Operations (CNO). This instruction is applicable to the Naval Reserve.

6. Recommendations. Recommendations for changing this instruction are invited and should be forwarded to CNO (N46) via the appropriate chain of command.

7. Action. Commands will adhere to the criteria set forth in this instruction. Specific mandates from higher authority, e.g., the Secretary of Defense (SECDEF), or the Secretary of the Navy (SECNAV) to achieve specific objectives may temporarily supersede the provisions of this directive.

8. Reports. Chapter 7 and Appendix C reporting requirements are assigned symbol DD-A&T (AR) 1765 (11320) and are approved per SECNAVINST 5214.2B.



A. E. BROWN  
Rear Admiral, U. S. Navy  
Shore Installation Management  
Division

**Distribution:**

SNDL A5 (Chief of Naval Personnel)  
21A (Fleet Commanders in Chief)  
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## CHAPTER 1

### GENERAL INFORMATION

1-1. Fire Protection Policy. Each Navy region and installation shall establish and maintain a Fire Protection and Emergency Services Program incorporating the following elements:

- a. Fire prevention and public fire education
- b. Fire protection engineering
- c. Fire suppression
- d. Emergency response including emergency medical service, hazardous materials emergency response, disaster response, and specialized rescue response
- e. Fire protection systems maintenance
- f. Cost-effective use of fire protection resources

1-1.1 Base Realignment Closure (BRAC) Installations. Closed Navy installations assigned to caretaker status under the BRAC Act, which are not protected by a Federal fire department, are exempt from these instructions. The BRAC Program Coordination Office, Naval Facilities Engineering Command (NAVFACENGCOM) provides specific fire protection policy guidance for these installations.

1-2. Objectives. The Navy Fire Protection and Emergency Service Program's fundamental objectives are to prevent loss of life, injury to personnel, and damage to Government property resulting from fires and other emergencies and to provide cost-effective fire prevention, fire protection engineering, and emergency response services.

1-3. Standards and References. The Navy adopted the National Fire Protection Association's (NFPA) National Fire Codes (reference (b)), and Unified Facilities Criteria 3-600-01, (reference (c)), as minimum fire protection criteria.

1-4. Exceptions. CNO can approve exceptions to the policies in this instruction consistent with applicable laws and regulations. Exceptions to the fire department staffing requirements require the approval of Secretary of the Navy. All requests for exceptions shall be fully justified and include a current risk analysis. Forward requests for exceptions and supporting justification to Commander, Navy Installations (CNI).

1-5. Funding. Funds for labor, materials, equipment, and contracted services for fire and emergency services and fire protection engineering are normally allocated from Operations and Maintenance (O&M) appropriations. When justified and available, supplemental funding will be provided for life safety upgrades, protecting mission critical facilities, Fire Department training and equipment, training facilities, fire station upgrades, emergency medical services, hazardous materials emergency response programs, special studies, and initiatives.

1-6. Cost Reporting. The Fire Department Operating Cost Data Report has been superseded by the data calls associated with the annual POM /PR submission and Capabilities-based Budgeting process. Installations and regions are directed to submit accurate and timely data.

1-7. Responsibilities

a. CNO. CNO is directly responsible to SECNAV for organizing, administering, training, and ensuring the efficiency and readiness of all Navy programs. The Fire Protection and Emergency Services Program are included in these overall responsibilities.

b. Commander, Navy Installations (CNI). CNI will administer this program for the CNO and has authority and responsibility to develop detailed policy and implement direction for Navy-wide fire and emergency services (F&ES) functions assigned in reference (a). CNI will also ensure all F&ES and fire protection engineering functions are performed as required.

c. Regional Commander (RC). The primary mission of the RC is to provide base operating support and other services within their respective geographic area. RCs are responsible for establishing and maintaining an effective F&ES program at the region under their command.

d. Installation COs. Installation COs and Officers in Charge (OICs) of shore activities shall prepare local fire protection regulations and instructions implementing this instruction at their installation.

e. Regional or Installation Fire Chief. The Regional or Installation Fire Chief serves as the senior F&ES manager and technical representative to the RC or installation CO. The Fire Chief shall be certified as Fire Officer IV, Fire Instructor II, Fire Inspector II and HAZMAT Incident Command per reference (d). The Fire Chief is responsible for the direct management and organization of the fire department and should report to the RC or CO as a department head/program manager, and shall be the Authority Having Jurisdiction (AHJ) on matters pertaining thereto. Regional Fire Chiefs are members of the Navy F&ES Advisory Board, providing technical advice to CNI.

f. Fire Department. Navy fire departments shall be organized in accordance with NFPA 1201, "Recommendations for Developing Fire Protection Services for the Public", (reference (b), and staffed and equipped to meet the F&ES standards outlined in this instruction. Fire departments provide service to the installation and to the surrounding jurisdictions through mutual or automatic aid agreements. Core functions fire departments perform include: fire suppression, fire prevention, public fire safety education, fire service training, hazardous materials emergency response, rescue, and emergency response to natural and man-made disasters. Fire department personnel shall be properly trained and become certified in per reference (d).

1-8. Reserve Activities. Reserve Activity COs are responsible for establishing and maintaining an effective Fire Protection and Emergency Services Program at the activities and facilities under their command. Because outside forces generally provide emergency response services, the F&ES Program shall focus on fire prevention practices. Activity COs shall ensure emergency response agreements are in place with outside municipal, district, or government agencies to provide emergency response services.

1-9 Naval Facilities Engineering Command Fire Protection Engineers. The fire protection engineering staff provides fire department services to the Navy shore establishment worldwide. These services include but are not limited to design, consultation, engineering surveys; life safety, and building code analysis, construction management, and support. Other services include interpreting and enforcing design, construction, and maintenance criteria, as well as the National Fire Codes, the Life Safety Code, and the Uniform Building Code. In this capacity, COMNAVFACENGCOM's fire protection engineers are the authority having jurisdiction (AHJ) for the fire protection engineering matters related to design, construction, maintenance, and life safety.

