

OPNAVINST 11320.23G
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**NAVY FIRE AND
EMERGENCY
SERVICES PROGRAM**



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAV INSTRUCTION 11320.23G

From: Chief of Naval Operations

Subj: NAVY FIRE AND EMERGENCY SERVICES PROGRAM

Ref: See Appendix A

1. Purpose. To provide policy, guidance, structure, standardization and establish responsibilities for the provision of fire and emergency services (F&ES) at Navy installations. The delivery of F&ES on Navy installations is accomplished through an integrated system comprised of prevention, fire protection engineering (FPE), public education, emergency medical services (EMS), structural firefighting, aircraft rescue and firefighting (ARFF), shipboard firefighting, technical rescue, wildland firefighting, incident command, hazardous materials (HAZMAT) and chemical, biological, radiological, nuclear, and high-yield explosive (CBRNE) response. This instruction is a complete revision and must be reviewed in its entirety.

2. Cancellation. OPNAVINST 11320.23F.

3. Background. Reference (a) establishes the Department of Defense (DoD) F&ES Program and is implemented through reference (b). These instructions provide the overarching policy and guidance for the development, implementation, administration, and maintenance of the Navy F&ES Program.

4. Applicability

a. Navy operations, installations, facilities and or activities worldwide to include government-owned, contractor-operated locations.

b. Joint regions, joint bases and non-Navy installations where Navy F&ES is responsible for the delivery of F&ES.

c. All Navy personnel (active-duty and reserve), civilian, tenants, U.S. Government personnel, and contractors living and or working on Navy installations worldwide.

5. Exceptions

a. This instruction does not apply to combat operations or contingency bases (e.g., Navy ships, aircraft and vessels underway).

b. This instruction does not apply to U.S. Navy installations that were closed or realigned to another service component as a result of base realignment and closure.

6. Definitions and Acronyms. See appendix B.

7. Action. Commanding officers (COs), in coordination with their respective F&ES chiefs, shall ensure an F&ES program is maintained per this instruction.

8. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

9. Reports Control. National Fire Incident Reporting System (NFIRS) (Report Control Symbol DD-1320-01) as identified in chapter 1, paragraph 3m(16).



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CHAPTER 1
F&ES PROGRAM MANAGEMENT

1. General. This chapter outlines the overall Navy F&ES Program mission, objectives, guiding principles, organizational structure and defines the essential roles, responsibilities, and authority of program management personnel.

2. Policy

a. Objectives. The primary objective of the Navy F&ES Program is to minimize the loss of life, reduce property damage and the environmental impact caused by fires, medical emergencies, HAZMAT, natural and man-made disasters, including acts of terrorism. The program emphasizes prevention, education, and engineering to eliminate and minimize losses.

b. References. All COs shall utilize references (a) through (ao) when planning and implementing the requirements set forth in this instruction.

c. Deviations. All deviations shall be coordinated with the regional F&ES chief. The CNIC regional operations director (N3) has the authority to approve short-term deviations for less than 90 days. Temporary deviations, consistent with reference (a), lasting longer than 90 days but less than 365 days, are rare and by exception only. The authority to approve temporary deviations is held by Commander, Navy Installations Command (CNIC). Requests for long-term (beyond 365 days) deviations shall be forwarded through the regional chain to CNIC for consideration and evaluation. CNIC is the first line of authority for approval of all long-term deviations.

3. Mission and Guiding Principles

a. Responsibilities. The core responsibilities of Navy F&ES are to provide prevention, public education, EMS, structural firefighting, ARFF, shipboard firefighting, technical rescue, wildland firefighting, incident command, HAZMAT, and CBRNE response to protect the Navy's fleet, fighter, and family.

b. Navy F&ES Mission. Enhance DoD mission capability by protecting the U.S. homeland and critical bases of operation through risk management, education, and emergency response.

c. Navy F&ES Vision. Protecting those who defend America.

d. Navy F&ES Guiding Principles

(1) Use technology and continuous process improvement to eliminate cost inefficiencies.

(2) Maintain an organizational focus that is agile, flexible and adaptive.

(3) Maintain an organic all-hazards emergence response capability.

(4) Align with future installations, ships, and aviation assets.

(5) Acknowledge the benefits of regionalization.

(6) Ensure accountability for performance.

(7) Emphasize collaborative partnerships.

(8) Maintain a highly trained workforce.

(9) Assess, manage, and balance risk.

(10) Commit to diversity.

4. Organizational Structure

a. Structure. The Navy F&ES Program utilizes a three-tier organizational structure: regional, consolidated, and installation (includes geographically detached locations). Each Navy installation shall establish and maintain an effective and efficient F&ES program that incorporates fire and injury prevention, public education, and all-hazards response capabilities. In addition, supporting functions include responses for public service assistance, natural and man-made disasters, shipboard emergencies and special events in support of Navy commands, tenant commands, and mutual aid partners.

b. Architecture. Required F&ES capabilities may be organic, regionalized, consolidated, installation, or provided by Federal, State, local, host nation (HN), other services, or

private agencies and departments through appropriate support agreements. Support agreements include memorandum of understanding (MOU) and memorandum of agreement (MOA), mutual aid agreement (MAA), inter-Service support agreements (ISSA), or contracts.

c. Management. Navy F&ES shall be managed on a region-centric architecture with streamlined management and workforce structures, eliminating redundancies while capitalizing on standardization, workforce assignment, policies, flexibility and resource management. Navy F&ES programs shall be resourced to meet the operational requirements of the installation.

d. Consolidation. Where two or more shore F&ES activities are contiguous, in close proximity, or within a 50-mile radius, individual F&ES departments shall be consolidated under the administrative and operational control of a single command. Where the Navy is the supporting component under joint basing, joint region and joint base F&ES management staff shall be consolidated. Regional F&ES department functions, for departments outside the 50-mile radius, shall be considered for consolidation when approved by the regional F&ES chief and CNIC F&ES Program Office (N30). Benefits of F&ES consolidation may include:

(1) Routine emergency response of F&ES vehicles or management staff between activities.

(2) Cost savings or efficiencies are documented by cost analysis.

(3) A more effective organization, increased level of protection without an increase in resources.

e. Inter-agency Consolidation. Where two or more government activities are in close proximity, consolidation via inter-agency agreement should be pursued. CNIC N30 shall review F&ES department consolidation and regionalization plans prior to implementation.

5. Roles and Responsibilities

a. Chief of Naval Operations (CNO). Per reference (b), the CNO is directly responsible to SECNAV for organizing, administering, training, and ensuring the efficiency and readiness of the Navy F&ES Program.

b. CNIC. Through CNIC N30, CNIC develops policy and guidance for the Navy F&ES Program to protect Navy fleet, fighter, and families at Navy installations enterprise-wide. CNIC administers the Navy F&ES Program for the CNO and has authority and responsibility to develop and implement detailed policy for Navywide functions per reference (c). CNIC is charged with providing base operating services for F&ES on Navy installations. The CNIC Director of Navy F&ES serves as the senior authority for Office of the Chief of Naval Operations (OPNAV), Director, Shore Readiness (N46) and shall ensure all F&ES functions are executed as required. CNIC N30 shall:

(1) Exercise authority having jurisdiction for the Navy F&ES Program.

(2) Ensure the Navy F&ES Program enhances Navy mission capability by protecting installations, ships, and aircraft through preventative risk management, education, emergency response, and risk communication.

(3) Provide coordination with other echelon 2 commands.

(4) Serve as functional area representatives to Federal and private partners (e.g., Center for Public Safety Excellence, the National Association of State EMS Officials, the National Registry of EMTs, Federal Fire Working Group, The Federal Disaster Management Agency, the Federal Emergency Management Agency, the National Fire Protection Association (NFPA) standards committees; DoD Wildland and Urban Interface Fire Fighting Task Group; the International Fire Service Accreditation Congress, the National Professional Qualifications Standards Board; and the DoD Fire and Emergency Services Working Group.

(5) Develop, interpret and publish Navy F&ES Program policy and approve F&ES equivalencies based on the requirements

set forth in references (a) and (d), applicable guidelines and standards, and the input of other Navy programs and stakeholders.

(6) Interpret, revise, and establish organizational policies to meet evolving F&ES community standards (e.g., Naval Air Training and Operating Procedures Standardization, Bureau of Medicine and Surgery (BUMED), and emergency management (EM)).

(7) Assign the baseline Navy F&ES classification for each installation, remote, isolated or special area.

(8) Provide program administration and oversight regarding all functional areas within the F&ES program.

(9) Identify and prioritize required F&ES resources and capabilities following a risk-based strategy that includes, but is not limited to, threats, vulnerabilities, criticalities, operational requirements, mission profile factors, installation population, and historical call volume. CNIC shall use the mission profile validation process - fire (MPVP-F) to define F&ES requirements.

(10) Evaluate and approve variances for F&ES staffing.

(11) Establish enterprise-wide program budget summaries for F&ES programs and develop macro-resourcing guiding principles and models. Establish and maintain program models and an MPVP-F budget tool.

(12) Centrally manage all F&ES apparatus, ambulances, and command vehicle inventory objectives (IO) in conjunction with Naval Facilities Engineering Command (NAVFACENGCOM). Establish F&ES apparatus and ambulance standard specifications consistent with latest vehicle safety and industry standards. Execute the Navy Firefighting Vehicle Modernization Plan (FFVMP) including the centrally managed mobile live fire training device programs.

(13) Review Navy F&ES operations (inside and outside of the Safety Investigative Board process) for all F&ES incidents where proper performance of the F&ES department or incident command is in question, or a fire fatality, or significant

firefighter injury occur. The review shall include all associated documentation and may include an on-site visit to the region and or incident location.

(14) Conduct a program compliance assessment (PCA) and site visits to F&ES departments at least once every 5 years.

(15) Coordinate annual F&ES training conferences on a rotating basis with other services, and assist with Navy F&ES training sessions, workshops, and awards recognition programs.

(16) Serve as the DoD coordinator for the Commission on Fire Accreditation International and maintain the Self-Assessment and Accreditation Program for the Navy F&ES Program. Provide self-assessment, peer assessment, and peer assessor team leader training for all DoD components.

c. Naval Sea Systems Command (NAVSEASYS COM). Reference (e) defines the policy, responsibilities, and response structures for nuclear reactor and radiological accidents. For fires that threaten the reactor, propulsion plant, or associated radioactive material of U.S. nuclear-powered warships, the requirements and response structure of reference (e) also apply.

d. BUMED. In coordination with CNIC, BUMED shall:

(1) Provide medical direction and medical support per reference (f). EMS medical direction includes, but is not limited to, participation in the training of F&ES EMS care providers and the ongoing assessment, measurement, quality control and improvement of EMS performance. Medical support to F&ES programs includes the provision of medical supplies and consumables to support the installation EMS program.

(2) Responsible for providing EMS medical directors to the Navy F&ES EMS Program per references (f) and (g).

(3) Program for and provide medical consumables, pharmaceuticals, medical grade oxygen, sharps containers, and biohazardous waste disposal to F&ES departments per references (f) and (g).

(4) Provide direction and oversight in the development and implementation of clinical medical standards supporting the Navy F&ES Program.

(5) Provide occupational health exams and physicals to the Navy F&ES Program per reference (h).

e. NAVFACECOM. NAVFACECOM fire protection engineers provide FPE staff and support on a reimbursable basis to Navy shore establishments worldwide and serve as the authority having jurisdiction for all matters related to facility life safety, fire protection systems, and FPE. These services include, but are not limited to, design, consultation, engineering surveys, life safety, building code analysis, construction management, and support. Other services include interpreting and enforcing design, construction, and maintenance criteria, as well as the United Facilities Criteria (UFC), national fire, life safety, HN, and the uniform building codes. In this capacity, NAVFACECOM's FPE staff handles matters related to design, construction, maintenance, and life safety. In coordination CNIC, NAVFACECOM responsibilities include:

(1) Ensuring construction projects are designed and engineered to meet all required fire safety features following UFC standards.

(2) Utilizing the public works office (PWO) (or contractor operations service) to inspect, test, maintain, and document all fire detection, notification, suppression, reporting, and water distribution systems.

(3) Managing and procuring F&ES emergency response vehicles (e.g., engines, aerials, ARFF units and tankers) through NAVFACECOM base support vehicles and equipment (BSV&E), in coordination with CNIC N30.

(a) The IOs and procurement specifications for Navy F&ES emergency response vehicles are established by CNIC N30 to ensure a standard, uniform fleet of emergency response vehicles meeting the latest industry safety standards is available.

(b) Deviations from Navy F&ES vehicle standards are not authorized without approval from CNIC N30, CNIC transportation manager and NAVFACENGCOM headquarters (HQ) BSV&E product line manager.

(4) Managing non-firefighting emergency response vehicles (e.g., ambulances and command vehicles) through NAVFACENGCOM BSV&E under the Government Services Administration (GSA) Vehicle Lease Program. The policies for establishing IOs and requesting deviations for GSA leased vehicles are the same as purchased vehicles. When ambulances are replaced under the GSA Vehicle Lease Program, the most current established Navy F&ES specifications shall be used.

f. Regional Commanders. In coordination with regional F&ES chiefs, regional commanders shall:

(1) Report to CNIC for operational and administrative matters relating to the Navy F&ES Program and resourcing.

(2) Establish and manage a regional F&ES program, including the development of emergency response plans for normal activities and special event within their area of responsibility (AOR). Plans shall be reviewed and updated as required, but at a minimum annually.

(3) Evaluate the execution and effectiveness of the regional and installation F&ES program and emergency response plans within their region to ensure compliance with this instruction and higher HQ directives.

(4) Re-deploy F&ES personnel within the region as needed to assist with a crisis event.

g. Installation COs. In coordination with installation F&ES chiefs, installation COs shall:

(1) Report to the assigned region commander for all operational matters relating to F&ES.

(2) Establish and maintain an F&ES program that implements higher HQ guidance and plans. Command and installation F&ES plans shall include all applicable aspects of the F&ES framework, including prevention, FPE, public education,

EMS, structural firefighting, ARFF, shipboard firefighting, technical rescue, wildland firefighting, incident command, HAZMAT, and CBRNE response.

(3) Perform and coordinate all F&ES program requirements within the installation's AOR. Tenant activities are not authorized to establish separate F&ES programs (including any of the aforementioned aspects of the F&ES framework).

(4) Establish an installation F&ES program, including the development of comprehensive emergency response plans. Each plan shall be reviewed and updated as required, but at a minimum annually.

(5) Coordinate with their regional commander to ensure sufficient funding to meet F&ES program requirements.

h. Tenant Commands. Tenant commands located on a Navy installation shall adhere to Navy F&ES Program instructions, codes and directives within the host installation's AOR and not have separate F&ES programs (response, prevention, or management). Adherence to the Navy installation's F&ES policy is required for tenant commands aboard Navy installations. Navy tenants of other DoD installations shall adhere to the host's F&ES standards and use this instruction as guidance in conjunction with the host's standards.

(1) F&ES response support for host tenant relationships is described in reference (i) and documented in an MOU for Department of the Navy (DON) tenants and an ISSA for non-DON tenants.

(2) There is no requirement to document intraservice support (Navy host and Navy tenant) in an ISSA although the same guidelines apply, unless reimbursable support is provided.

i. Tenant COs. Tenant COs and officers in charge shall:

(1) Implement installation F&ES policies and procedures as directed.

(2) Report to the installation CO for all operational matters related to the Navy F&ES Program.

(3) Coordinate all Navy F&ES Program issues with the CO of the installation where they reside.

j. All Navy COs. All Navy COs have the responsibility to protect personnel, equipment, and facilities subject to their control. Based on guidance from higher HQ COs (regional and installation) shall establish and maintain required F&ES capabilities per this instruction. Nothing in this instruction or the Navy F&ES Program shall detract from, or conflict with, the inherent and specified authorities and responsibilities of COs.