1-10. Commander, Naval Safety Center. The Naval Safety Center is responsible for collecting, analyzing, and providing fire and emergency incident report data.

1-11. Host-Tenant Relationships

a. Adherence to the Navy installation's fire protection and emergency services standards is required for tenant commands aboard Navy installations. Navy tenants of other DoD installations will adhere to the host's fire and emergencies services standards and use this instruction as guidance in conjunction with the host's standards.

b. Fire protection and emergency response support is host tenant relationships are described in reference (e) and documentation in a Memorandum Of Understanding (MOU) for DON tenants and an Inter-Service Support Agreement (ISSA) for non-DON tenants. There is no requirement to document intraservice support (Navy host and Navy tenant) in an ISSA although the same guideline apply.

1-12. Action. Installations shall implement this instruction immediately.

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## CHAPTER 2

### FIRE PROTECTION AND EMERGENCY SERVICES MANAGEMENT

2-1. Requirements. The requirements herein are minimum requirements and should 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:

- a. Strategic importance and mission criticality of the installation to the overall Navy Mission
- b. Degree of fire and life safety hazards
- c. Value at risk (facilities, equipment, and contents)
- d. Extent of automatic protection provided
- e. Availability of outside support
- f. Emergency response requirements, including emergency medical services, hazardous materials response, specialized rescue, and disaster response (including acts of terrorism).

2-2. Classification. A Fire Protection and Emergency Services Program classification system shall be used to determine the protection level required at a Navy installation. The classification rating is based on the factors discussed in paragraph 2-1 and assigned by CNI.

a. Class A: The installation has high strategic importance and is critical to the Navy's military readiness. The property and equipment value is high and significant life safety hazards are present. Class A installations require a fire fighting and emergency services force, which meets the response criteria of reference (a).

(1) Class A-1: A fully staffed onsite, firefighting force is provided with partial or no credit allowed for mutual aid fire departments.

(2) Class A-2: Full credit is given to off-station firefighting, and emergency service forces. The installation has no organized Navy fire department.

b. Class B: The installation does not require an organized Fire Department because of its size, location, availability of outside forces, or reduced strategic importance. Class B installations may establish an on-site fire brigade where outside forces are not available.

(1) Class B-1: Fire, and emergency services are available from an outside source such as the local municipality.

(2) Class B-2: No Fire Department is available; total assumption of risk.

2.3. Emergency Response. Fire stations shall be strategically located to ensure primary response of fire apparatus to an announced structural fire and consists of two engines and a ladder company. A third engine company or Aircraft Rescue and Fire Fighting (ARFF) company may be dispatched to perform truck company work when an aerial ladder is not available. One- and two-engine company fire departments shall develop plans to include mutual aid response to meet these requirements. CNI may approve exceptions to this requirement when mutual aid is not available or does not compare favorably with DoD criteria.

2.4. Travel Time. The first arriving structural fire apparatus shall arrive within 5 minutes to 90 percent of all structural alarms, and remaining units shall arrive within 10 minutes to 90 percent of all alarms. Maximum travel times do not apply to specialized fire apparatus and hazardous materials emergency response vehicles.

2.5. Outside Assistance. The number of emergency response personnel, and equipment needed to any installation depends on the availability of equivalent firefighting forces available from outside sources. Credit for outside sources shall be permitted on a company-by-company basis when the outside sources compare favorably to the standards prescribed in this instruction. For Class A-1 installations, outside sources should not exceed one half of the total company requirements unless the activity is located within or adjacent to a large municipality.

2-6. Fire Department Staffing. Staffing standards for management and administration, fire prevention, and emergency response personnel are established in reference (a). Emergency response staffing standards are based on full-time career personnel working 72 hours per week on 24-hour shifts. The number of emergency response personnel authorized in each fire department is based on the number and types of emergency vehicles needed to meet fire flow and travel time standards. Intermittent emergency response personnel programs may be established to provide staffing and leave management. The number of fire prevention personnel authorized is based on an installation's size. The administrative and management authorizations are based on the Fire Department's size. On a case-by-case basis, CNI may approve cross staffing of aircraft rescue and fire fighting and other specialized vehicles from structural or Aircraft Rescue and Fire Fighting vehicles.



**2-7. Fire Department Emergency Response Personnel.** Fire department emergency response personnel positions are covered under Office of Personnel Management (OPM) Classification GS-081. Emergency response personnel are primarily responsible for performing hazardous fire suppression and emergency services missions and shall be certified for their positions in accordance with reference (d). Personnel shall not have physical disabilities or grooming habits which impede their ability to perform job-related duties. Emergency response personnel shall receive an annual physical examination as specified in NFPA 1582 "Standard on Medical Requirements for Fire Fighters" (reference [b]) and shall fully participate in the DoD Fire and Emergency Services Fitness/Wellness Program.

**2-8. Fire Department Fire Prevention Personnel.** Fire department fire prevention personnel positions are covered under Office of Personnel Management (OPM) Classification GS-081. Technically qualified personnel shall be provided to conduct fire protection inspections, manage the public education program, review installation construction plans and specifications, investigate fires, provide hazardous operations permits, provide fire protection training and conduct fire protection system acceptance tests. Fire prevention personnel shall become certified in accordance with reference (d) and may be utilized to support emergency response operations when appropriate emergency response qualifications are maintained.