(1) In the case a Navy activity CO is not physically located on a Navy installation and is not a tenant of an installation CO, report to the region commander for operational matters related to Navy F&ES Program.

(2) F&ES capabilities shall be properly organized, staffed, equipped, trained, exercised, evaluated, and sustained per CNIC and region guidance.

(3) F&ES chiefs and senior F&ES department officers must have direct access to COs.

k. Regional F&ES Chiefs. The regional F&ES chief functions as the senior F&ES officer and program manager serving as the subject matter expert within a region for all F&ES issues, developing policy, providing technical guidance, and determining resource allocation for the regional commander. The regional F&ES chief reports directly to the regional N3, ensuring alignment with CNIC standard organization guidance. Regional F&ES chiefs shall be General Schedule (GS)-0081 series and required to maintain certifications per reference (d). A regional F&ES chief shall have the following responsibilities:

(1) Plan, manage, implement, budget, and execute the F&ES program following guidelines and directives within their respective region.

(2) Ensure compliance with applicable laws, codes, and occupational health and safety programs.

- (3) Ensure compliance with Federal, State, and HN instructions, policies, and directives relating to the performance and execution of F&ES functions.
- (4) Coordinate and exercise administrative authority over installation F&ES chiefs.
- (5) Develop and maintain a strategic plan and standard of cover (SOC).
- (6) Determine (in coordination with CNIC N30) the level of F&ES provided to Navy installations when Navy organic F&ES responder resources are not readily available.
- (7) Review the F&ES operations and capabilities at each installation in their AOR annually.
- (8) Update regional staffing plan under CNIC N30 direction.
- (9) Develop standard operating procedures (SOP) and standard operating guidelines.
- (10) Establish cooperative relations and provide technical expertise to COs to ensure F&ES mission, vision, and expectations are defined and supported.
- (11) Facilitate the development, implementation, and periodic review of ISSAs, MAAs, MOUs, and MOAs with other HN, Federal, State and municipal agencies to promote efficiency and economy following established respective CNIC policy.
- (12) Monitor operational data and information including unscheduled overtime, vehicle outages, personnel injuries and lost work time. Maintain contact with region Manpower and Personnel (N1), Office of Workers' Compensation Programs (OWCP) with regard to tracking associated claims, in an effort to reduce OWCP cases.
- (13) Monitor and provide regional input to the FFVMP and manage F&ES vehicle fleet operational requirements to include inventories, maintain vehicle utilization replacement priorities, and request IOs as appropriate.

(14) Ensure F&ES personnel meet applicable certification requirements.

(15) Implement procedures to evaluate and improve all aspects of the F&ES program at all management levels, and actively pursue fire department accreditation per reference (a).

(16) Recommend and monitor F&ES station modernization and replacement projects through NAVFACENGCOCM.

(17) Serve as a member, and key principle of the Navy Fire and Emergency Services Advisory Board (F&ES AB) and or Navy F&ES working groups. Provide support to CNIC F&ES as requested.

(18) Serve as the Navy F&ES regional representative to professional organizations and agencies, as required.

(19) Serve as selecting official during recruitment of consolidated and installation F&ES chiefs.

(20) Serve as deciding official for adverse F&ES disciplinary actions.

(21) Actively seek, obtain, and maintain fire department accreditation.

1. Regional F&ES Staff. The regional F&ES program includes the regional F&ES chief with an appropriate staff to provide day-to-day management and oversight of regional F&ES programs. The regional F&ES staff ensures installation F&ES departments are organized, trained, and equipped to execute their respective missions. Regional F&ES staff size is determined by the number of Navy F&ES stations in a region; see staffing section of this instruction. When the size of the region does not establish the requirement for dedicated staff positions (e.g., EMS, F&ES prevention, training, health and safety, etc.) authorized F&ES installation personnel shall be assigned collateral duty and responsibility.

m. Installation F&ES Chiefs. An installation F&ES chief is assigned by the regional F&ES chief after coordination and concurrence with COs. The installation F&ES chief is administratively responsible to the regional F&ES chief and serves as the single F&ES authority with programmatic and

administrative oversight to one or more installations. The installation F&ES chief is operationally responsible and provides technical expertise to one or more COs. An installation F&ES chief shall have the following responsibilities:

- (1) Serve as the authority having jurisdiction on matters pertaining to F&ES operations within their organizational control.
- (2) Provide management and organizational oversight of the F&ES department.
- (3) Represent Navy F&ES on professional organizations and within agencies, when directed by the region or CO.
- (4) Implement mandated Federal, State, and HN instructions, policies, and directives relating to the performance and execution of F&ES functions.
- (5) Ensure F&ES departments develop and maintain a SOC, define and document their scope of services, and are staffed, equipped, trained and certified to meet the assigned mission.
- (6) Recommend F&ES facility modernization and replacement projects through PWO, regional F&ES chief and CNIC N30 channels.
- (7) Facilitate the development, implementation, and periodic review (all MAAs every 3 years and update all MAAs at least once every 10 years) of all ISSAs, MAAs, MOAs and MOUs with other Federal, State, local, HN, other services or private agencies and departments to promote efficiency and economy per established respective regional policy utilizing the CNIC-approved MAA template.
- (8) Develop operational risk management (ORM) plans to address reduced F&ES capability, daily staffing, and special fire hazards.
- (9) Develop SOPs and standard operating guidelines.
- (10) Execute the F&ES budget per regional directives.

(11) Develop business strategies to reduce or eliminate unscheduled overtime and manage operational risk in coordination with the regional F&ES chief.

(12) Monitor F&ES vehicle outages, overtime, personnel injuries and lost time.

(13) Ensure F&ES departments develop and deliver prevention and education programs for installation personnel and families on their fire and injury prevention responsibilities.

(14) Ensure all F&ES personnel are properly trained, qualified, and certified for their assigned missions based on the installation scope of services.

(15) Achieve and maintain F&ES department accreditation for their installations.

(16) Ensure all F&ES personnel complete emergency incident reports in the CNIC N30 designated information system (IS).

(17) Serve as the incident commander on emergency responses.

(18) Meet all certification requirements per reference (d).

(19) Participate in F&ES training sessions, workshops, and awards recognition programs.

n. F&ES Department

(1) Navy F&ES departments shall be organized, trained, staffed, and equipped to meet the scope of services, standards and requirements outlined in this instruction.

(2) All F&ES personnel shall participate in a wellness and fitness program consistent with their position description as established by the F&ES chief. Individuals not physically capable of performing essential job functions shall be referred to the appropriate medical authority for a fitness-for-duty evaluation per reference (j).

o. Active Duty. The senior military F&ES specialist Navy aviation boatswain's mate-handling - Navy enlisted classification code 7012, assigned to CNIC N30 is the senior enlisted advisor for military firefighters assigned to the F&ES functional community. The F&ES senior military specialist develops, coordinates, and implements F&ES policy or changes affecting F&ES active-duty and reserve personnel.

p. Reserve. Reserve firefighters are managed by the reserve military F&ES specialist and the active-duty senior military F&ES specialist. These individuals provide central oversight for Navy career field education and training issues, manage education and training programs, and coordinates force structure changes for the career field.

q. Occupational Safety and Health Administration (OSHA). Navy civilian and military F&ES personnel shall comply with all applicable safety and occupational health standards.

r. CNIC Emergency Management. Region and installation F&ES plans shall be coordinated with Navy region and installation EM and antiterrorism plans.

s. F&ES AB

(1) Purpose. The purpose of the F&ES AB is to provide input to the CNIC Director of Navy F&ES. The F&ES AB shall review policy directives and instructions as related to F&ES programs or operations. The F&ES AB will be comprised of all regional F&ES chiefs or delegated representatives. The chair shall be decided by majority vote and shall occupy the chair for a period of 1 year. The chair may serve multiple terms or years. The CNIC Director of Navy F&ES and staff shall attend and assist with meeting facilitation as non-voting members; they shall not hold F&ES AB office positions. Upon election, the chair shall appoint a vice chair to conduct business in absentia. The chair shall be a regional F&ES chief. Additional non-voting participants may attend upon approval of their regional F&ES chief.

(2) Meetings. At a minimum, the F&ES AB shall meet face-to-face annually, hold monthly teleconferences, and have optional meetings during the annual F&ES Training Conference. The F&ES AB should meet as often as needed as determined by

CNIC, the chair, and the board members. Meetings should be rotated among the different regions, to facilitate networking and learning from the different approaches within the varying regions. Meetings shall follow procedures established in the Rules for Conducting Business (RCB) as established by the F&ES AB. Face-to-face meeting schedules should be established 90 days by the chair in advance to allow time for approvals. The F&ES AB shall:

(a) Introduce new initiatives and ideas to further the mission of the Navy F&ES Program.

(b) Foster a productive and cost effective service to the customers of the Navy F&ES Program.

(c) Provide F&ES chiefs and department staff an opportunity to have their concerns and ideas heard at the HQ level.

(d) Review policy for currency, recommend changes in policies, procedures, protocols, standards, and guidelines to improve and update Navy F&ES programs.

(e) Assist in the development of strategic goals and initiatives, and propose new technologies.

(f) Serve as a forum for open dialogue to address challenges, develop solutions, and recommend changes in the Navy F&ES programs.

(g) Recognize and establish working groups and cross-functional teams to address specific or on-going program challenges.

(3) Working Groups. The F&ES AB is empowered to establish working groups as required. The F&ES AB and working groups shall establish a charter to be reviewed and approved by the F&ES AB and CNIC Director of Navy F&ES to govern their RCB. The following standing working groups shall be maintained: F&ES Prevention Working Group (PWG), Training Working Group (TWG) and the EMS Working Group (EMSWG).

(a) F&ES PWG

1. Functions. The PWG will function as the clearinghouse for all Navy F&ES prevention topics and to develop prevention policy recommendations for consideration by the F&ES AB. The PWG recommends standardized fire and injury prevention policy and practices across the Navy enterprise.

2. Scope. The scope of the PWG shall be to address Navywide policy and procedures in the three major areas of the Navy prevention process: inspection and identification of code deficiencies, engineering, and public safety education. The goal of the PWG is to promote a zero tolerance policy for accidental or preventable injuries and fires. That goal will be achieved by executing effective code compliance, recommending corrective actions and controls, and delivering quality public education programs.

3. Schedule. The PWG shall conduct quarterly teleconferences and one annual face-to-face meeting at a minimum.

(b) F&ES TWG

1. Functions. The TWG will function as the clearinghouse for all Navy F&ES training topics and recommend standardized training policy and practices across the Navy enterprise while enabling F&ES chiefs to manage their programs.

2. Scope. The TWG shall provide a forum for the exchange of ideas and the development of consistent qualifications, training, and certification practices within Navy F&ES. The scope of the TWG is to provide advice, counsel, and make recommendations for a coordinated direction of Navy F&ES training programs. The group will also identify F&ES training requirements, establish priorities, develop alternatives, and recommend a course of action to the F&ES AB.

3. Schedule. The TWG shall conduct quarterly teleconferences and one annual face-to-face meeting at a minimum.

(c) EMSWG

1. Functions. The EMSWG shall provide input to the CNIC Director of Navy F&ES as well as the F&ES AB. The EMSWG will review instructions, regulations, directives, and practices affecting the EMS program to identify and resolve problems, address areas of concern, promote positive changes, strengthen sound practices, seek effective practices and working viable solutions to ensure the success of the EMS mission in a standard, efficient, and effective manner.

2. Scope. The EMSWG shall provide a forum for the exchange of ideas and the development of consistent qualifications, training, certification practices, and delivery of EMS within Navy F&ES. The scope of the EMSWG is to provide counsel and make recommendations for a coordinated direction of Navy F&ES EMS programs. The group will also identify EMS requirements, establish priorities, develop alternatives, and recommend a course of action to further develop and standardize the EMSWG.

3. Schedule. The EMSWG shall meet face-to-face annually, with an overall goal of meeting quarterly via telecom.

CHAPTER 2
F&ES SCOPE OF SERVICES

1. General. The requirements herein are minimum requirements and should not be reduced below baseline standards until all available alternatives to eliminate deficiencies have been exhausted. In determining the F&ES 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 installed fire protection and analysis of system reliability.
- e. Availability of outside support.
- f. Emergency response requirements, including HAZMAT response, specialized rescue, and disaster response (including acts of terrorism).

2. Navy F&ES Classification System. The Navy F&ES Program classification system shall be used to determine the protection level required. The Navy F&ES classification is assigned by CNIC and is reviewed and published at least once every 3 years, or as often as required for mission readiness. CNIC N30 shall maintain an F&ES classification listing of all Navy installations, special areas, remote, or isolated locations. The baseline fire classification for main installations or commands shall be A-2. Baseline fire classification for remote, isolated or special areas shall be A-1. Baseline main installations or commands that do not warrant the A-2 rating (due to mission or size) are assigned A-2(R) or A-1, as determined by CNIC N30.

a. Class A. The installation has high strategic importance and is critical to military readiness. The property and equipment value is high and significant life safety hazards are present. A staffed on-site Navy F&ES force is provided with partial or no credit allowed for mutual aid fire departments.

Class A installations require an F&ES force, which meets the first arriving company response criteria of reference (a).

(1) Class A-1. Requires single structural Navy organic fire company (initial response only).

(2) Class A-2. Requires two structural Navy organic fire companies operating from one or two fire stations.

(3) Class A-2(R). Requires single structural Navy organic fire company, reduced from the standard A-2 baseline.

(4) Class A-3. Requires three structural Navy organic fire companies operating from one, two, or three fire stations.

b. Class B. The installation does not require an organized Navy F&ES department because of its size, location, availability of outside forces, or reduced strategic importance. Class B installations may establish an on-site fire brigade (when authorized by CNIC N30) where outside forces are not available.

(1) Class B-1. F&ES are readily available for initial response from an outside source such as the local municipality.

(2) Class B-2. No fire department is available; total assumption of risk by Navy leadership (CNIC).

c. Inventory. CNIC N30 shall maintain an F&ES classification listing of all Navy installations, special areas, remote, or isolated locations.

d. Variances. CNIC N30 shall maintain a listing of all authorized F&ES variances to baseline staffing.

3. Scope of Services

a. Scope of Services. The F&ES scope of services is validated by a PCA and reviewed to determine the appropriate F&ES capabilities to protect assets at risk in direct support of defense readiness. The Navy scope of services shall consider, at a minimum, provisions for all elements and sub-elements (even if the F&ES department is not expected or resourced to deliver) as indicated in figure 2-1 below.

F&ES Scope of Services (Installation) Navy: Fire and Emergency Services Validated: (date)					
F&ES Capability	Required by Navy F&ES	Available Provider	F&ES Capability	Required by Navy F&ES	Available Provider
Emergency Medical Services			ARFF Response		
EMS Response Only			Category 1 ARFF Response		
EMS basic life support (BLS) transport			Category 2 ARFF Response		
EMS advanced life support (ALS) transport			Category 3 ARFF Response		
EMS ALS Response (quick response vehicle (QRV))			Category 4 ARFF Response		
Structural Fire Response			Category 5 ARFF Response		
Structure Fire First Due			Category 6 ARFF Response		
Structure Fire Second Due			ARFF Rescue		
Structure Fire (Full Alarm Assignment)			ARFF Immediate Alert and Standby		
HAZMAT			Aircraft Arresting System		
HAZMAT Operations (Defensive)			Aircraft Salvage Response		
HAZMAT Technician (Offensive)			Wildland Fire Response		
Fire HAZMAT Incident Commander			Water Tender Operations		
Weapons of mass destruction (WMD)/CBRNE Response Operations			Brush Grass Fire Response		
Technical Rescue			Wildland Fire Response		
Confined Space Rescue			Shipboard Fire Response		
Trench Collapse Rescue			Shipboard Fire Response		
Vehicle Rescue			Shipboard Dewatering		
High Angle Rescue			Fire Prevention		
Water Rescue Type: _____			Facility Fire Inspections		
Training			Fire Safety Education and Training		
Mobile aircraft fire training device (MAFTD) Training to Others			Plans and Project Review		
Other			Hot Work Permits		
Response to Natural			Fire Extinguisher Training		
			Fire Extinguisher		

and manmade catastrophic events			Services		
			Other		
			Response to nearby Federal agency facilities in the event normal F&ES are inhibited		
<p>Notes:</p> <p>(1) For each "F&ES Capability," the "Required by Navy F&ES" column shall either be marked 'yes' or 'no.'</p> <p>(a) 'Yes' indicates the installation requires that capability and is resourced to meet the requirements.</p> <p>(b) 'No' indicates that either there is not a requirement or the capability is provided by other non-Navy F&ES providers.</p> <p>(2) For each "F&ES Capability," the "Available Provider" column shall be marked with one of the following:</p> <p>(a) 'Staffed' indicating Navy F&ES provides resources (equipment and staffing) to deliver the capability.</p> <p>(b) 'Cross Staffed' (X-Staffed) indicating Navy F&ES provides that capability by sharing resources from within the Navy F&ES department.</p> <p>(c) 'Mutual Aid' (M-Aid) indicating Navy F&ES relies on mutual aid assistance from local community F&ES program(s) to provide the capability.</p> <p>(d) 'Navy Other' (Navy O) indicating Navy F&ES relies on another program (Non-F&ES) from the Navy to deliver the capability.</p> <p>(e) 'Navy or DoD F&ES Other' (F&ES O (N/D)) indicating Navy F&ES relies on other Navy or DoD F&ES response to deliver the capability.</p> <p>(f) 'Local Community' (Local) indicating that Navy F&ES has no organic emergency response service and the local community provides the capability.</p> <p>(g) 'Not Applicable' (N/A) indicates the capability is not required or available at that location.</p>					

Figure 2-1. Installation Scope of Services

(1) Aggregate Response Time. The combined time for call processing, turnout, and travel time makes up the aggregate response time. The Navy F&ES aggregate response time is aligned with reference (a), when Navy F&ES capabilities are required by the installation's validated scope of services. CNIC may approve extended response times for validated remote, isolated, or special areas, based on a documented risk assessment.

(2) Outside Assistance. The baseline number of organic Navy emergency response personnel, and equipment needed at any installation may be adjusted based on 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.

b. Scope of Service Deviations. Deviations from minimum scope of services requirements increase risk. A request for deviation is required when installations are unable to meet the minimum level of service objective for the validated scope of services.

c. Procedures. The regional F&ES chief shall review all regional F&ES scope of services in their AOR annually for mission changes and accuracy. The scope of services shall be communicated with installation leadership to develop a common understanding of the scope of services of the F&ES department. Any changes (other than short-term deviations) to the validated scope of services must be approved by the regional F&ES office and CNIC N30.

d. Navy F&ES Response Staffing Authorizations. The Navy F&ES staffing authorizations do not establish specific minimum staffing requirements for emergency response vehicles. Staffing requirements are based on the minimum number of required responders for each type of emergency; responders can arrive on one or more response vehicles. Required staffing can be assembled at the scene of an emergency, arriving from multiple stations both on and off the installation to include mutual aid partners.

(1) Navy staffing authorizations are determined based on the documented scope of services and F&ES classifications.

(2) Daily assignments of personnel to emergency response vehicles assignments are completed at the department level, to meet the anticipated needs of the response area and the incident.

(3) CNIC N30 may approve authorized staffing variances (positive or negative) based on a documented risk assessment that includes historical response data and mission requirements.

(4) The minimum number and type of emergency responders required on scene is determined by the validated scope of services and Navy F&ES staffing requirements. ARFF crews may be dispatched to provide structural or EMS capabilities when required. F&ES departments shall develop plans to include

mutual aid response to meet F&ES requirements. CNIC may approve exceptions when mutual aid is not available or does not compare favorably with DoD criteria.

(5) The minimum number of on-duty responders at a fire station or fire department is flexible, based on risk management principles. Adjusted on-duty staffing shall account for an adjustable scope of services, on-going mission operations, weekends, holidays, and other periods of low activity or anticipated call volume. The implementation of proper risk management shall avoid excessive use of unscheduled overtime. The F&ES chief shall conduct daily analysis of mission requirements and adjust personnel staffing accordingly to reduce unscheduled overtime and provide the most effective utilization of resources. The F&ES chief shall create SOPs to establish risk management decisions on staffing and the corresponding strategy for safe procedures when operating with less than the authorized on-duty staff.

CHAPTER 3
F&ES EMERGENCY VEHICLES

1. General. Reference (k) assigns NAVFACENCOM the responsibility as the Navy single manager for civil engineering support equivalent (CESE), implementing policy and procedures as they apply to the Navy.

2. F&ES Vehicle Procurement

a. Coordination. CNIC N30 shall coordinate with CNIC Transportation and NAVFACENCOM BSV&E on guidance, planning, budgeting and reporting related to the central management of F&ES vehicles for all regions and shore installations.

b. Acquisition. NAVFACENCOM directs Naval Facilities Expeditionary Logistics Center (NFELC) to procure firefighting equipment based on CNIC requirements. Ambulances operated by Navy F&ES are managed by NAVFACENCOM. CNIC N30 shall establish specifications for Navy F&ES ambulances. All trailers must be approved by NAVFACENCOM and CNIC N30 prior to purchase per reference (l). NAVFACENCOM shall determine if the trailer is CESE or specialized equipment. All terrain vehicles (ATV) and F&ES special equipment trainers are not CESE. Firefighting ATVs and special equipment trainers utilized by F&ES are centrally managed by CNIC N30. BSV&E is not responsible for funding or maintenance of F&ES ATVs or special trainers.

c. Outside Continental United States (OCONUS). In locales where GSA vehicles are not available, NAVFACENCOM may acquire public safety vehicles by commercial lease or purchase. Standards for those vehicles shall conform to this instruction to the maximum extent possible, while also conforming to agreements with HN and local governments.

d. IO. Regional F&ES chiefs forward F&ES vehicle change requirements to CNIC N30 for IO validation, determination of size, and type of vehicle. Once approved by CNIC N30, the request shall be forwarded to BSV&E for IO approval. When approved, CNIC N30 shall forward a request to NFELC for procurement of the vehicle based on standardized purchase specifications provided and updated annually by CNIC N30. Non-firefighting and EMS vehicles are managed by NAVFACENCOM in coordination with regional F&ES chiefs.

3. Fleet Management

a. CNIC N30 Responsibilities. CNIC N30 centrally manages fire vehicle IOs, procurement specifications, validates and approves all changes in authorizations (number and type). CNIC N30 works with regional F&ES chiefs and NAVFACENCOM to prioritize fire vehicle replacement and destinations for new F&ES vehicles.

b. Regional F&ES Chief Responsibilities. F&ES vehicles shall be managed by the regional F&ES chief who is responsible for all associated reporting requirements (inventory, accounting, registering new vehicles, editing, and updating vehicle data into the vehicle IS). Registration of new vehicles is required within 15 days of receipt. CNIC N30 inventory records shall be updated at least annually (or as inventory changes) based on information obtained from the regional F&ES chief, site visits and PCAs.

c. Vehicle Registration. Regional F&ES chiefs shall ensure all fire vehicles are properly registered in the designated inventory management system. Any changes resulting from Defense Logistics Agency (DLA) Disposition Services' actions or new deliveries shall be updated in the vehicle IS by the region and in coordination with the regional BSV&E program manager.

d. Utilization. Regional F&ES chiefs shall ensure vehicle utilization is evaluated annually to determine if the vehicles should be rotated from a low call volume area, to a higher call volume area.

e. Vehicle Relocation. Vehicles shall not be relocated from one installation to another without coordination of CNIC N30. CNIC N30 shall notify BSV&E program manager to seek approval for unit relocation, if required.

f. License Plates. All vehicles, including non-emergency response vehicles, used by CNIC F&ES departments are required to have "USN" (for U.S. Navy) or "GSA" license plates affixed to the front and rear of the vehicle. All F&ES trailers are required to have a rear "USN" license plate. All ATVs shall be registered. OCONUS locations may use locally developed license plates as determined by the local facilities engineering command.

g. Excess Vehicles. Regional F&ES chiefs shall report excess firefighting and EMS vehicles to CNIC N30. CNIC N30 will coordinate with NAVFACENGCOM to provide disposal or redistribution instructions.

h. DLA Disposition Services. F&ES vehicles that are processed or designated for DLA Disposition Services shall not be removed from DLA Disposition Services or placed in operational status without specific approval of CNIC N30 and concurrence from regional BSV&E program manager.

i. Vehicle Loans. Installations shall not loan Navy F&ES vehicles to other Navy installations or DoD installations without regional F&ES chief coordination notification to CNIC N30 and approval by NAVFACENGCOM BSV&E. Installations shall not borrow or loan vehicles to or from local municipalities or private companies.

4. Vehicle Markings. Vehicle markings must adhere to the following guidelines:

a. New or rebuilt vehicles shall adhere to CNIC N30 vehicle specifications.

b. Standard Navy striping, lettering, or marking shall not be removed, covered, or altered by the region or installation. Installation names and region or installation F&ES symbols are authorized when approved by CNIC N30 and the regional F&ES chief.

c. Bumper stickers, non-standard decals or union markings are not approved and shall not be displayed on any Navy F&ES vehicles or equipment.

5. Vehicle Standards

a. ARFF Standards

(1) Reference (m) specifies the minimum design, performance, and acceptance criteria for ARFF vehicles intended to transport personnel and equipment to the scene of an aircraft emergency for the purpose of rescuing occupants and conducting rescue and firefighting operations.

(2) Reference (n) prescribes minimum firefighting and rescue operating standards and procedures applicable to all shore-based activities involved in aircraft fire protection, prevention, and suppression functions.

b. Firefighting Vehicle Standards

(1) References (o) and (p) define the requirements for new automotive fire vehicles designed to be used under emergency conditions to transport personnel and equipment, and to support the suppression of fires and mitigation of other hazardous situations.

(2) Reference (q) specifies the minimum requirements for the refurbishing of F&ES vehicles utilized for firefighting and rescue operations.

c. Ambulance Standards. References (r) and (s) specify the minimum design, performance, and acceptance criteria for ambulances.

d. Automatic External Defibrillators. All Navy F&ES response apparatus, ambulances, and command vehicles shall be equipped with automated external defibrillators (AED). Navy F&ES inspector's vehicles should be equipped with AEDs.

e. Hose Restraints. All structural fire apparatus shall be equipped with hose restraint systems. A hose restraint system shall be used on all in-service F&ES vehicles.

f. Miscellaneous

(1) F&ES command vehicles require an adequate (mobile) platform (vehicle) for the F&ES incident commander to perform their required duties. The approved vehicle type is a medium-sized sport utility vehicle (SUV). The standard vehicle shall be white in color, outfitted with interoperable communications equipment and emergency response warning devices to include warning lights and audible devices.

(2) QRVs support the F&ES and EMS rapid response mission. The QRV must be capable of carrying F&ES and ALS equipment including medical supplies that can be secured and

protected from the weather. QRVs shall be medium-sized SUVs white in color or specialty design units as determined by CNIC N30. QRVs shall not be used for patient transport.

(3) Non-emergency vehicles used by F&ES are not to be outfitted as emergency response vehicles (unless approved by regional BSV&E and regional F&ES chief) or mobile command posts. NAVFACENGCOM and transportation review of IO teams provide IOs for required non-emergency vehicles.

(4) Requests for four-wheel drive vehicles shall be routed to NAVFACENGCOM, CNIC N30 and NAVFACENGCOM HQ for approval.

6. Navy F&ES Emergency Vehicle Maintenance Requirements. F&ES vehicle inspections, maintenance and testing shall be performed only by qualified personnel. Any person performing diagnostic checks, inspections, or maintenance of F&ES vehicles shall meet the qualifications of reference (t) or the equivalent. Qualifications can be identified by education, experience and recognized certification programs, such as those administered by Automotive Service Excellence Emergency Vehicle Technician Certification Inc., or other equivalent certifying agencies.

7. Service Life Extension Program (SLEP). SLEP dollars shall be utilized to extend the life of vehicles. SLEP includes the following elements:

- a. An overhaul and refurbishment of Navy F&ES vehicles.
- b. NAVFACENGCOM manages the distribution of SLEP funds with input from CNIC N30 and regions.
- c. Redistribution of SLEP vehicles to the installations are based on CNIC N30 and regional F&ES recommendations.

8. Use of F&ES Vehicles

a. Purpose. The use of all Navy-owned and controlled emergency services vehicles shall be restricted to official purposes only as defined by reference (u).

b. Applicability. This applies to all Navy F&ES emergency services personnel as defined in this instruction.

c. Responsibilities. COs of installations may issue guidance per this instruction. Any guidance issued must be clearly and narrowly tailored to the unique circumstances of emergency response personnel and following negotiated collective bargaining agreements (contracts), MOAs or MOUs, if applicable. Further, any guidance issued shall be coordinated with BSV&E transportation manager, regional F&ES chief, appropriate legal council, the human resources office, labor relations, and the command's designated ethics counselor.

d. Authorizations. Navy owned or controlled F&ES emergency services vehicles are not authorized for personal use. The purpose of the transportation must be related to the performance of official duties. Where legality of the use of government owned emergency vehicles is questionable, all justification should support the strictest compliance with statutory provisions. F&ES vehicles covered by this instruction include:

- (1) Firefighting equipment and other emergency response vehicles
- (2) F&ES ambulances
- (3) F&ES incident commander vehicles
- (4) Non-emergency vehicles used by F&ES personnel

e. Official Uses of F&ES Vehicles While On Duty

(1) Emergency response personnel on duty are authorized to utilize government owned emergency services vehicles for transportation to and from dining facilities in order to obtain meals, when meals are not available in the fire stations. Use of emergency services vehicles are not authorized for dine-in services. Dining facilities within the fire station shall be used without exception, unless:

- (a) Adequate dining facilities are not provided.
- (b) F&ES personnel are not given an opportunity to properly plan on-duty meals due to unscheduled overtime or other contingencies.

(2) The following are authorized uses of F&ES response vehicles to obtain meals while on duty, in priority order:

(a) On-installation facilities (within their emergency response area) to include dining facilities, carry-out, restaurants, and retail establishments; for example, commissary, clubs, food courts if personnel are eligible patrons.

(b) Off-installation facilities to include carry-out restaurants and retail grocery stores within the response area.

(3) Personnel traveling between installations away from their duty assignment on official business are permitted to stop at (dine-in or dine-out acceptable) on-installation food establishments for subsistence, when it is not practical to travel back to their duty station for the authorized meal break. When on-installation facilities are not available or personnel are in between sites, they are permitted to stop at off-installation food establishments (dine-in or dine-out acceptable) that is on the travel route.

(4) F&ES vehicles may be used to transport on-duty crews to and from on-installation gymnasiums and fitness facilities to participate in required fitness and wellness programs.

(5) F&ES vehicles may be used by on-duty F&ES personnel to pursue continuing job skill related education (i.e., attend on-installation education or local college classes within the response area).

(6) Participation in public education or similar display events are encouraged and should be supported when participation reflects positively on the Navy, response capabilities are not diminished, overtime is not incurred, and participation follows this instruction.