**2-9. Fire Department Administrative, and Management Personnel.** Fire department administrative and management positions (excluding secretarial and clerical personnel) are covered under Office of Personnel Management (OPM) Classification GS-081. The installation fire chief provides the senior management of the fire department and is responsible for enforcing the fire protection program regulations and developing the fire department standard operating procedures. The installation fire chief should report directly to the appropriate PM or ACOS and installation commanding officer or their designated department head. Where authorized, the assistant fire chief of operations (shift supervisor) supervises the assigned emergency response shift and is assigned as the incident commander until relieved by the fire chief or deputy fire chief. The deputy fire chief or the assistant chief (operations, fire prevention or training) performs the duties of the fire chief in his or her absence. Where authorized, the assistant fire chief of prevention and the assistant fire chief of training manage the prevention and training programs, respectively.

**2-10. Fire Department Communications.** Installations shall provide and maintain around-the-clock capability to handle fire department communications. Communications operators shall be trained to use communications equipment, including telephone, radio, and alarm receiving systems. Operators must be trained to dispatch emergency apparatus and request other assistance as required. Dedicated GS-392 or equivalent communications specialists are required and shall be certified in accordance with NFPA 1061, "Standard for Professional Qualifications for Public Safety Telecommunications," (reference [b]).

Bilingual capability is required at overseas locations. Consolidating all emergency communications systems is recommended. The number of on duty communications operators required shall be in accordance with NPFA 1221, "Standard for the installation, Maintenance and Use of Public Fire Service Communications Systems", (reference (b)).

2-11. Fire Department Consolidation and Regionalization. Where two or more shore activities are contiguous or in close proximity, or within a 50-mile radius, individual fire departments shall be consolidated under the administrative and operational control of a single command. Regional fire department functions, for departments outside the 50-mile radius, can be consolidated if at least one of the following can be achieved, and the senior fire employee retains a reporting relationship with the installation CO:

- a. Routine emergency response of fire and emergency services apparatus between activities
- b. Significant cost savings documented by an in-depth cost analysis
- c. A more efficient or effective organization, increased production or level of protection, but without an increase in resources.
- d. Where consolidation is impractical, administrative and resource support functions such as budget, payroll, personnel, and central procurement of personal protective clothing, equipment, tools, appliances, and fire apparatus should be regionalized.

Where two or more government activities are in close proximity, consolidation via inter-agency agreement shall be pursued if items a, b, or c above can be affected. CNI shall review fire department consolidation and regionalization plans prior to implementation to ensure compliance with appropriate public laws and DOD regulations.

2-12. Fire Department Facilities. Fire stations shall provide a safe and healthy environment for personnel who occupy the facility on a 24-hour basis. Facilities shall be designed, and planned in accordance with MIL-HDBK- 1190 and MIL HDBK-1024/1. The Department of the Army Design Guide for Fire Stations and the Air Force fire Station facilities design guide provide additional guidance for fire station design.

2-13. Fire Department Vehicles and Support. Fire Department emergency vehicles shall be programmed and purchased via CNI. Support vehicles shall be provided for command and fire prevention personnel through the installation Public Works Transportation Department or the regional Public Works Center. Emergency vehicles are authorized to have appropriate emergency lights, warning devices, radios, and communications equipment installed.

Emergency vehicles shall be maintained on a scheduled basis and repairs completed promptly to ensure they are reliable and ready for service. Activity fire departments assigned an aerial ladder truck and three or more pumper companies shall replace the aerial ladder, and one pumper with a Quint ladder apparatus. CNI may approve exceptions to this requirement. Based on need, reserve apparatus shall be equipped and maintained in a ready status as backup to primary apparatus. The reserve apparatus may be used for training and readiness exercises. During emergencies, recalled off duty fire fighters or auxiliaries may place these apparatus in service and staff them. Fire departments shall not routinely operate or staff reserve apparatus as in-service units. In evaluating the need for a reserve pumper or pumpers (including ARFF vehicles), consideration shall be given to any reserve equipment that would be available on temporary loan from other naval activities in the area. The maximum authorizations for reserve apparatus are as follows:

- a. For 1-4 in service engine/ARFF companies, one reserve pumper/ARFF unit is authorized
- b. For 5-9 in service engine/ARFF companies, two reserve units are authorized
- c. For 10 or more in service engine/ARFF companies, three reserve units are authorized
- d. No reserve units are authorized for aerial ladders or other special category units unless approved by CNI.
- e. Reserve vehicle requirements for large consolidated fire departments will be determined on a case-by-case basis.

2-14. Automated Information Systems (AIS). AIS support is required for fire departments to maintain incident reports, personnel records, training records, equipment inventories, physical fitness tests and fire prevention inspection reports. The National Fire Incident Reporting System (NFIRS 5.0) requires preparing and transmitting reports via electronic media.

2-15. Technical Resources. Fire departments shall maintain a library of current directives, codes, publications, training materials, and orders to manage the fire protection and emergency services program. Training materials shall include the "International Fire Service Training Association" manuals (reference (h)) to support employee participation in the DoD Fire and Emergency Services Certification Career Development Courses.

2-16. Mutual and Automatic Aid Agreements. Fire Departments are encouraged to enter into mutual and automatic aid agreements with surrounding jurisdictions when it is in both parties' best interests. In the absence of formal mutual or automatic aid agreements, installation COs may give emergency assistance when such assistance is deemed to be in the best interest of the United States and the Navy. Regional and installation Fire Chiefs serve as the technical authority on mutual aid agreements and provide technical assistance to installation commanders.

2.17. Emergency Medical Services. Fire departments shall provide first responder emergency medical service at Navy installations. While Navy medical personnel remain the primary emergency medical services (EMS) providers, Navy Fire Departments shall supplement and reinforce the EMS system. Fire departments may provide ambulance services when it will increase the EMS system effectiveness and will not seriously compromise other fire protection and emergency service missions. On a case-by-case basis, CNI may approve cross staffing of ambulances from structural or airfield fire vehicles.