(7) Request for Navy F&ES vehicle presence at on-installation non-emergency public events such as parades, displays, demonstrations, fire prevention public education activities, etc., shall be forwarded to installation F&ES chief for consideration and approval. Participation in similar off-installation events requires approval of the CO and regional F&ES chief. Questions that may arise as to what constitutes an

"Official" or "Non-Official" use shall be forwarded to CNIC Programs (BSV&E and CNIC N30) through the appropriate chain of command for determination.

(8) Installation response capability must never be compromised for any of the above-listed activities. The unauthorized or willful misuse of Navy F&ES vehicles shall be cause for disciplinary actions per references (l) and (u), and other applicable policies and procedures.

CHAPTER 4
F&ES STAFFING

1. General

a. Mission. F&ES departments are authorized staffing intended to manage the majority of F&ES emergency situations. The level of staffing is based on F&ES companies being able to intervene early in an event. Based on the increased risk accepted by the Navy, the number of authorized Navy F&ES responders is often reduced below the full alarm assignment requirement.

b. Responsibilities. Navy leadership does not expect that F&ES department will have the resources to immediately control all catastrophic events. The Navy expects available F&ES resources to be deployed effectively to prevent or minimize the impact of emergencies.

c. Expectations. F&ES chiefs shall plan for and develop escalating response plans by establishing ISSAs, MAAs, MOAs and MOUs for additional resources (local community response agencies) for catastrophic events. Navy F&ES departments are staffed to support on-installation emergency response operations. However, firefighters shall only provide services within the limits of their available resources and within acceptable safety standards.

2. F&ES Department Baseline Management Staffing. Figure 4-1 establishes the authorization for F&ES department baseline management staffing and includes the standard duty titles for F&ES department management.

F&ES Department Baseline Management Authorization	
Standard Navy Duty Title	Number of F&ES Department Personnel
F&ES Chief	10 or more total operations and prevention personnel = 1
Deputy F&ES Chief	100 or more total operations and prevention personnel = 1
Battalion Chief Operations	20 to 39 operations personnel = 2 40 to 79 operations personnel = 0 80 to 159 operations personnel = 2 160 or more operations personnel = 4
Assistant Chief Operations	40 or more operations personnel = 2
Battalion Chief F&ES Prevention	Utilized when 4 or less F&ES prevention personnel are authorized. The Battalion Chief shall be counted as one of the Fire Inspectors.
Assistant Chief F&ES Prevention	5 or more F&ES prevention personnel = 1
Battalion Chief Training	30 to 59 total operations and prevention personnel = 1 60 to 159 total operations and prevention personnel = 0 160 or more total operations and prevention personnel = 1
Assistant Chief Training	60 or more total operations and prevention personnel = 1
Assistant Chief (Safety, Health, Accreditation, Special Operations)	80 or more total operations and prevention personnel = 1
Administrative or Analyst Support	40 or more total operations and prevention personnel = 1
Notes: (1) The number of F&ES department personnel does not consider personnel assigned for F&ES telecommunications or other auxiliary personnel assigned to the F&ES Department. (2) When approved by CNIC N30 additional shift supervisors (battalion chiefs) are authorized at large, consolidated, remote, or geographically isolated installations.	

Figure 4-1. F&ES Department Baseline Management Authorization

3. F&ES Department Standardized Duty Titles (Non-Management).
The standardized duty titles for non-management F&ES personnel are established in figure 4-2.

F&ES Department Standardized Duty Titles (Non-Management)		
Standard Navy Duty Title	Parentheticals	Notes
Captain (supervisor)	EMT - Paramedic EMT - Intermediate EMT - Basic HAZMAT Technician HAZMAT Operations	Supervisory Firefighter or Company Officer
Lieutenant	EMT - Paramedic EMT - Intermediate EMT - Basic HAZMAT Technician HAZMAT Operations	Lead Firefighter or Company Officer
Firefighter	EMT - Paramedic EMT - Intermediate EMT - Basic HAZMAT Technician HAZMAT Operations	Includes Driver, Operators or Firefighters
EMS Provider	EMT - Paramedic EMT - Intermediate EMT - Basic	Non-Firefighter positions that provide EMS only
Inspector F&ES Prevention		
Notes: (1) The official duty titles are driven by the highest level of parenthetical certification required for the position. (2) Firefighter positions without EMT certification shall be identified for change to reflect required EMT certifications through attrition.		

Figure 4-2. F&ES Department Standardized Duty Titles (Non-Management)

4. F&ES Department Baseline Operations Authorization. Figure 4-3 establishes F&ES department baseline staffing authorization.

F&ES Department Baseline Operations Staffing	
Classification and Airfield Categories	Authorized On-Duty Staff
A-1 (No ARFF)	4
A-1 (With Category 1 or 2 ARFF)	7
A-2 (No ARFF)	8
A-2 (With Category 1, 2, or 3 ARFF)	11
A-2 (With Category 4, 5, or 6 ARFF)	14
A-2(R) (No ARFF)	6
A-2(R) (With Category 1, 2, or 3 ARFF)	9
A-3 (No ARFF)	12
A-3 (With Category 2 or 3 ARFF)	15
A-3 (With Category 4, 5, or 6 ARFF)	18
Outlying Landing Field (OLF)/Auxiliary Landing Field (ALF) Category 1 (Without structural mission)	3
OLF/ALF Category 2 (Without structural mission)	4
OLF/ALF Category 1 or 2 (With structural mission)	7
Notes:	
(1) Excludes dedicated incident commander and shift supervisors.	
(2) Staffing authorization variances (increase/decrease) are determined on a case-by-case basis by CNIC N30.	
(3) Staffing is allocated between one, two or three fire stations. Required fire stations are validated by CNIC N30 based on travel time between stations and mutual aid support.	
(4) When additional EMS staffing is authorized to meet the EMS mission requirements, as determined by CNIC N30, staffing shall be adjusted.	
(5) Total emergency response staffing is determined by multiplying the required on-duty daily staffing by the appropriate manpower availability factor (MAF) for U.S. civilians, military and foreign national personnel. The MAF staffing calculations are rounded up once, at the installation level. If the department has fire stations that are remote, geographically detached or isolated and cannot share staffing, CNIC N30 shall determine the total authorized emergency response staffing.	
(6) Rescue, HAZMAT vehicles, and other auxiliary or support units shall be cross staffed (unless authorized by CNIC N30).	
(7) A single company F&ES department is authorized an operations staff of 12 personnel to facilitate equal distribution between duty shifts.	
(8) Variances shall be addressed on a case-by-case basis, as approved by the regional N3 and CNIC N30.	
(9) F&ES staffing at naval shipyards are determined by CNIC on a case-by-case basis.	

Figure 4-3. F&ES Department Baseline Operations Authorization

5. F&ES Department Baseline Prevention Authorization. Figure 4-4 establishes baseline authorization for F&ES department prevention services.

F&ES Department Baseline Prevention Authorization	
Area Requiring Fire Prevention Services (in thousands of square feet)	Staffing Authorization
OLF, Remote, Isolated or Special Areas	0
0 - 1,000	0
1,001 - 3,000	1
3,001 - 5,000	2
5,001 - 8,000	3
8,001 - 11,000	4
11,001 - 14,000	5
14,001 - 17,000	6
17,001 - 20,000	7
20,001 - 25,000	8
25,001 and above	As determined by CNIC N30
Notes:	
<p>(1) Inspectable facilities include all facilities (temporary or permanent) excluding piers, ships, open storage locations, remote facilities less than 1,000 square feet with limited fire life safety risk or Occupancy Vulnerability Assessment Profile (OVAP) score below 15, military family housing, and unaccompanied personnel quarters (except common use areas of multi-family units and unaccompanied quarters).</p>	
<p>(2) These baseline staffing figures may be increased or decreased by CNIC N30 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.</p>	
<p>(3) Navy shipyards F&ES departments are authorized one additional fire prevention inspector to ensure compliance with CNIC and NAVSEASYS COM fire protection requirements. Shipboard inspections will be coordinated with ships safety officer. Additionally, this F&ES inspector will act as the liaison between the NAVSEASYS COM shipyard and CNIC F&ES department responders to provide familiarization and training.</p>	

Figure 4-4. F&ES Department Baseline Prevention Authorization

6. Regional Staffing

a. The standard regional duty titles are regional F&ES chief, regional deputy F&ES chief, regional assistant chief for training, regional assistant chief for EMS, regional assistant chief for prevention, regional assistant chief for operations, regional assistant chief for health and safety, regional assistant chief for special operations and accreditation, and regional information management officer and program analyst.

b. When regional F&ES staff is assigned collateral duty to function as a part of the installation F&ES department, the authorized staffing shall be evaluated by CNIC N30 and regional F&ES chiefs to determine appropriate authorizations.

c. The regional F&ES chief shall assign specific duty titles to authorized staff; however, all functions within the F&ES program must be addressed.

d. Figure 4-5 establishes baseline authorization for F&ES regional management staff.

F&ES Regional Management Authorization	
Number of Fire Stations	Regional Staff Authorization
1-3 Stations	1
4-6 Stations	2
7-8 Stations	3
9-10 Stations	4
11-13 Stations	5
14-17 Stations	6
18-19 Stations	7
20 or more Stations	8

Figure 4-5. F&ES Regional Management Authorization

CHAPTER 5
F&ES OPERATIONS

1. General. The Navy is required by reference (a) to provide appropriate equipment, training, and vehicles for F&ES response on installations.

2. Emergency Operations

a. Requirements. F&ES departments require sufficient staffing, vehicles and equipment to support emergency operations.

b. Response. This all-hazards response mission includes, but is not limited to, aircraft incidents, fires, HAZMAT releases, explosions, rescues, emergency medical incidents, hazardous conditions, shipboard incidents, services calls, good intent calls, false alarms, severe weather and natural disasters, public service assistance, and special events as defined in the installation's scope of services.

(1) The objective of F&ES emergency operations is to intervene as early as possible at emergency incidents with the appropriate resources as defined in the department's scope of services.

(a) The F&ES chief is expected to allocate and ensure effective utilization of available resources to execute the F&ES response program. To accomplish this, the F&ES chief must apply ORM principles and use strategies to manage and balance F&ES resource expenditures to meet installation mission operational requirements.

(b) SOPs and pre-incident operating plans shall be developed to establish procedures to improve operational performance by providing uniform practices, identifying responsibility and establishing accountability. Pre-incident plans shall be developed for all target hazards to ensure emergency response procedures are conducted as safely, effectively, and efficiently as possible.

(c) It is imperative F&ES personnel or other first responders do not risk their safety when there is no possibility to save lives. In situations where the risk to F&ES personnel

is excessive, activities are limited to defensive operations. For shipboard fires, the incident commander shall balance risk to responders with the need to attack the fire to save the ship and or submarine.

(2) Incident Command System (ICS)

(a) ICS procedures shall be developed and used for all emergency incidents per reference (v).

(b) Several types of specialized emergency operations are common to all installations while others are unique to only a few installations. The incident commander must utilize F&ES personnel in support of incident specific action plans to meet the installation's hazard analysis and the preplanned scope of services.

(c) The risk of F&ES personnel injury during emergency operations is significant and requires direct attention from the incident commander. The activities that present a significant risk to the safety of first responders are limited to situations where there is a potential to save endangered lives. In situations where the risk to first responders is excessive, the incident commander shall employ defensive operations.

3. Pre-Incident Plans. The F&ES chief shall develop pre-incident plans per reference (w) for facilities and reference (x) for naval shipyards with large fire or life loss potential, hazardous operations, all assigned aircraft and any transient aircraft as the F&ES chief deems necessary. Pre-incident plans are required for all assigned ships. Additionally, transient ships undergoing repair in Navy shipyards are also required to have F&ES pre-incident plans. These plans shall be reviewed at least every 2 years.

4. Incident Management

a. Incident Commander. The incident commander or senior personnel on-scene shall manage emergency incidents (large and small) according to the standardized ICS.

b. Specialized Training. Incident commanders with responsibility for shipboard or aircraft firefighting shall have specialized training.

c. Incident Safety Officer (ISO). ISO responsibilities shall be accomplished at all emergency incidents and all training evolutions especially those involving live fire. When responding off base, the senior Navy F&ES responder shall observe Navy F&ES operations to ensure safety. If unsafe conditions are observed or encountered by Navy F&ES personnel, the senior Navy F&ES responder shall intervene, protect the safety of Navy F&ES personnel, and report situation to the incident commander.

d. U.S. Nuclear-Powered Warships. For fires that threaten the reactor, propulsion plant, or associated radioactive material of U.S. nuclear-powered warships, the requirements and response structure outlined in reference (e) also apply. Specifically, F&ES personnel report to the ship's CO (for shipboard fires) and the designated on-scene incident commander using ICS.

e. F&ES Incident Command for Shipboard Incidents. The F&ES incident commander directs firefighting operations, equipment, resources, and personnel for combating the fire and provides tactical firefighting direction as required. The F&ES officer shall be responsible for the accountability and safety of all shipboard emergency responders when assisting the ship's forces with the emergency. The senior F&ES officer directs all firefighting and rescue operations using established ICS procedures.

5. Telecommunications

a. Capabilities. EM shall provide and maintain around-the-clock capability to manage F&ES communications and dispatch. F&ES chiefs shall work with the EM program in support of consolidating dispatch centers to ensure all F&ES requirements are met. The regional F&ES chiefs shall coordinate with EM to develop a process that ensures continuity of operations in the event of a disaster (natural or man-made).

b. Interoperability/Compatibility. The regional F&ES chief shall coordinate with region Enterprise Land Mobile Radio (ELMR)

manager, region EMs, and installation EM officers to ensure communications interoperability of all possible responding agencies, both military and civilian.

(1) The F&ES communication system shall allow all responding personnel (DoD, Navy, and or any Federal, State, Tribal, and local agencies) to communicate with each other quickly and proficiently to maintain incident control.

(2) Communications must be established with military and civilian hospitals and medical treatment facilities (MTF) for the provision of on-line medical direction.

c. Maintenance and Sustainment. Communications equipment and devices utilized by F&ES, such as radio systems (e.g., ELMR), Navy Emergency Response Management System (NERMS), mobile data terminals (MDT), public safety net terminals, emergency alerting systems, and fire station alerting systems (connect to dispatch systems) shall be fielded (and sustained) across the enterprise by NAVFACENCOM antiterrorism/force protection program and CNIC Information Dominance (N6). This equipment is not resourced directly by F&ES (regions or installations).

d. Personnel. Public safety dispatchers shall be trained to receive and process alarms and calls for service, operate communications equipment (telephone and radio), and dispatching systems, i.e., computer-aided dispatch (CAD). Dispatchers shall be trained to process emergency and non-emergency calls for service and dispatch emergency vehicles, and request other assistance as required. Public safety dispatchers shall be certified per references (y) and (z).

e. Language. Bilingual dispatch capability is required at overseas locations.

6. Uniforms

a. Policy. The nature of F&ES work makes wearing of uniforms necessary and is required for all Navy F&ES personnel.

b. Requirements. F&ES personnel in occupational group 0081 and position titles of firefighter, supervisory firefighter, fire chief, fire protection inspector, etc., shall obtain and maintain the following articles of clothing as a minimum; work

shirts, work pants, work t-shirts, work coat, work cap, work shoes, belt, dress shirts, dress pants, dress coat, dress shoes, dress hat, dress tie, weather gear, tie clips, tie bars, rank insignia, badges, patches, and name tags.

(1) F&ES personnel shall only receive payment for items they are required to purchase and may not receive payment for uniform items they are furnished.

(2) Regions disbursing the uniform allowance are responsible for developing and maintaining records that verify all required uniform articles are purchased and or issued to each employee, the cost breakdown of each item purchased by each employee, and for developing procedures to verify on a periodic basis that uniforms are maintained in a proper state of repair.

c. Initial Allowance. F&ES personnel may be either furnished articles of the uniform, paid an initial uniform allowance not to exceed the cost of purchasing the articles of clothing, or paid the maximum initial allowance, whichever is less.

(1) Per reference (aa), an initial allowance for F&ES personnel shall not exceed \$1,600.

(2) Regional F&ES chiefs shall determine and document the appropriate amount of initial and annual uniform allowance paid to employees based on the cost of the required uniform articles and any additional items deemed necessary, not to exceed the \$1,600 initial allowance.

d. Annual Allowance. F&ES personnel who are required to wear uniforms shall be furnished the uniform at a cost not to exceed \$800 per year or paid a uniform allowance equal to the cost of the uniform or \$800 per year, whichever is less.

(1) Per reference (aa), an annual allowance for F&ES personnel shall not exceed \$800.

(2) Regional fire chiefs shall determine and document the appropriate amount of annual uniform allowance paid to employees based on the cost pro-rated for the estimated life of

the minimum required uniform articles, as well as any additional uniform items the region deems necessary, not to exceed the \$800 per year maximum.

e. Uniform Allowance Rates upon Re-employment and Transfer. When an employee transfers to, or is re-employed in, another position requiring a uniform, allowance payments for identical uniform requirements that overlap these periods are not authorized. The period covered by the last allowance payment must come to an end before a further allowance payment may be made.

(1) An F&ES employee who leaves a position after receiving an annual allowance payment and is later re-employed in Navy F&ES in a position where the identical uniform is required shall be paid an allowance (or furnished uniforms) upon reemployment, provided a period of at least 1 full year has elapsed since the end of the period covered by the last payment.

(2) An F&ES employee who is transferred to, or re-employed in, a position with different uniform requirements shall be paid the initial maximum allowance rate (or furnished uniforms) appropriate to the new position on or before the date the employee is required to wear the uniform for the first time.

7. Other Operations

a. Shipboard Firefighting

(1) Where Navy F&ES departments provide response to a commissioned U.S. Navy ship, submarine or watercraft, the F&ES department shall conduct appropriate training and drills aboard the naval vessel following the firefighting doctrine of reference (ab) to assure an integrated F&ES response in support of ship's force and naval supervising activity if the ship is under repair in a shipyard.

(2) The CO of a U.S. Navy ship retains absolute responsibility for the safety of his or her command, except when he or she may be relieved by competent authority. When a U.S. Navy ship is located pier-side or dry-docked, the initial response and overall control of the shipboard emergency response is normally retained by the CO and his or her on-board damage control organization as defined by the ship's fire response

plan. The Navy F&ES department shall provide support to the ship, as required, for firefighting and related emergency functions.

(3) Navy F&ES departments will coordinate and communicate with ships force and the naval supervising activity to establish lines of authority and communication.

b. EMS

(1) CNIC N30 has oversight for the Navy F&ES EMS Program and is managed at the region or installation level. The Navy F&ES EMS Program is managed and administered by CNIC N30. EMS is a system of trained, certified, and properly equipped personnel that provide pre-hospital triage, treatment, and transport of the sick and injured on an installation to MTF for definitive medical care. BUMED provides medical direction and medical control to the Navy F&ES EMS Program.

(a) Navy F&ES EMS emergency response and transport function is managed by CNIC N30 for continental United States, Hawaii and Guam with exceptions outlined in references (f) and (g).

(b) BUMED is responsible for EMS emergency response and transport function for OCONUS locations and installations.

(c) Navy F&ES departments shall provide EMS per references (f) and (g), and the scope of services approved by CNIC N30.

(d) CNIC N30 shall develop and distribute a uniform set of EMS medical protocols that shall be utilized by all Navy F&ES EMS programs.

(e) Any change in level of EMS service (upgrade or downgrade) requires a written request to CNIC N30 for review, consideration, evaluation and approval.

(f) Any adverse legal actions associated with an installation EMS provider or system, or adverse patient care leading to a poor patient outcome, whether under review or in proceedings, or other legal matters associated with the delivery of F&ES EMS, shall be reported to CNIC N30.

(2) The primary role of Navy F&ES when responding to EMS emergencies is to provide early intervention with life saving care and treatment, such as cardiopulmonary resuscitation (CPR) and or control of bleeding so that the patient can be stabilized and transferred to the designated MTF.

(3) Navy F&ES EMS functions may be provided in four different ways.

(a) Staffed ambulances with dedicated BLS or ALS personnel.

(b) Cross-staffed ambulances.

(c) First response capability from F&ES units.

(d) EMS transport services may be provided by non-DoD (contract or local community) EMS services.

CHAPTER 6
F&ES AWARDS PROCESS

1. General. Navy F&ES has established criteria and recognizes the following awards: Navy F&ES Annual Awards, Navy F&ES Legacy Awards (Hall of Fame Award and Lifetime Achievement Award), and Navy F&ES Life Saving and Significant Achievement Award.

2. Navy F&ES Annual Awards

a. Process. All Navy shore installation F&ES departments, ships, and squadrons are eligible to submit nominations for these awards. The award categories, eligibility, and format are established by CNIC N30. All of these annual awards have a corresponding DoD-level F&ES award. Navy F&ES Life Saving Awards and Special Achievement Awards are submitted as they occur and are not included in the annual awards process. The description, eligibility criteria, and nomination criteria for each of the Navy F&ES annual awards are:

(1) Regional F&ES chiefs or COs of ships and squadrons may submit one nomination package for each award category each year.

(2) Any individual may be nominated for more than one award category; however, specific accomplishments cannot be reused in the submission of more than one nomination.

(3) Nomination packages must be submitted electronically in Microsoft Word format to CNIC N30.

(4) Each nomination package must contain:

(a) Cover letter including award category and the nominating organization's name, e-mail, phone number, and mailing address. The cover letter must have the appropriate nominating official's signature to be evaluated.

(b) Award nominations shall not exceed 1 page, with 1-inch margins, and Times New Roman with a minimum of 10 point font. Bullet statements in sentence format shall be used for each award heading to show the nominee's accomplishments in the same sequence as the award criteria published by CNIC N30.

(c) A high resolution photograph of the nominee(s) in uniform (head and shoulders for individual award and group picture for team awards).

(d) Additional detailed guidance shall be distributed annually by CNIC N30.

b. Award Categories. Navy F&ES departments or ships submit nominations in each of the award categories: Navy Fire Department of the Year (Small, Medium, and Large Category), Fire Prevention Program of the Year, Military and Civilian Firefighter of the Year, Military and Civilian Fire Officer of the Year, Fire Service Instructor of the Year, EMS Provider of the Year, and Individual or Group Firefighter Acts of Heroism.

c. Navy Only Awards. Navy F&ES annual awards that do not have a corresponding DoD-level award are:

(1) EMS Provider of the Year

(2) Navy F&ES Chief of the Year

d. Submittal. All Navy F&ES awards nomination packages are required to be submitted to CNIC N30.

e. Evaluation. Nomination packages are evaluated against the criteria, scored, and ranked by an awards panel consisting of CNIC N30 staff and at least one unaffiliated panel member. The Navy F&ES Chief of the Year is selected by the awards panel from the department level awards winners. Nominations are not accepted for this award.

3. Navy F&ES Legacy Awards

a. Navy F&ES Hall of Fame Award

(1) Award Description: This annual Navy-only award provides individual recognition for significant contributions and distinguished service to the Navy F&ES mission.

(2) Eligibility: Navy F&ES personnel (active, retired, or deceased) who have completed a minimum of 10 years of service to the Navy F&ES Program. One nomination per year may be submitted by each region, CNIC N30, and previous Hall of Fame

Inductees. Induction into the Navy F&ES Hall of Fame is limited to three individuals per year. Hall of Fame nomination packages are submitted to CNIC N30.

(3) Nomination Criteria and Headings

(a) Current and previous Navy F&ES affiliations with dates.

(b) Summary of fire service experience and positions held.

(c) Professional accomplishments and distinguished service.

(d) Education, training, and or certified achievements.

(e) Fire service awards and recognition.

b. Navy F&ES Lifetime Achievement Award

(1) Award Description. This annual Navy-only award provides individual recognition for significant contributions and distinguished service to the Navy and DoD F&ES mission.

(2) Eligibility. Navy F&ES personnel (active, retired, or deceased) who have completed a minimum of 20 years of service to DoD F&ES, with a minimum of 10 years of service to Navy F&ES. One nomination per year may be submitted by each region and CNIC N30. Lifetime Achievement Award nomination packages are submitted to CNIC N30.

(3) Nomination Criteria and Headings

(a) Current and previous Navy F&ES affiliations with dates.

(b) Summary of fire service experience and positions held.

(c) Professional accomplishments and distinguished service.

(d) Education, training, and or certified achievements.

(e) Fire service awards and recognition

4. Navy F&ES Life Saving and Significant Achievement Awards

a. Navy F&ES Life Saving Award

(1) Award Description. This Navy-only award recognizes F&ES personnel for life saving events when they are directly involved in an incident where their direct action resulted in a life being saved.

(2) Eligibility. Only current Navy F&ES personnel are eligible to receive a Life Saving Award.

(3) Nomination Criteria

(a) Navy F&ES Life Saving Award nominations may only be submitted by the regional F&ES chief to CNIC N30. Submit nominations for incidents where Navy F&ES personnel actions actually made the difference between life and death, e.g., CPR was performed, an AED was attached and shock was delivered, amputations, rescue from fire, severe electrical shocks, near drowning incidents, etc.

(b) If a patient is successfully resuscitated (has return of spontaneous circulation (ROSC)) at the time he or she is delivered to the emergency department, but dies minutes later, Navy F&ES patient care providers are eligible for a Life Saving Award.

(c) If a patient is delivered to the emergency department without ROSC but is successfully resuscitated while in the emergency department, the Navy F&ES patient care providers are eligible for a Life Saving Award.

(4) Nomination Process

(a) Individuals should be submitted for a Life Saving Award based on actual performance at the incident (i.e., the provider had hands-on contact with the patient) not the incident commander, dispatcher, or driver who stays with

apparatus. However, any F&ES personnel who were instrumental in the event and played a significant role in the outcome of the victim will be considered. Submitting a crew or crews working as a team is recommended when the team directly contributed to the save. Individuals not having direct patient contact should be submitted for a Significant Achievement Award.

(b) A brief e-mail or memorandum from the regional F&ES chief providing incident details to include date, time, location, victim's status (military or civilian), age, incident location, activity at time of incident, personnel actions (brief), complete name and rank of personnel being submitted and outcome of the victim. In addition, submit the following if available:

1. A statement or memorandum from the department F&ES chief indicating the individuals were directly responsible for the life saving event.

2. A copy of the EMS incident report (EMSIR).

3. Any digital photos of the crew, vehicles, planes and or scene of incident. Do not attach photos of the victim or patient involved in the incident.

(c) Submit nominations to CNIC N30 staff no later than 30 days after the life saving event.

b. Navy F&ES Significant Achievement Awards

(1) Award Description. This Navy-only award provides individual recognition to Navy F&ES personnel when their personal actions had a positive influence on the outcome of the event (e.g., patient was rescued from a water hazard, protected patient by moving them to a safe environment, confined space rescue, etc.). Events not meeting full criteria of the Life Saving Award shall be considered for Significant Achievement Award. Additionally, Significant Achievement Award nominations can be submitted for non-emergency incident events that warrant special recognition.

(2) Eligibility

(a) Only current Navy F&ES personnel are eligible to receive a Significant Achievement Award.

(b) Significant Achievement Awards may only be submitted to CNIC N30 through the regional F&ES chief.

(3) Nomination Criteria

(a) Incidents where the F&ES personnel actions had a strong influence on the outcome of the event (i.e., patient was rescued from a water hazard, protected patient by moving them to a safe environment, confined space rescue, etc.).

(b) Individuals should be submitted based on actual performance at the incident or event. Any F&ES personnel who were instrumental in the event and played a significant role in the outcome of an incident or victims will be considered. Submitting a crew or crews working as a team is recommended when the team directly contributed to the event.

(4) Nomination Process

(a) A brief e-mail or memorandum from the regional F&ES chief providing incident details to include date, time, location, victim's status (military or civilian), age, incident location, activity at time of incident, personnel actions (brief), complete name and rank of personnel being submitted and outcome of the victim. If not related to a patient or rescue, provide a brief explanation of the events that warrant the nomination.

(b) In addition, submit the following if available:

1. A statement from the F&ES chief indicating individuals were directly responsible for the significant achievement event.

2. A copy of the EMSIR (if applicable).

3. Any digital photos of the crew, vehicles, planes and or scene of incident. Do not attach photos of victims or patients involved in the incident.

5. Navy F&ES Recognition. Navy F&ES recognition coins, award plaques, and certificates are awarded to each Navy F&ES annual award winner. Navy F&ES award plaques are awarded to each annual Hall of Fame and Lifetime Achievement award recipients. Navy F&ES recognition coins, life saving lapel pins, and certificates are awarded to each member who earns a Navy F&ES Life Saving Award. Navy F&ES Significant Achievement Award recipients are provided Navy F&ES recognition coins and certificates. All awards and recognition coins shall be issued per approved CNIC guidance.

CHAPTER 7
F&ES DATA AND INFORMATICS

1. General. Information technology (IT) and IS are necessary components of a modern F&ES program and the Navy Enterprise. IT and IS within the Navy F&ES can lead to increased operational effectiveness, increased F&ES personnel safety and higher levels of financial efficiency.

2. IT

a. Utilization. CNIC N30 shall ensure the maximum use of IT and IS through a CNIC N30 centralized procurement and management process.

b. Information Management. IS are a required resource for the successful management of F&ES. Through a standardized and centralized approach, Navy F&ES shall maximize the utilization of IS resources while maximizing return on investment. IS shall be centrally managed by CNIC N30 and deployed for use across the enterprise for use by all Navy F&ES departments. These systems shall maintain incident reports, EMSIRs, personnel records, training records, equipment inventories, and equipment and fire prevention inspection reports. CNIC N30 shall ensure mechanisms are in place for regions and installations to have input into the configuration of the F&ES IS.

(1) Information Management Systems Software

(a) CNIC N30 shall centrally procure, sustain, and manage a comprehensive information management system (or series of systems) to support Navy F&ES reporting, management, and quality improvement and assurance processes. These systems shall record and report data on Navy F&ES's: operations (emergency response, EMS patient care activities, and fire prevention); installation mission profiles and F&ES system demographics; inherent risk of incident occurrences and outcomes, training, and inventory.

(b) CNIC N30 shall ensure, through written policy and or other means, that there is compliance concerning data management and governance.

(c) CNIC N30 shall ensure that all F&ES IS are compliant with all applicable Federal, DoD and DON guidance and directives. CNIC N30 shall publish additional guidance related to the storage and release of personal identifiable information and personal health information.

(d) Procedures shall be implemented by CNIC N30 and other respective Navy programs to integrate its information management systems to receive and transmit data in as real-time as possible with other Navy software applications. Other Navy software applications include, but are not limited to, CAD systems, EM systems, facilities and vehicle systems, F&ES personnel and vehicle mishap systems, and clinic and hospital systems. Navy MTFs are required to provide requisite patient data (clinical and outcome) to EMS services for quality improvement purposes.

(e) CNIC N30 shall ensure mechanisms are in place for the initial and continued education and training of F&ES personnel on the proper use of the information management systems.

(f) Regions shall ensure full use of the CNIC N30 specified IS, along with associated business rules, by F&ES departments within their region.

(g) Installation F&ES departments shall fully utilize the CNIC N30 specified IS, including associated business rules. Installations shall ensure all staff are trained on the proper use of the IS.

(2) Data Standards

(a) The CNIC N30 shall develop, maintain, and administer a comprehensive set of Navy F&ES data standards (detailed metadata, data dictionaries, business rules and logic, etc.) for F&ES information management systems.