2.18. Hazardous Materials Emergency Response Services. Fire departments shall provide first responder hazardous materials emergency services in coordination with the Installation Oil/Chemical Spill Contingency Plans. Fire departments with three or more staffed companies may develop Hazardous Materials Incident Response Teams capable of Level 3 response in accordance with NFPA 471 "Recommended Practice for Responding to Hazardous Materials Incidents" (reference (b)). Fire departments with less than three staffed companies may develop Hazardous Materials Incident Response Teams when trained personnel are provided from other installation departments or through regional mutual aid organizations.

2-19. Specialized Rescue Services. Fire departments shall provide specialized rescue services (water rescue, dive rescue, heavy rescue, confined space rescue) when hazards at the installation require these capabilities. Confined space rescue requirements shall be in accordance with 29 CFR 1910.146 "Permit-Required Confined Spaces" (reference (f)).

2-20. Fire Department Recognition. Fire departments are encouraged to acknowledge, and reward outstanding personnel, heroic actions, and innovative programs. Fire departments are requested to participate in the annual Department of Defense (DOD) Fire, and Emergency Services Awards Program and the Operation Life Safety Program.

2-21. Fire Department Occupational Health and Safety Program. Fire departments shall provide an Occupational Health and Safety program. The program shall be in accordance with NFPA 1500, "Standard on Fire Department Occupational Safety and Health Program" (reference (b)), and shall include infectious disease control programs, medical requirements, and examinations, training, and physical fitness programs.

2-22. DOD Fire Department Accreditation Program. CNI administers and maintains the fire department self-assessment and accreditation program for all DoD fire departments as established in reference (a).

2-23. Fire Department Self Assessment. Installation fire departments shall complete the Commission on Fire Accreditation International (CFAI) self-assessment using "Commission on Fire Accreditation International Fire & Emergency Services Self-Assessment Manual", reference (h).

2-24. Fire Department Accreditation. Fire departments shall complete the Commission on Fire Accreditation International Self-Assessment process and obtain and maintain accreditation per established accreditation policies as required in reference (a).

2-25. Fire Department Peer Assessment. CNI shall coordinate fire department peer assessments with the CFAI, validate peer assessment and annual self assessment status reports, review the Fire Department's progress in maintaining accreditation status, training and compliance with references (a) and (d).

CHAPTER 3  
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FIRE DEPARTMENT TRAINING

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## CHAPTER 3

### FIRE DEPARTMENT TRAINING

3-1. General. Fire department training shall ensure that all personnel maintain proficiency and can operate safely and effectively. Training programs will be developed and implemented in accordance with the National Fire Codes (reference [b]) and DoD Fire and Emergency Services Certification Program, reference (d). Proficiency training shall be conducted on a recurring basis to maintain operational efficiency.

3-2 Fire Fighter Training. The International Fire Service Training Association (IFSTA) manuals (reference [h]), and DoD Fire and Emergency Services Certification System materials shall be used for basic fire fighter training. Local and regional fire school training shall supplement fire fighter training and provide advanced-level training.

3-3. Fire Prevention Training. The NFPA 101 "Life Safety Code" (reference [b]) training shall be used for basic fire prevention training. Additional training is recommended for public fire education, fire investigation, fire protection plan review, and fire protection system acceptance testing and maintenance.

3-4. Administrative, and Management Training. Executive level and personnel management training is required for chief officers. The DoD Fire Academy and the National Fire Academy are two training resources. Incident Command System training is required for all assistant fire chiefs of operations, deputy fire chiefs, and fire chiefs. Chief officers are encouraged to participate in the National Fire Academy's Executive Fire Officer Program and to obtain fire service college degrees or related college degrees.

3-5. Professional Certification. All fire department personnel (GS-081 Series, military, contractor, and foreign national) shall participate in the DoD Fire and Emergency Services Certification Program. Reciprocity for State and local training is encouraged (reference [d]).

3-6. Emergency Medical Training. All fire department personnel (GS-081 Series, Military, Contractor, Foreign National) shall be trained in and certified at the Department of Transportation First Responder level or to an equivalent level of emergency medical training. Full-time emergency response personnel (company officers and firefighters) shall be trained at the Emergency Medical Technician level.

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3-7. Hazardous Materials Emergency Response Training. All emergency response personnel shall be trained in and certified at the Operations level in accordance with NFPA 472, "Standard for Professional Competence of Responders to Hazardous Materials Incidents" (reference [b]) and 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response (reference [i]). Fire Departments that operate hazardous materials incident response teams shall have an appropriate number of trained personnel at the Technician and Incident Commander levels to provide Level 3 response per NFPA 471, "Recommended Practice for Responding to Hazardous Materials Incidents" (reference [b]). Hazardous materials response teams shall be equipped with Level A personal protective equipment.

3-8. Specialized Rescue Training. Fire departments that provide specialized rescue capabilities (water rescue, dive rescue, heavy rescue, confined space rescue) shall ensure that personnel are trained for their rescue mission.

3-9. Driver Operator Training. Drivers/operators shall be trained to operate fire department vehicles and shall become certified in accordance with reference (d). Drivers/operators shall complete an Emergency Vehicle Operator's Course (EVOC) before operating emergency vehicles.

3-10. Training Facilities. Fire training facilities shall be provided to each installation fire department to provide realistic proficiency training. Combining training facilities for adjoining DoD installations and using regional training facilities may be considered as long as Navy fire department training needs are met. Facilities that conduct live fire training shall meet the requirements of NFPA 1403, "Standard on Live Fire Training Evolutions in Structures" (reference [b]).

3-11. Administration. The fire chief is responsible for administering the training program. The fire chief may appoint a senior officer as the training officer who is responsible for managing and conducting the training program in departments operating less than three companies. The fire department training officer is recommended for appointment as the fire department safety officer.