(b) Where applicable and available, these data standards shall be based upon, and conform to, higher level DoD data standards. These data standards include, but are not limited to, the DoD fire data standards as specified in reference (a). As DoD data standards are updated, CNIC N30 shall ensure its data standards reflect those modifications.

(3) Records Management

(a) CNIC N30 shall develop and implement policies and procedures for the transmission of data to data repositories as required by the DoD or Navy instruction or directive.

(b) CNIC N30 shall develop and publish policies and procedures on the storage, retention, and disposal of paper and electronic Navy F&ES records. These policies and procedures shall follow Federal, DoD and Navy instructions and directives. Where possible, the policies and procedures shall also comply with Federal, DoD, and Navy personal privacy and confidentiality regulatory requirements while allowing appropriate access for quality management and research purposes. Policies and procedures shall be implemented to ensure F&ES EMS patient care records are made available to the receiving facility for inclusion in the patient's health record.

(4) Standardized Metrics

(a) CNIC N30 shall develop and implement standardized metrics and aggregated reports which facilitate efficient and effective management of the Navy F&ES. These metrics and reports shall be calculated at all applicable levels (e.g., enterprise, region, installation, station, unit, firefighter, etc.). Electronic mechanisms shall also be instituted in the IS which allow for the verification of review of the standardized metrics and reports by CNIC N30, regional or installation F&ES chiefs (or their respective designees).

(b) Metrics and aggregated reports shall be developed for all aspects of the F&ES programs (operations, training, prevention, etc.) as well as those to show compliance with DoD and Navy directives. Additional metrics and reports shall be developed to show the quality, health and utilization of the IS themselves. This shall include an evaluation of the quality, timeliness, and completeness of data. Where appropriate, metrics and standardized reports shall be based on Federal, DoD, Navy and civilian agency examples. All reports shall have detailed supporting information (metadata, data dictionaries, business rules and logic, etc.).

(c) Regions shall review and approve the results of the standardized metrics and reports as specified by CNIC N30 for F&ES departments within their region.

(d) Installation F&ES departments shall review the results of the standardized metrics and reports and forward to the regions for review.

(5) Non-F&ES IS. CNIC N30 and F&ES chiefs shall have access to all Navy F&ES data systems, including recorded data and reports, which are associated with F&ES department dispatch, F&ES responses and their outcomes, fire department personnel, F&ES department vehicles, F&ES department mishaps and injuries (personnel and vehicles) and F&ES department financials (programmed and executed).

c. Incident Response Reporting

(1) F&ES departments are required to submit electronic incident reports for all F&ES incident responses (regardless of incident and response type; incident location; emergency or non-emergency) in the singular electronic information management system as specified by CNIC N30. These shall include all events in which Navy F&ES is dispatched regardless of where the event occurred, and all on-installation events handled by off-installation services. Additionally, all incident reports, including patient care information, shall be complete and accurate without reference to any other external documentation. For incidents on Navy installations where mutual aid response is received, copies of the incident report from the responding agency shall be obtained.

(2) Reports should be initiated in the IS within 24 hours of the initial response to the incident. If the incident lasts greater than 24 hours an initial report shall be created in the CNIC N30 incident response software. Incident reports must be completed and approved in the incident response software within 7 days of the incident. Exceptions to the 7-day completion rule can be granted by the region (or CNIC N30) if additional information is required and has not been secured (e.g., final dollar values on fire loss).

(3) F&ES EMS providers shall record complete, accurate data in the patient care reporting system as specified by CNIC N30 on all calls for assistance regardless of urgency (emergent or non-emergent), patient contact, their disposition or conclusion (transport or otherwise), as well as on all non-emergency responses to include inter-facility transfers.

(4) For responses by outside entities (e.g., mutual aid partners) to on-installation locations a copy of the responding agency's report, including patient care reports, shall be requested and stored. These reports should be in electronic format, but may be paper if necessary.

(5) Incident reports, including patient care reports, shall serve as the official record of Navy F&ES activities and actions during the incident.

(6) Significant Incident Reporting

(a) CNIC N30 and CNIC Emergency Management (N37) shall develop and publish criteria and associated business rules for Navy F&ES significant event notifications. These criteria shall be implemented into the Navy F&ES centralized IS for efficient notification of event occurrences.

(b) Region N30 shall ensure installation F&ES program compliance with notification procedures. Where F&ES departments do not administratively fall under a CNIC region this function shall be performed by CNIC N30.

(c) Installation F&ES departments shall enter data into incident reporting systems to facilitate the full and complete notification of significant incident notifications.

(7) CNIC N30 shall adopt a highly rigorous methodology to evaluate all F&ES incident responses to assess the probability and magnitude of property, life, and money lost and saved by F&ES interventions. This process requires a fully implemented centralized information management system, timely and accurate reporting by F&ES staff, and often additional data gathered specifically to evaluate probabilities and magnitudes of actual losses and potential saves.

(8) Notification of significant event responses shall be made per CNIC N37, commander's critical information requirements and significant event reporting notice.

(9) 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 CNIC N30 via the chain of command.

CHAPTER 8
F&ES PREVENTION

1. General. Sound F&ES prevention practices are the foundation of an effective fire protection and life safety program. The goal of Navy F&ES prevention is to reduce fires in the Navy by 50 percent every 3 years. That goal will be achieved by executing effective inspections, applying practical prevention controls, and delivering persuasive public education. Each region and installation shall establish and maintain an effective and planned prevention program. An effective fire prevention program requires the strong support of the CO.

2. Standards. F&ES prevention regulations shall comply with reference (ac). All F&ES prevention activities shall be documented in the designated CNIC N30 information management system.

3. Public Fire and Injury Prevention Education

a. Goals. The goal of every F&ES prevention program is to ensure individuals who live on, work on, or visit a Navy installation, joint base or joint region receives a current fire prevention message. Public fire education programs shall be provided for all installation personnel and may be extended to surrounding jurisdictions. Educational programs shall focus on the following fire safety procedures: eliminating fire hazards, reporting fires and other emergencies, fire extinguisher location and operation, planning proper fire escape plans, inspecting of residential carbon monoxide and smoke detectors, etc. Installations are authorized to expend funds for public fire education and incentive materials including nominal value give-away items per reference (b) and regional instruction.

b. Local Installation Instruction. Each installation's F&ES prevention program shall develop a local instruction that includes the following topics as a minimum:

(1) Roles and responsibilities

(a) CO

(b) F&ES chief

(c) Building manager or fire warden

(d) Individual

(2) Fire and emergency reporting procedures.

(3) EMS emergency reporting and installation AED locations.

(4) Fire extinguisher responsibilities and maintenance procedures.

(5) Fire protection system responsibilities.

(6) Fire building and warden program.

(7) F&ES contact information.

c. Fire Prevention Week Campaign. Fire Prevention Week (the week that includes 8 October) is a nationally established period to provide fire safety education to employees, their families and the public. F&ES prevention staffs are encouraged to hold open houses and other events to publicize the annual fire safety theme. The F&ES chief shall request funding for fire prevention and or safety materials to include nominal value incentive and educational items as an integral part of the Public Fire and Injury Prevention Education Program per reference (b).

4. Plans Review

a. Construction. F&ES prevention involvement in the construction process includes pre-design process, all plan reviews, preconstruction meetings, and final life safety and fire protection systems acceptance inspections. A cooperative relationship must be fostered between the PWO, fire protection engineer and the F&ES prevention staff.

b. Fire Inspector. DoD certified F&ES prevention personnel shall review all plans and specifications to alter, construct and repair buildings and facilities.

c. Construction Plans Review. All construction plans, including military construction (MILCON), minor construction, and self help work plans shall be reviewed by a qualified, certified fire inspector II or III for compliance with all fire and safety provisions and installation F&ES department operational requirements. Non-Navy components, on Navy or joint bases shall comply with this instruction.

5. Fire Risk Management and Surveys and Inspections

a. Fire Risk Management. All inspectable facilities shall be subjected to a fire risk management survey or inspection every year, or as determined by CNIC N30. More frequent inspections are authorized for target hazard facilities and or higher authority requirements. Additional inspections are authorized to ensure prompt correction of life hazards and facilities deficiencies.

b. Documentation. Inspections shall be documented in the CNIC N30 designated reporting system within 7 days upon completion of the inspection.

c. Qualifications. Fire risk management surveys or inspections shall be conducted by properly certified inspection personnel. DoD certified F&ES prevention personnel shall manage the fire risk management program and inspect all target hazards.

d. Company Level Risk Management Surveys and Inspections

(1) The regional or installation F&ES chief shall determine the extent and scope of the F&ES company inspection program needed to meet the F&ES department inspection program objectives.

(2) Company inspections shall be executed by DoD certified personnel performing within the scope of their certification. Personnel performing each inspection shall document their inspection into the CNIC N30 designated reporting system within 7 days.

(3) The F&ES prevention staff shall provide site-specific training to company-level personnel prior to assigning fire inspection duties.

(4) The F&ES prevention authority shall provide oversight of all company-level inspections.

e. Hazard Abatement Program. Hazards identified shall be entered individually into the Navy F&ES designated reporting system.

(1) Risk assessment codes (RAC) shall be assigned to the hazard, based on probability and severity. The fire inspector shall ensure prompt correction of fire hazards as part of the installation hazard abatement program.

(2) RAC 1 or 2 hazards shall be reviewed by the fire prevention authority and or regional or installation F&ES chief and coordinated with the safety office prior to issuance to the building manager. Activity command officers shall be notified of RAC 1 and 2 hazards. RACs shall be assigned per reference (ad) and coordinated with the safety office to determine if they should be entered into the installation hazard abatement program.

f. ORM Tools. The Navy F&ES Prevention Program shall utilize a CNIC designated risk management assessment tool for structural fire risk management.

6. Permits. Hazardous operations with potential for high value fire loss or high life loss activities shall be regulated through a permit system. All precautions specified by the permit shall be employed to minimize the risks of the high fire hazard activities.

a. Hazardous operations permits (burning and welding and open flame) shall be administered per reference (ad).

b. Occupancy type permits (where required) shall be administered per reference (ac).

c. All permits shall be documented in the CNIC N30 designated reporting system within 7 days.

7. Assembly Occupancies. Public assembly facility managers shall be trained in proper fire prevention and crowd control management responsibilities. This training is critical given the high life loss potential at these facilities. Managers

shall notify and coordinate with the F&ES prevention office when planning large, social events involving extensive decorations, large crowds or unusual arrangements.

8. Military Family Housing. An F&ES prevention orientation shall be provided for all new military housing occupants within 30 days of occupancy. Housing units may be inspected when requested by the occupants, during changes in occupancy, or when directed by the installation CO. Documentation shall be completed in the CNIC N30 designated reporting system. All F&ES prevention activities for public private venture (PPV) housing must be coordinated and approved by CNIC Strategic Planning (N9) and PPV managers.

9. Contractor Operations. F&ES prevention personnel shall attend a pre-construction meeting to coordinate F&ES prevention requirements with the installation contractors. F&ES prevention personnel shall monitor all construction projects, repair and maintenance work, and service contract work. Unsafe conditions and failure to execute fire code compliance shall be reported promptly to the contracting officer.

10. Installation Fire Warden Program

a. Each building manager shall designate a primary and alternate fire warden(s) to help execute the region or installation F&ES prevention program. Fire wardens shall be assigned via installation CO signature.

b. The F&ES prevention staff shall develop the fire warden training program defining the roles, responsibilities, outlining policy, and procedures. All fire wardens shall receive initial training prior to assuming their fire warden duties. Refresher training shall be executed annually.

c. The fire warden is responsible for implementing the F&ES prevention program within their AOR.

d. The fire warden shall inform the F&ES prevention staff or F&ES chief in writing of personnel assigned as an alternate fire warden. F&ES prevention personnel shall coordinate with the Navy Safety Office on the OSHA Voluntary Protection Program when applicable.

11. Fire Investigations

a. Investigations. All fires shall be investigated per reference (ae) to determine probable origin and cause and to reveal lessons learned to support local fire protection improvements and education programs.

b. Technical and Criminal Investigations. Fires exceeding the local investigation thresholds shall be reported promptly through the chain of command. The F&ES chief or designated personnel shall coordinate with the installation safety program on incidents that may warrant safety investigations. Fires that may involve criminal activity shall be reported promptly to installation security and the Naval Criminal Investigative Service.

c. Qualifications. Personnel involved in a fire investigation must be certified in fire investigations, per reference (ae). The highest certified or qualified individual shall become the lead investigator on a fire scene.

d. Specialty Assistance. Fire investigations requiring a specialist should be coordinated with the lead fire investigator in charge. Request for additional assistance from outside entities may be requested to assist the Navy F&ES investigator.

e. Reporting. Final reports shall be completed in the CNIC N30 designated incident reporting system. Preliminary reports may be completed on large and complex fires requiring an extended period of time to investigate. The F&ES chief shall approve all fire investigation reports before publication. The records shall be maintained according to F&ES program guidance and shall include:

- (1) A copy of the fire report
- (2) The investigation report
- (3) Witness statements
- (4) Evidence log
- (5) Photographs

(6) Any information solicited from other agencies

(7) Other data or information specific to the incident

12. Fire Extinguishers. Fire extinguishers shall be installed, inspected, tested, and maintained per reference (af) and manufacturer's instructions.

a. Facility Fire Extinguishers. Regional F&ES chiefs shall allocate funding for replacement, testing and maintenance of fire extinguishers in facilities. In facilities where tenants are responsible for fire extinguishers the requirements (funding for replacement, testing, and maintenance) shall be specified in an MOU or MOA. When extinguishers are required by the Life Safety Code, the F&ES department shall review and determine the type, size, and location of extinguishers per reference (ag). Installations will not furnish portable fire extinguishers in family housing areas.

b. Flightline Fire Extinguishers. Flightline fire extinguishers shall be inspected, tested, and maintained per reference (af) and manufacturer's instructions. Regional F&ES chiefs shall allocate funding for flightline extinguisher inspection, maintenance, repair, replacement and hydrostatic testing.

c. Training. F&ES personnel shall offer fire extinguisher training and orientation for assigned personnel.

13. FPE Standards

a. Criteria. Facilities criteria are a NAVFACENGCOM responsibility and specific criteria are identified and defined in the UFCs.

b. System Status. The NAVFACENGCOM PWO is responsible for inspection, testing and maintenance of installed fire protection, base water distribution and communication systems, however; local F&ES departments must maintain situational awareness and visibility of the operational status of the systems. System outages shall be reported to installation F&ES chiefs daily and updated as system status changes.

c. Fire Protection Surveys. CNIC N30 shall ensure FPE surveys of installations are conducted at least once every 10 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. FPE survey reports shall receive prompt attention and deficiencies shall be corrected as soon as possible. Survey reports are sent to COs, and activity corrective action plans shall be submitted by COs to NAVFACENGCOM FPE within 60 days after receiving the survey.

14. Fire Protection Projects. Fire protection facility projects required by reference (ag) shall be submitted to NAVFACENGCOM to correct deficiencies. The F&ES department shall submit work requests to correct fire protection deficiencies to the Public Works Departments.

15. Fire Protection Systems

a. Maintenance. Fire protection systems maintenance is conducted by NAVFACENGCOM and shall comply with reference (ah). F&ES prevention staff shall be provided status reports from NAVFACENGCOM on system status whenever a fire protection system undergoes maintenance, repair or outage.

b. Activations. The unintentional discharge or activation of fire suppression systems shall be reported to CNIC N30 through the use of the CNIC N30 designated reporting system.

16. Public Fire and Injury Prevention Education Promotion

a. Public fire and injury prevention education programs shall be developed for Navy personnel and their families who reside or work on installations or in Government-leased facilities.

b. F&ES prevention and or safety materials, including nominal value incentive and educational items, are an authorized expenditure of funds in promoting prevention and safety as an integral part of the public education program.

c. F&ES prevention staff shall have an active role in the installation AED program. The F&ES prevention staff shall record all installation AEDs in the CNIC N30 designated IS.