3-12. Training Records. The fire department shall maintain individual training records for all fire and emergency response training that department personnel receive.



CHAPTER 4  
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FIRE DEPARTMENT OPERATIONS

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## CHAPTER 4

### FIRE DEPARTMENT OPERATIONS

4-1. Structural Fire Response. Ensure the initial response of primary fire apparatus to an announced structural fire consists of two engine companies and a ladder company. A third engine company or Aircraft Rescue Fire Fighting (ARFF) company may be dispatched to perform truck company work when a ladder company is not available. Fire departments shall develop plans to include mutual aid response to meet these requirements.

a. CNI is authorized to waive the structural fire response requirements at small, remote installations where mutual aid does not compare favorably with Navy requirements.

b. Fire departments with water tower-equipped engine companies shall establish flexible response procedures to utilize the water-tower equipped engines as either an engine or a ladder company.

4-2. Aircraft Rescue Fire Fighting Response. Reference (j), NAVAIR 00-80R-14 "U.S. Navy Aircraft Firefighting and Rescue Manual," provides Navy policy for aircraft rescue firefighting operations supporting Navy aircraft. ARFF companies shall be dispatched on a first alarm assignment to deliver the required fire flow to all aircraft incidents. Structural fire companies shall be dispatched on announced aircraft emergencies to support ARFF operations.

4-3. Hazardous Materials Emergency Response. Fire department initial response to hazardous materials emergencies shall be in accordance with the Installation Oil/Chemical Spill Contingency Plan. All fire departments shall be able to recognize hazards, isolate areas, evacuate personnel, identify substances and establish incident command. Hazardous materials incident response teams shall have the capability of Level A entry for rescue, material identification, control, containment and mitigation. Fire departments shall not be responsible for hazardous materials cleanup and disposal.

4-4. Emergency Medical and Rescue Response. Fire departments shall be prepared and equipped to respond to medical and rescue emergencies and promptly extricate and treat victims. Medical emergencies shall be handled in accordance with appropriate emergency medical protocols.

4-5. Wild Land Fire Response. Fire department response to wild land fires shall be in accordance with the installation fire bill. The fire department response shall ensure, to the greatest extent possible, that the wild land fire does not leave the installation boundaries.

4-6. Disaster Response. Fire department response to natural or manmade disasters shall be in accordance with Installation Disaster Response Plans. The response plans shall be coordinated with surrounding jurisdictions and shall be tested at least annually.

4-7. Incident Command Systems. Incident Command procedures to deal with emergencies shall be developed and used for all emergency incidents in accordance with NFPA 1561 "Fire Department Incident Management System" (reference [b]).

4-8. Fire Protection Communications. Communications and dispatch systems are the important link in the emergency operations and shall comply with NFPA 1221, "Standard for the Installation, Maintenance, and Use of Public Fire Service Communications Systems" (reference [b]). Communication centers shall include redundant two-way radio capability on multiple frequencies, direct communications lines with other emergency response organizations, central fire alarm receiver, voice recorder, public address, paging capabilities and emergency power.

4-9. Fire Department Standard Operating Procedures, and Pre-incident Plans. Standard operating procedures shall be developed to improve operational performance by providing uniform practices, establishing responsibility, and enhancing accountability. Preincident plans shall be developed for all target hazards to ensure emergency response procedures are conducted as safely, effectively, and efficiently as possible.

4-10. Personal Protective Equipment and Clothing. All emergency response personnel shall be provided with protective equipment and clothing to protect them from firefighting, rescue, and hazardous materials exposure hazards. Personal protective equipment and clothing shall comply with NFPA Standards (reference [b]). All personnel involved in firefighting and emergency operations shall use a self-contained breathing apparatus and all components of their firefighting or hazardous materials response protective ensemble.

4-11. Fire Department Uniforms. Fire department personnel (GS-081 Series, military, contractor, foreign national) shall wear uniforms that provide a professional appearance and do not interfere with emergency operations. Personnel shall not wear uniforms that are unsafe because of poor thermal stability or poor flame-resistant characteristics. Uniforms may consist of 100 percent natural fibers, blends which are principally natural fibers, or flame resistant uniforms meeting NFPA 1975, "Standard on Station Work Uniforms for Fire Fighters" (reference [b]).

CHAPTER 5  
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FIRE PREVENTION PROGRAM

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## CHAPTER 5

### FIRE PREVENTION PROGRAM

5-1. General. Each region and 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, identifying and eliminating fire hazards, enforcing fire regulations, providing adequate fire protection for facilities and activities, promoting fire prevention campaigns throughout the year, and conducting first aid fire fighting training and fire investigations. The fire prevention program also requires the activity Commanding Officer's strong support.

5-2. Standards. Fire prevention regulations shall comply with NFPA 1, "Standard Fire Prevention Code" (reference [b]) and the MIL-HDBK-1008 Series (reference [c]).

5-3. Public Fire Education. Public fire education programs shall be provided for all installation personnel and may be extended to surrounding jurisdictions. Educational programs shall focus on following fire safe procedures, eliminating fire hazards, reporting fires and other emergencies, first aid firefighting, planning proper fire escape, and inspecting carbon monoxide and smoke detectors. Installations are authorized to expend funds for public fire education materials including nominal value give-aways.

5-4. Fire Protection Plan Review. Qualified fire prevention personnel shall review and approve all plans and specifications to alter, construct and repair buildings and facilities.

5-5. Fire Prevention Inspections. Qualified fire prevention personnel shall manage the inspection program and inspect all Target Hazards. Fire prevention personnel shall 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 semiannually, with more frequent inspections authorized for higher hazard facilities. Additional inspections are authorized to ensure prompt correction of life hazards and facilities deficiencies.