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F&ES shall inspect AEDs when conducting facility inspections.
F&ES staff shall include AED utilization and training as part of
the public fire and injury prevention education program.

CHAPTER 9
F&ES RISK ASSESSMENT AND MANAGEMENT

1. General. F&ES chiefs are responsible for minimizing the loss of life, property and damage to the environment caused by fires, medical emergencies, natural disasters and acts of terrorism.

2. Risk Assessment and Management. Risk decisions based on fact-based analysis provide a high degree of confidence that emergency and non-emergency events shall be managed appropriately with available resources. Risk assessments based on actual emergency response data, tempered with sound professional judgment, provides the best opportunity for effectively managing emergency and non-emergency events.

a. Risk. Failure to provide adequate fire prevention services poses the greatest potential for long-term negative impact on fire safety. Program directors, COs, and F&ES chiefs must ensure prevention programs including engineering controls, education, and enforcement receives the highest priority to effectively mitigate hazards.

b. Early Intervention. The F&ES operations functions are critical to the safety of people and property during emergencies. When emergencies occur, early intervention is the critical factor in reducing the potential for damage, injury and death. For this reason, emergency response time standards are crucial to initial success.

c. Service Level. The level of service provided must be balanced based on risk, probability of incidents, and available resources. F&ES may provide resources needed to accomplish successful operations; it must be measured against historic response data to ensure resources are sufficient for the risk. Leaders must recognize the severe limitations of F&ES capability. There are, however, periods where the CO and F&ES chief must consider a temporary reduction of service. These include, but are not limited to:

(1) Vehicles out of service, staffing shortfalls, or when providing emergency support to mutual aid partners.

(2) Periods of reduced activity when normal base operations cease, e.g., limited flight operations or airfield closures occur, reduced installation population, periods of low historical call volume, weekends, holidays, etc.

3. Allocating Resources. Many F&ES incidents can be managed with one fire vehicle responding within the response time standard for early intervention. Firefighting is a labor-intensive task that requires adequate staffing to perform in as safe a manner as possible. Consequently, F&ES chiefs and incident commanders must actively manage F&ES incidents to reduce risk to firefighters.

4. Mitigating Risk. By allocation of available F&ES resources (vehicles in service and proper number of firefighters), an acceptable level of service can normally be provided. F&ES chiefs shall consider:

a. Adjusting work schedules so more resources are available during higher risk periods.

b. Assigning management and administrative personnel to the operations section as training and certifications allow. Expanded cross staffing and utilization of administrative personnel provides additional F&ES capability and can mitigate staffing shortages and reduce unscheduled overtime.

5. Risk Management. The F&ES chief shall establish management plans addressing reduced operational capability during periods of time when the department shall operate below authorized staffing. The plan must include control measures implemented by the F&ES chief that describe both the probability and consequence of the potential risk. Control measures can include varying the available resources by time of day and day of the week based on the predicted probability while considering the consequence during both periods of risk. These plans are developed in advance when possible and consider the following factors:

a. An assumption that only one F&ES incident will occur at a time. All available F&ES resources may be deployed to manage a single F&ES incident.

b. F&ES chiefs are empowered to implement actions necessary to continuously maintain minimum F&ES capabilities. The F&ES chief develops ORM plans for review by the regional F&ES chief. When shortages are not known in advance, previously developed management plans and response procedure shall be executed by the F&ES chief and coordinated with COs as required.

CHAPTER 10
F&ES PROGRAM COMPLIANCE ASSESSMENT

1. General. CNIC N30 conducts PCAs to review and validate required service level objectives, scope of services provided, personnel, vehicles, equipment, and training requirements necessary to support readiness of Navy F&ES departments. PCAs shall be conducted for each installation a minimum of once every 5 years.

2. PCA Program

a. Responsibilities. CNIC N30 is responsible for establishing an F&ES assessment program for all Navy commands that have F&ES departments or programs and for developing policy, overall management, and funding for the F&ES PCA program.

(1) CNIC N30 shall conduct an on-site independent F&ES PCA, review vehicle, equipment, staffing and facility requirements and validate F&ES scope of services.

(2) PCAs evaluate the effectiveness of F&ES programs with a specific focus on identifying potential efficiencies and risk management.

(3) Measure compliance with guidance and directives.

b. Reporting. CNIC N30 shall develop and submit a PCA report that includes findings and recommendations to the regional N3 within 90 days of the assessment.

c. Resources. Regional F&ES chiefs shall ensure installation F&ES leadership review and appropriately address the PCA findings and recommendations.

d. Action. Within 9 months of receiving the final report, the region shall comment on the status of each PCA recommendation. The responses shall include corrective action taken and a program objective and milestones (POA&M) required corrective action not completed.

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e. Evaluation. Regional F&ES chiefs shall monitor the status of corrective actions taken to address the recommendations until POA&M has been completed.

CHAPTER 11
F&ES TRAINING

1. General. F&ES training programs are structured to ensure all personnel maintain proficiency and can operate safely and effectively. Training programs shall be developed and implemented per the NFPA and references (a), (d) and (n). Proficiency training shall be conducted on a recurring basis to maintain operational efficiency for all required capabilities in the installation's scope of services.

2. Firefighter Training

a. Training Responsibilities. The International Fire Service Training Association (IFSTA) manuals (reference (ai)), DoD F&ES certification system materials, and all current fire service technical manuals shall be used for basic firefighter training. F&ES personnel shall have full ownership of their training responsibilities to ensure they obtain certification and maintain proficiency in F&ES and EMS skills.

b. Requirements. F&ES personnel shall meet all training requirements per references (a), (n), (ad), (aj), and (ak), OSHA standards, and NFPA standards. F&ES personnel shall demonstrate annual proficiency, exercising the following F&ES mission specific skills as required by the installation's scope of services:

- (1) CPR, including AED use
- (2) Confined space and technical rescue
- (3) Self-contained breathing apparatus (SCBA) and respiratory protection
- (4) Rapid intervention team procedures
- (5) Firefighter rehabilitation procedures
- (6) Fire ground safety and accountability procedures
- (7) Structural, shipboard and aircraft firefighting evolutions

(8) HAZMAT evolutions

(9) Live fire evolutions (structural and shipboard) 1 day and 1 night

c. Shipboard Fires. All CNIC F&ES departments that respond on initial alarms to shipboard fires shall conduct training sessions to improve proficiency, familiarity, and knowledge of common terminology with shipboard spaces. Training shall include shipboard tours during normal scheduled safety, fire prevention, and housekeeping walkthroughs with ships force. Classroom training and practical exercises shall be conducted to facilitate an integrated firefighting response and ensure fire response personnel are familiar with the environment, condition, and access to the ships. Practical shipboard firefighting training shall include full participation in regularly scheduled fire drills including hose line advancement. Frequency of training shall be established by CNIC N30, in coordination with NAVSEASYSKOM.

d. Schedules. Training schedules shall be developed and outline monthly, quarterly, semi-annual and annual required training courses.

3. F&ES Prevention Training. NFPA standards and recognized codes shall be used for basic F&ES prevention training. Additional training is recommended for public fire education, fire investigation, fire protection plan review and fire protection systems.

4. Administrative and Management Training. Executive level and personnel management training is required for chief officers. Chief officers are encouraged to participate in the National Fire Academy's Executive Fire Officer Program and to obtain F&ES related degrees.

5. Professional Certification. All F&ES personnel (civilian, military, contractor (when required by performance work statements), and foreign national) shall participate in the DoD F&ES Certifications Program per reference (d).

6. EMS Training

a. Training Requirements. F&ES department personnel (civilian, military, and contractor) shall be trained per the National Highway Traffic Safety Administration (NHTSA) National EMS Education Standards. The National Registry of Emergency Medical Technicians (EMT) shall be utilized as the CNIC N30 standardized official EMS credentialing program. All F&ES operational personnel shall be credentialed to the EMT level by the National Registry of EMTs no later than 31 December 2018. Exceptions to the credentialing process are rare but may be granted on a case-by-case basis by CNIC N30.

b. BLS. F&ES personnel delivering BLS pre-hospital patient care shall be credentialed at a minimum to the EMT or advanced EMT level as defined by the national EMS scope of practice.

c. ALS. F&ES personnel delivering ALS pre-hospital care shall be credentialed to the paramedic level as defined by the national EMS scope of practice.

7. HAZMAT Emergency Response Training. All emergency response personnel shall be trained and certified at the HAZMAT operations level per reference (ak). F&ES departments that operate technician-level HAZMAT incident response teams shall have an appropriate number of trained personnel at the HAZMAT technician and HAZMAT incident commander levels to provide response per reference (al). Technician-level HAZMAT response teams shall be equipped with level "A" personal protective equipment (PPE). When approved by the F&ES chief, HAZMAT operations-level personnel may conduct mission specific competencies through the utilization of approved SOPs and under the direct supervision of a HAZMAT technician.

8. Specialized Rescue Training. F&ES departments that provide specialized rescue capabilities (water rescue, dive rescue, heavy rescue, and confined space rescue, etc.) shall ensure that the personnel are trained per reference (am) for those rescue missions.

9. Driver Operator Training. Drivers and operators shall be trained and certified to operate F&ES department vehicles per

reference (d). Drivers and operators shall complete an emergency vehicle operator's course (EVOC) before operating emergency vehicles.

10. Mobile and Fixed Training Devices and Facilities

a. Responsibilities. Mobile training devices or fixed training facilities shall be made available to each installation F&ES department to enable realistic training. CNIC N30 shall be the approving authority on mobile and fixed training devices (over \$100,000 value) purchased by the region or installation level to maintain consistent specifications.

b. Requirements. F&ES firefighting personnel shall participate in proficiency training per references (n), (an), and (ao).

c. Mobile Training Devices. CNIC shall centrally manage the procurement, operational safety certification, and major maintenance and repair of training devices, to include:

- (1) MAFTD
- (2) Mobile attack jet aircraft fire training devices
- (3) Helicopter and car live fire training devices
- (4) Mobile structural live fire training devices
- (5) Mobile SCBA or confined space training devices

d. Fixed Training Facilities. ARFF and structural training facilities shall be programmed through the minor construction program or MILCON with CNIC N30 coordination.

e. Shared Training. Sharing mobile training devices or fixed facilities with adjoining DoD installations may be considered as long as Navy F&ES training needs are met.

11. Administration. The F&ES chief is responsible for administering the training program. The F&ES chief shall appoint a senior officer as the training officer who is responsible for managing and conducting the training program in departments when the battalion or assistant chief for training

is not authorized. The F&ES training officer is recommended for appointment as the F&ES safety officer when a dedicated F&ES safety officer is not authorized.

12. Training Records

a. Records. The F&ES department shall maintain individual training records that contain at a minimum, a record of DoD firefighter's certifications, medical training and certification records, CNIC and installation specific training to meet assigned mission and certifications, driver training information to include current State driver's license or current government driver's license, and all EVOC training and certification. All training records must be kept electronically in the CNIC N30 designated IS and managed and maintained per SECNAV M-5210.1 of January 2012.

b. Certifications. All certifications, initial training and continuing education shall be recorded in the CNIC N30 designated IS.

APPENDIX A
REFERENCES

- (a) DoD Instruction 6055.06 of 21 December 2006
- (b) SECNAVINST 5100.10J
- (c) OPNAVINST 5450.339
- (d) DoD 6055.06-M, DoD Fire and Emergency Services Certification Program, February 2006
- (e) OPNAVINST N3040.5D
- (f) OPNAVINST 11320.27
- (g) BUMEDINST 6320.94
- (h) DoD 6055.05-M, Occupational Medical Examinations and Surveillance Manual, May 2007
- (i) DoD Instruction 4000.19 of 9 August 1995
- (j) 5 CFR 339
- (k) OPNAVINST 11240.8H
- (l) NAVFAC P-300, Management of Civil Engineering Support Equipment, September 2003
- (m) NFPA 414, Standard for Aircraft Rescue and Fire-Fighting Vehicles, 2012
- (n) NAVAIR 00-80R-14, U.S. Navy Aircraft Firefighting and Rescue Manual, 1 April 2012
- (o) NFPA 1901, Standard for Automotive Fire Apparatus, 2009
- (p) NFPA 1906, Standard for Wildland Apparatus, 2012
- (q) NFPA 1912, Standard for Fire Apparatus Refurbishing, 2011
- (r) GSA KKK-1822F, Federal Specification for the Star-of-Life Ambulance, 27 June 2011

- (s) NFPA 1917, Standard for Automotive Ambulances, Jan 2013
- (t) NFPA 1071, Standard for Emergency Vehicle Technician, 2011
- (u) DoD 4500.36-R, Management, Acquisition, and Use of Motor Vehicles, March 2007
- (v) NFPA 1561, Standard on Emergency Services Incident Management System, 2008
- (w) 29 CFR 1910, Subpart E
- (x) 29 CFR 1915, Subpart P
- (y) NFPA 1061, Standard for Professional Qualifications for Public Safety Telecommunicator, 2007
- (z) OPNAVINST 3440.17
- (aa) DoD Instruction 1400.25, Volume 591, 12 March 2009
- (ab) NAVSEA S9086-S3-STM-020/555 Navy Ships Technical Manual, Chapter 555, Volumes 1 and 2, 1 April 2010
- (ac) NFPA 1, Fire Code, 2012
- (ad) OPNAVINST 5100.23G
- (ae) NFPA 921, Guide for Fire and Explosion Investigations, 2011
- (af) NFPA 10, Standard for Portable Fire Extinguishers, 2010
- (ag) UFC 03-600-01, Fire Protection Engineering for Facilities, 26 September 2006
- (ah) UFC 03-600-02, Operations and Maintenance: Inspection, Testing and Maintenance of Fire Protection Systems, 8 September 2010
- (ai) IFSTA, 5th Edition, 2008
- (aj) NFPA 1001, Standard for Fire Fighter Professional Qualifications, 2008

- (ak) NFPA 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incident, 2008
- (al) NFPA 471, Recommended Practice for Responding to Hazardous Materials Incidents, 2002
- (am) NFPA 1670, Standard on Operations and Training for Technical Search and Rescue, 2009
- (an) NFPA 1403, Standard on Live Fire Training Evolutions, 2012
- (ao) NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, 2007

APPENDIX B
DEFINITIONS AND ACRONYMS

Glossary

1. Advanced Life Support (ALS). A level of pre-hospital emergency medical care that includes any or all emergency medical responder (EMR), EMT and paramedic procedures as defined by the U.S. Department of Transportation (DOT) and NHTSA National Standard Curricula.
2. Aerial. A piece of fire apparatus with a permanently mounted power-operated elevating device. Includes aerial ladders, aerial ladder platforms, telescoping aerial platforms, articulating aerial platforms, and elevating water delivery systems.
3. Aggregate Response Time. Total of dispatch time, turnout time, and travel time. The time elapsed from the receipt of the emergency alarm to when the units arrive on scene.
4. Aircraft Rescue Firefighting (ARFF). The firefighting actions taken by F&ES personnel to control or extinguish fire involving, or adjacent to, aircraft on the ground.
5. ARFF Vehicle. An ARFF vehicle intended to transport large volumes of water and foam, carry rescue and firefighting equipment for rescuing occupants and combating fires in aircraft at or in the vicinity of an airfield.
6. Alarm. A signal or message from a person or device indicating the existence of a fire, medical emergency or other situation that requires an F&ES response.
7. Ambulance. A vehicle designed, equipped, and operated for the treatment and transport of ill and injured persons.
8. Authority Having Jurisdiction. The organization, office or individual responsible for approving equipment, material, or a procedure.