5-6. Permits. High fire hazard activities shall be regulated through a permit system. All precautions the fire permit specifies shall be employed to minimize the risk of high fire hazard activities.

5-7. Public Assembly Facilities. Public assembly facility managers shall be trained in proper fire prevention responsibilities because of 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.

5-8. Family Housing. A fire prevention orientation program shall be provided for all new housing occupants. Housing units may be inspected when requested by the occupants, during changes in occupancy, or when directed by the installation CO. Inspections shall include fossil fuel fired heating systems and operational readiness of carbon monoxide detectors.

5-9. Contractor Operations. Fire prevention personnel shall attend pre-construction meeting to coordinate fire prevention requirements with the installation contractors. Fire prevention personnel shall monitor all construction projects, repair and maintenance work, and service contract work. Unsafe conditions shall be reported promptly to the contracting officer.

5-10. Installation Fire Warden Program. Each installation department shall designate a fire warden to help execute the fire prevention program. The fire warden may appoint additional fire wardens for designated buildings and facilities. Fire wardens are responsible for the day-to-day fire prevention regulations within their designated buildings and facilities. The fire warden shall inform the fire chief in writing of additional personnel assigned as a fire warden. All fire wardens shall receive fire prevention training from the fire prevention staff.

5-11. Fire Investigations. All fires shall be investigated by the fire department, per reference (b), NFPA 921, "Guide for Fire and Explosion Investigations," to determine probable origin and cause and to reveal lessons learned to support local fire protection improvements. Fires exceeding the local investigation thresholds shall be reported promptly through the chain of command. Fire investigations shall be conducted in accordance with Chapter 7 of this instruction. Fires that may involve criminal activity shall be reported promptly to the Naval Criminal Investigative Service.

CHAPTER 6  
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FIRE PROTECTION ENGINEERING

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## CHAPTER 6

### FIRE PROTECTION ENGINEERING

- 6-1. **Standards**. Fire protection engineering criteria shall conform to the National Fire Codes (reference [b]) and MIL-HDBK-1008 Series (reference [c]). The Factory Mutual Loss Prevention Data Sheets, International Congress of Building Officials (ICBO) Uniform Building Code (reference k[])] and fire protection criteria from DoD and COMNAVFACENGCOM also provide specific fire protection guidance.
- 6-2. **Surveys**. NAVFACENGCOM Fire Protection Engineers shall survey installations every 5 years. 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 shall be corrected as soon as possible. Survey reports and activity corrective action plans shall be submitted to NAVFACENGCOM (Chief Engineering [CHENG] office) within 60 days after receiving the survey.
- 6-3. **Fire Protection Projects**. Fire protection facility projects shall be submitted to NAVFACENGCOM (CHENG) in accordance with reference (c) to correct deficiencies that exceed local approval authority. The fire department and public works department shall prepare project documentation and a validation form for all fire protection facility projects.
- 6-4. **Fire Protection Systems Maintenance**. Fire protection systems maintenance shall comply with the National Fire Codes (reference [b]) and NAVFAC MO-117 (reference [1]).
- 6-5. **Residential Sprinklers**. Automatic sprinklers are required for new multifamily housing (in accordance with NAVFACENGCOM Planning and Design Policy Statement 96-02), Bachelor Enlisted Quarters (BEQ), Bachelor Officers Quarters (BOQ), dormitories, and lodges in accordance with (reference [c]) .
- 6-6. **Halon Fire Extinguishing Systems**. Halons 1301 and 1211 fixed fire-extinguishing systems and fire extinguishers (except flight-line extinguishers) shall be removed and the Halon captured for the DOD Ozone Depleting Substances bank. Fixed Halon systems shall be replaced with wet-pipe or pre-action sprinkler systems.



CHAPTER 7  
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REPORTING AND INVESTIGATIONS

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## CHAPTER 7

### REPORTING AND INVESTIGATIONS

7-1. Fire and Emergency Incident Response Reporting. Prepare and submit Fire and Emergency Incident Response Reports for all fire and emergency incident responses within 14 days of the incident. Prepare reports using the National Fire Incident Reporting System (NFIRS) Version 5.0 software, and submit to the U.S. Fire Administration via modem or diskette. For installations where outside forces provide emergency response services, a copy of the outside agency's incident response report will satisfy the reporting requirement.

7-2. Initial Fire Incident Reports. Prepare an initial message report within 24 hours for all fires or related emergencies that cause damage of \$1 million or more, are of unusual origin, or result in loss of life or serious injury to personnel. The initial Fire Incident Report format is included in Appendix B.

7-3. Fire Investigations. Immediately report fires involving loss of life, multiple serious injuries, property damage estimates exceeding \$1 million, fire protection systems failure, fire bombings, fire sabotage or critical operations or incidents where an independent investigation is in the best interest of the Navy to CNI via the chain of command. Where deemed appropriate by the regional fire chief or CNI, the fire will be investigated and a report prepared by the investigating official. Investigations by CNI are also authorized for incidents where expert cause and determination is required as a basis for criminal investigation.

## APPENDIX A

### DEFINITIONS

Aerial Ladder - A fire fighting 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.

Aircraft Rescue Fire Fighting (ARFF) Vehicles - The primary fire fighting and rescue vehicle used for providing fire suppression and rescue to aircraft incidents.

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

Authority Having Jurisdiction (AHJ) - The "authority having jurisdiction" is the organization, office, or individual responsible for approving equipment, an installation, or a procedure.

Automatic Aid Agreement - A formal agreement between surrounding jurisdictions and the installation to provide fire department services as a component of the jurisdiction's or an installation's initial response.

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

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

Disaster Response - The portion of the emergency services program that deals with controlling and mitigating unforeseen incidents, which exceed the affected installation's or jurisdiction's normal capabilities.

Drivers/Operators - Fire department personnel trained and certified in 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, that provides for rapid and quality care to people suffering from sudden injury or illness.

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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 fire fighting and emergency service missions.

Emergency Vehicle Operators Course - A training course that provides the skills and knowledge necessary to properly and safely operate fire department apparatus and emergency response vehicles.

Engine Company - A complement 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 fire.

First Aid Fire Fighting - Initial fire suppression activities conducted by non-fire department personnel generally using portable fire extinguishers.

First Alarm Assignment - The initial fire department response to an incident.

Fire, and Emergency 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 Brigade - An organization consisting of installation personnel cross-trained, organized and equipped in accordance with 29 CFR 1910 and NFPA 600, "Standard on Industrial Fire Brigades" to provide fire fighting and fire prevention activities within the installation.

Fire Department - The primary Navy organization responsible for providing fire protection, fire prevention, and emergency services to the installation and surrounding jurisdiction.

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

**Fire Department Safety Officer** - The fire department person assigned by the fire chief to manage the fire 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 Department Training Officer** - The fire department person assigned by the fire chief to manage the training program. In larger fire departments, the assistant fire chief is assigned as the training officer.

**Fire Extinguishing System** - A fire protection system that 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 possessing large fire loss potential.

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

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

**Fire Permit** - An official document issued by the fire department that allows for the use, handling, storage, occupancy or control of specific hazardous operations or conditions.

**Fire Prevention** - The portion of the fire protection program aimed at preventing the outbreak of fire through education, inspection, enforcement, and investigation.

**Fire Prevention Inspections** - Periodic inspections by properly trained and qualified fire protection specialists to identify and initiate corrective measures to eliminate unsafe fire conditions.

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

**Fire Prevention Personnel** - Fire 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.

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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, spread, detection, 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 to control 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 systems are operating properly.

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

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

First Responder - The first level of fire department emergency medical service certification. The first responder is trained in evaluating and treating patients with serious injuries or illnesses and is competent in using emergency medical equipment and supplies.

Flexible Response - A fire department response methodology using water tower equipped pumpers as either an engine company or a truck company.

Halon - A fire extinguishing agent that uses fluorine, chlorine, bromine or iodine based hydrocarbons to interfere with the combustion process. Halon has been identified as an ozone depleting substance, and is being phased out of use.

Hazardous Materials Emergency Response - The portion of the fire and emergency services program dealing with the control and mitigation of spills and releases involving hazardous materials or substance.

Hazardous Materials Incident Response Team - Teams that are organized, trained, and equipped to respond to Level 3 hazardous materials incidents and to use Level A Personal Protective Equipment per NFPA 471.

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

Incident - An occurrence or event, either man-made or natural, requiring 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 responsible managing 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 that is designed to prevent infection from occurring in both patients and emergency care providers.

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

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

Installation Hazard Abatement Plan - An installation's systematic priority program to correct or reduce hazardous conditions in accordance with DoDI 6055.1 of 12 August 1998 (NOTAL).

Installation Oil and Hazardous Substance Spill Contingency Plans - An installation's comprehensive response plans to oil and hazardous substances spills as required by 40 CFR Part 300.

Intermittent Emergency Response Personnel - On-call fire department personnel trained and responsible for performing hazardous fire fighting and emergency service missions. Intermittent personnel may supplement the full-time emergency response staffing.

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Interservice Support Agreement - A formal agreement that defines recurring services provided by one supplier to one or more receivers and defines the basis for calculating reimbursement charges for the services.

Ladder Company - A complement of emergency response personnel staffing a fire department aerial ladder. The ladder company's roles during fire incidents include elevated access and rescue, elevated master streams, search and rescue, ventilation, utility control, salvage, and overhaul.

Mobile Training Laboratory - A self-contained mobile training facility for training emergency services personnel, confined space rescue, hazardous material handling, and to maintain proficiency in using self-contained breathing apparatus.

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

Mutual Aid - An arrangement with neighboring jurisdictions that contemplates joint response of designated emergency services apparatus and personnel on a predetermined running assignment basis.

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.

National Fire Codes - Annual compilations of the Codes, Standards, Recommended Practices, and Guides prepared by Technical Committees organized under National Fire Protection Association sponsorship, which have been judged suitable for legal adoption, enforcement, and are generally referred to as good engineering practices.

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

Ozone Depleting Substances - Substances that can destroy the stratospheric ozone layer and thus increase the amount of ultraviolet light reaching the earth's surface. DoD and the Environmental Protection Agency strictly regulate the use of Ozone Depleting Substances.

Personal Protective Equipment and Clothing - Protective equipment and clothing that meets the applicable NFPA requirements and are suitable for the tasks that emergency services personnel are expected to perform.



Position Staffing Factor - The factor utilized to determine emergency response staffing requirements. The factor is based on a 24-hour fire department shift, a 72-hour work week and includes an adjustment for non-available time (annual leave, sick leave, other leave).

Pre-Incident Plans - Fire department plans for fighting a fire in a target hazard.

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

Pumper - A fire emergency response vehicle equipped with a permanently mounted fire pump, water tank, and hose body that meet or exceed NFPA 1901, "Standard for Automotive Fire Apparatus."

Quint Ladder - A fire emergency response vehicle equipped with a pump, water tank, hose, a mechanically operated ladder and turntable, a compliment of portable ground ladders and various rescue, ventilation, salvage, and overhaul tools that meet or exceed NFPA 1901, "Standard for Automotive Fire Apparatus."

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 to provide early warning and suppression of residential fires.

Response Time - The time required by the fire department to respond to an incident starting when the fire department is dispatched to the incident and ending when the emergency vehicles arrive at the incident location.

Risk Analysis - A study of elements posing 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 - A breathing air system that allows emergency services personnel to enter hazardous or oxygen deficient atmospheres.

Specialized Rescue Response - The portion of the emergency services program that 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.

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

Travel time - The portion of response time that responding companies use to drive to the scene of the emergency. Travel time begins when assigned fire companies begin to actually drive to the emergency.

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

Water Tower - A fire department pumper equipped with a hydraulically operated telescopic boom. The boom is equipped with a waterway and an extension ladder for emergency escape purposes.

OPNAVINST 11320.23F CH-2  
28 May 2004

APPENDIX B

INITIAL FIRE INCIDENT REPORT  
SAMPLE MESSAGE

Use this format to report (within 24 hours) all fires or related emergencies causing damage of \$1 million or more, are of unusual origin, or result in loss of life or serious injury to personnel. Where the requested information is not applicable or not relevant to the analysis of the fire, insert "not applicable."

(Precedence-Priority)

FROM: REPORTING INSTALLATION

TO: CNI WASHINGTON DC //00/01/COS/N9//

INFO: CHAIN OF COMMAND  
LANTNAVFACENGCOM NORFOLK VA//09BF//

UNCLAS //N05102//FOUO (Normally unclassified unless classified information must be included, then label accordingly.)

MSGID/GENADMIN/MSG ORIG/SER NUMBER/MONTH//

SUBJ/INITIAL FIRE INCIDENT REPORT (REPORT SYMBOL DD-11320-04)//

REF/A/DOC/CNO//

AMPN/OPNAVINST 11320.23F NAVY SHORE ACTIVITIES FIRE PROTECTION AND  
EMERGENCY SERVICES PROGRAM//

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

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

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

OPNAVINST 11320.23F CH-2  
28 May 2004

ALPHA:

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

BRAVO: FIRE RELATED INJURIES:

1. NAME/SSN/AGE/SEX: (If more than one person is injured, information in this section must be specific as to who is being described. Repeat items 1 through 3 for each individual.)
2. RANK AND DESIGNATOR, OR RATE AND NEC, OR JOB TITLE, SERIES AND GRADE:
3. FATALITY OR EXTENT OF INJURY/ILLNESS: (Specify fatality, percentage of body burned, degree of burns, fractures, smoke inhalation, etc.)

CHARLIE: MATERIAL PROPERTY DAMAGE

1. TYPE OF PROPERTY: (Structural, agricultural, automobile, ship, aircraft, etc.)
2. ESTIMATED COST TO REPAIR OR REPLACE DOD PROPERTY:
3. ESTIMATED COST TO REPAIR OR REPLACE NON-DOD PROPERTY:
4. FIRE EQUIPMENT DAMAGED: (Fire apparatus, support equipment, etc.)

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

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(3) No charges will be entered on this line when the water mains and branch lines are installed for the sole purpose of providing community services such as drinking water and sanitation.

d. Fire Alarm and Fire Detection System. Enter the cost of maintaining, repairing, and testing fire alarm, and detection systems.

e. Fire Watches. Enter the cost of maintaining fire watches by other than structural fire department personnel.

f. Fire Control Operations. Enter the cost of carrying out fire control operations, such as cutting, and maintaining fire breaks, controlled burning, etc.

g. Miscellaneous. Enter the cost of incidental expenses incurred in providing community fire protection, such as mutual aid assistance in fighting wild land fires and assistance to communities near Navy installations. Enter also the costs of incidental fire protection program expenses not covered in other groups.

6. Subtotal. Enter the sum of the totals from lines 5.a. through 5.g.

7. Total Operating Cost. Enter the sum of the totals from lines 4, 5, and 6 for total operating cost.

OPNAVINST 11320.23F  
22 Feb 2000

APPENDIX C

INITIAL FIRE INCIDENT REPORT  
SAMPLE MESSAGE

Use this format to report (within 24 hours) all fires or related emergencies causing damage of \$100,000 or more, are of unusual origin, or result in loss of life or serious injury to personnel. Where the requested information is not applicable or not relevant to the analysis of the fire, insert "not applicable."

(Precedence - Priority)

FROM: REPORTING INSTALLATION

TO: CHIEF OF NAVAL OPERATIONS//N46//  
COMNAVFACENCOM WASHINGTON, DC//(PW)F&ES/CHENG//  
COMNAVSAFECEN NORFOLK VA//40A/44//

INFO: CHAIN OF COMMAND  
LANTNAVFACENCOM NORFOLK VA//09BF//

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

MSGID/GENADMIN/MSG ORIG/SER NUMBER/MONTH//

SUBJ/INITIAL FIRE INCIDENT REPORT (REPORT SYMBOL DD-11320-04)//

REF/A/DOC/CNO//

AMPN/OPNAVINST 11320.23F NAVY SHORE ACTIVITIES FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM//

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

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

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

**ALPHA:**

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

**BRAVO: FIRE RELATED INJURIES:**

1. NAME/SSN/AGE/SEX: (If more than one person is injured, information in this section must be specific as to who is being described. Repeat items 1 through 3 for each individual.)
2. RANK AND DESIGNATOR, OR RATE AND NEC, OR JOB TITLE, SERIES AND GRADE:
3. FATALITY OR EXTENT OR INJURY/ILLNESS: (Specify fatality, percentage of body burned, degree of burns, fractures, smoke inhalation, etc.)

**CHARLIE: MATERIAL PROPERTY DAMAGE**

1. TYPE OF PROPERTY: (Structural, agricultural, automobile, ship, aircraft, etc.)
2. ESTIMATED COST TO REPAIR OR REPLACE DOD PROPERTY:
3. ESTIMATED COST TO REPAIR OR REPLACE NON-DOD PROPERTY:
4. FIRE EQUIPMENT DAMAGED: (fire apparatus, support equipment, etc.)

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