9. Automatic Aid. A type of mutual aid involving the delivery of emergency services to surrounding jurisdictions by the installation F&ES program as an automatic component of the jurisdiction's initial emergency response.
10. Automated External Defibrillator (AED). A Food and Drug Administration approved device that recognizes the presence or absence of ventricular fibrillation or tachycardia and, without operator intervention, determines if defibrillation should be performed. If determined that defibrillation should be performed the device automatically charges and prompts the operator to deliver the electrical shock.
11. 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.
12. Basic Life Support (BLS). A level of hospital emergency medical care that includes any or all EMR and EMT procedures as defined by the U.S. DOT and NHTSA National Standard Curricula.
13. Brush and Wildland Vehicle. A motorized off-road capable vehicle used in rough terrain, wildland environment fire suppression.
14. Cardiopulmonary Resuscitation (CPR). A set of skills that includes noninvasive airway management, chest compressions and other skills defined by the American Heart Association or other organizations.
15. Company. A group of members under direct control of an officer, who are trained and equipped to perform assigned tasks. Companies are usually organized and identified as ARFF, engine companies, aerial ladder companies, rescue companies, engine companies, squad companies, or multifunctional companies, and may operate with one or more pieces of apparatus.
16. Consolidated. A fire department that serves more than one installation command, e.g., multiple installments that are located in the same geographical area. The consolidated fire department is managed by a single F&ES management staff.

17. Cross Staffing. Utilizing the personnel from staffed companies to staff multiple companies.
18. Defensive HAZMAT Operations. Actions taken by a HAZMAT responder during an incident where there is no intentional contact with the material involved. These actions include elimination of ignition sources, vapor suppression, diking or diverting to keep a release in a confined area. Defensive operations require notification and possible evacuation, but do not involve plugging, patching, or cleanup of spilled or leaking materials.
19. Defibrillation. A process in which an electronic device gives an electric shock to the heart. This helps reestablish normal contraction rhythms in a heart having dangerous arrhythmia or in cardiac arrest.
20. Disaster Response. The portion of the F&ES program that deals with controlling and mitigating unforeseen incidents, which exceed the affected installation's normal capabilities.
21. Dispatch Time. The point of receipt of the emergency alarm at the public safety answering point to the where sufficient information is known to the dispatcher and applicable units are notified of the emergency.
22. Driver or Operator. F&ES personnel trained and qualified in checkout, maintenance, and operation of emergency apparatus.
23. Emergency Medical Protocols. A form of standing orders and guidelines endorsed by the program medical director for the delivery of emergency medical treatment to injured or ill patients.
24. Emergency Medical Responder (EMR). An individual trained to provide initial care for sick or injured persons, per the U.S. DOT and NHTSA National Standard Curricula.
25. Emergency Medical Services (EMS). A system of trained, certified, and properly equipped personnel that provide triage, treatment, and transportation of the sick and injured to MTFs.

26. Emergency Medical Technician (EMT). A person who has successfully completed the U.S. DOT and NHTSA-recommended course of training or an equivalent state training course and who has authorization to practice at the BLS level by an appropriate authorizing agency or organization.
27. Emergency Patient Care. The provision of BLS and ALS care to ill or injured patients in the pre-hospital environment.
28. Emergency Response Personnel. F&ES personnel trained and responsible for performing hazardous firefighting and emergency service missions.
29. Emergency Vehicle. A vehicle equipped with approved warning lights and siren.
30. Emergency Vehicle Operators Course (EVOC). A training course that provides the skills and knowledge necessary to properly and safely operate emergency response vehicles.
31. EMS Consumables. Any medical supplies that are single use patient care items per reference (g).
32. EMS Incident Report (EMSIR). A confidential medical record completed by EMS personnel to record pertinent EMS and patient information regarding response, assessment, treatment, and transport.
33. Engine Company. A complement of emergency response personnel staffing a fire department pumper. The engine company's primary role during fire incidents is to establish a water supply and deliver water through hose lines to control the fire.
34. Enterprise Land Mobile Radio (ELMR). ELMR is a digital encrypted trunked, land mobile radio system for all CNIC regions and installations. This radio system is the Navy's solution to the National Telecommunications and Information Administration's mandate for narrowband operations and the interoperability solution for emergency services.
35. Fire and Emergency Services (F&ES) Chief. An individual who is responsible for a single or multiple commands and may be responsible to multiple COs.

36. F&ES Command Vehicle. F&ES command vehicles are emergency response configured vehicles used by shift supervisors for command and emergency response support. Command vehicles shall typically be Navy Equipment Code 030504 or 030804 (medium SUVs), GSA equivalent, or other vehicles as approved by CNIC F&ES.

37. F&ES 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.

38. F&ES Department. The primary Navy organization responsible for providing fire protection, fire prevention, and EMS to the installation and through MAAs, the surrounding community.

39. F&ES Incident Reports. A report completed following each incident. Data compiled on each incident to determine trends; evaluate effectiveness of the fire protection, and emergency services programs; and indicate areas needing improvement.

40. F&ES Safety Officer. The individual assigned by the F&ES chief to manage the safety and health programs.

41. F&ES Training Officer. The individual assigned by the F&ES chief to manage the training program.

42. Fire Brigade. An organization consisting of installation personnel cross-trained, organized and equipped, per reference (w), to provide firefighting and fire prevention activities within the installation.

43. Fire Inspector. An individual whose primary duties entail fire prevention related knowledge, skills, and tasks.

44. Fire Investigation. An examination of a fire scene to determine the origin and cause 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.

45. Fire Investigator. An individual who is trained and certified to conduct a fire investigation to determine origin and cause.
46. Fire Loading. The amount of combustibles within a space or building.
47. Fire Prevention. The portion of the fire protection program aimed at preventing the outbreak of fire through education, inspection, enforcement, and investigation.
48. Fire Prevention Inspections. Periodic inspections by properly trained and qualified fire protection specialists to identify and initiate corrective measures to eliminate unsafe fire and life safety conditions.
49. Fire Prevention Orientation Program. A public fire education program for base personnel and housing occupants that addresses fire escape planning, fire and emergency reporting, home fire hazards, smoke detectors, and other fire protection features.
50. Fire Prevention Personnel. F&ES personnel trained and responsible for administering the fire prevention program.
51. Fire Protection Engineering (FPE). The portion of the fire protection program which deals with the study, design, and installation of fire protection and life safety systems.
52. 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.
53. 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.
54. Fire Protection Program. A comprehensive approach to control and mitigate damages from fires including ignition prevention, slowing fire growth, spread, detection, alarm, suppression, confinement, and evacuation of occupants.

55. Fire Protection Specialists. F&ES personnel trained and responsible for one specific portion of the fire protection and emergency services program such as the public fire and injury prevention education program.

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

57. 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.

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

59. Fire Suppression System. A fire protection system that automatically controls and suppresses fires including automatic sprinkler systems, wet and dry chemical systems, and foam systems.

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

61. Firefighting Operations. Operations including rescue, fire suppression, and property conservation in buildings, enclosed structures, aircraft interiors, vehicles, vessels, aircraft, or like properties that are involved in fire or emergency situations.

62. Firefighting Vehicle. Specially designed emergency response vehicles that provide equipment and materials necessary for firefighting and emergency services. Apparatus include pumpers, aerial ladders, rescue vehicles and ambulances.

63. Geographic Information System. Provides real-time map displays for CAD and MDT users, management of automatic vehicle location reporting position data, and services, such as address verification and automated vehicle routing and recommendations.

64. Halon. A fire extinguishing agent that uses fluorine, chlorine, bromine, or iodine based hydrocarbons to interfere with the combustion process.
65. Hazardous Materials (HAZMAT) Awareness. Those persons who, in the course of their normal duties, could be the first on the scene of an emergency involving HAZMAT and who are expected to recognize the presence of HAZMAT, and who have been trained to initiate an emergency response sequence by notifying the proper authorities, and to protect themselves, and secure the area.
66. HAZMAT Emergency Response. The portion of the F&ES program dealing with the control and mitigation of spills and releases involving a HAZMAT or substance.
67. HAZMAT Incident Commander. An individual who is specifically trained and certified to provide incident command at a HAZMAT emergency.
68. HAZMAT Incident Response Team. Teams that are organized, trained, and equipped to respond to HAZMAT incidents.
69. HAZMAT Operations. Those persons who respond to releases or potential release of HAZMAT as part of the initial response to the incident for the purpose of protecting nearby persons, the environment, or property from the effects of the release, and who are expected to respond in a defensive fashion to control the release from a safe distance without actually trying to stop the releases, and keep it from spreading.
70. HAZMAT Technician. Those persons who respond to release or potential release of HAZMAT for the purpose of controlling the release using specialized protective clothing and control equipment.
71. Hot Works Permit. A permit issued to authorize the use of welding, soldering or other open flame devices on Navy installations.
72. Immediate Response to Civil Authorities. For the purpose of this instruction, response is any form of immediate action taken by a DoD component or military commander to assist civil authorities or the public to save lives, prevent human suffering, or mitigate property damage under imminently serious

conditions occurring where there has not been any declaration of major disaster or emergency by the President, or there is an attack.

73. 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.

74. Incident Command System (ICS). 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.

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

76. Initial Arriving Company. The initial first F&ES response unit to arrive at an incident.

77. Initial Full Alarm Assignment. Those personnel, equipment, and resources ordinarily dispatched upon notification of a structural fire. Typically organized in 3 companies plus an incident commander for a total of 13 responding personnel.

78. Inspectable Facilities. All facilities (temporary or permanent) excluding piers, ships, open storage locations, remote facilities less than 1,000 square feet with limited fire life safety risk or OVAP score below 15, military family housing, and unaccompanied personnel quarters (except common use areas of multi-family units and unaccompanied quarters).

79. Installation. May refer to a single installation or multiple facilities under a single CO.

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

81. Installation F&ES Chief. An individual responsible for one or more installations under the command of a single CO.
82. Installation Fire Department. A fire department organized to meet F&ES requirements for a single installation or a multi facility unit under a single company.
83. 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 wildland fire threats.
84. Installation Hazard Abatement Plan. An installation's systematic priority program to correct or reduce hazardous conditions.
85. Inter-Service Support Agreement (ISSA). 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.
86. Ladder Company. A complement of emergency response personnel staffing a fire department aerial ladder company. 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.
87. Layperson. An individual who uses an AED as part of the installation AED program and is not a healthcare provider.
88. Manpower Availability Factor (MAF). The factor utilized to determine emergency response staffing requirements.
89. Medical Director. A physician who oversees an EMS program for the purposes of providing medical direction and oversight.
90. Medical Treatment Facility (MTF). Medical facility designed and equipped for the delivery of patient care.
91. Mobile Command Post. A motorized vehicle or towed trailer having intrinsic command and control capabilities.

92. Mobile Data Terminals (MDT). A computer housed in an emergency response vehicle for use by F&ES personnel to communicate with dispatch, gather, and record data regarding the incident.

93. Mobile Training Device. A training device used by F&ES personnel to maintain proficiency in one or more of the following operations: MAFTD, confined space rescue, HAZMAT handling, live fire, and self-contained breathing apparatus.

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

95. Mutual Aid. An arrangement with neighboring jurisdictions that establishes joint response of designated emergency services apparatus and personnel on pre-determined incident types.

96. Mutual Aid Agreement (MAA). A reciprocal agreement between surrounding jurisdictions and the installation to provide supplemental F&ES assistance when requested by either the jurisdiction or the installation.

97. Navy Emergency Response Management System (NERMS). A system based on commercial-off-the-shelf equipment and software. The NERMS provides an integrated, scalable, and expandable enterprise system designed to support emergency services personnel nationwide at Navy shore installations.

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

99. Offensive HAZMAT Operations. Actions taken by a HAZMAT responder, in appropriate chemical-protective clothing, to handle an incident in such a manner that contact with the released material may result. These actions include approaching the point of release for patching or plugging to slow or stop a leak, containing a material in its own package or container that may require over packing or transfer of a product to another container.

100. Operations Risk Management (ORM). The process of identifying, assessing, and controlling risks and making operational decisions that balance risk with mission benefit.

101. Organic. Services provided from within the Navy F&ES Program.
102. 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.
103. Permit. An official permit issued by the F&ES program that allows for the use, handling, storage, occupancy, or control of specific hazardous operations or conditions (includes Hot Work, Open Flame) permits.
104. Personal Protective Equipment (PPE) 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.
105. Pre-Incident Plans. Fire department plans for fighting a fire or mitigated to a specific target hazard.
106. Public Fire Education. A fire prevention strategy to improve human fire safety behavior through teaching and disseminating fire protection information.
107. Public Safety Network (PSNet). The PSNet is an Internet protocol-based, quality-of-service capability that supports the dispatch mission and systems (e.g., ELMR, NERMS).
108. Pumper. Fire apparatus with a permanently mounted fire pump, water tank, and hose body whose primary purpose is to combat structural and associated fires.
109. Quick Response Vehicles (QRV). A vehicle designed, equipped, and staffed to provide rapid F&ES response and or ALS treatment of ill and injured persons in support of the EMS mission. QRVs shall typically be Navy Equipment Code 030504 or 030804 (medium SUVs), GSA equivalent, or other vehicles as approved by CNIC F&ES. The QRVs are NOT patient transport vehicles.

110. Quint. A fire department emergency vehicle with a permanently mounted fire pump, a water tank, a hose storage area, an aerial device with a permanently mounted waterway, and a complement of ground ladders.
111. Regional Fire Department. A single fire department that serves all installations in a region, which may include multiple installation F&ES stations organized and aligned under a CNIC recognized region.
112. Regionalized. An organizational model in which management, control, direction, oversight, policy, resources, etc. are derived from the regional HQs.
113. Rescue. Those activities directed at locating endangered persons at an emergency incident, removing those persons from danger, treating the injured, and ensuring the victims are transported to an appropriate health care facility.
114. Residential Sprinkler System. An automatic sprinkler system designated for homes and living quarters to provide and early warning and suppression of residential fires.
115. Risk Analysis. A study of program elements posing a hazardous situation, to assess the probability, and severity of an incident prior to devising a means of controlling the hazardous situation.
116. Risk Communication. An interactive process or exchange of information and opinions among interested parties or stakeholders concerning a risk, potential risk, or perceived risk to human health, safety, or the environment.
117. Scope of Services. The program elements a specific Navy F&ES department is "required and resourced to provide" based on review of the mission and the unique characteristics of the installation.
118. Self-Contained Breathing Apparatus (SCBA). A breathing air system that allows emergency services personnel to enter hazardous or oxygen deficient atmospheres.
119. Special Operations. Emergency operations that require specialized or advanced equipment or training. Examples

include, but are not limited to, HAZMAT and CBRNE mitigation operations and technical rescue such as rescue from heights, water, or confined spaces.

120. Specialized Rescue (Technical). The portion of the emergency services program that requires the utilization of special equipment to remove victims from hazardous or life threatening conditions to areas of safety or treatment.

121. Standard of Care. The watchfulness, attention, caution, and prudence that a reasonable person in the similar circumstances would exercise.

122. Standard of Cover (SOC). Level of service policies that establish the distribution and concentration of F&ES resources for an installation or region.

123. Standard Operating Procedures (SOP) and Standard Operating Guidelines. The procedures and regulations governing emergency operations to provide uniformity in practices, establish responsibility, and enhance accountability.

124. Strategic Plan. An organization's process of defining its strategy, or direction and making decisions on allocating its resources to pursue this strategy.

125. Subfunction. A secondary element of a specific function.

126. Sudden Cardiac Arrest. An electrical chaos within the heart that causes the heart to maintain a non life sustaining rhythm.

127. Support Trailers. Towed trailers carrying equipment and supplies to support F&ES responses and activities such as: foam, recovery, mass casualty, HAZMAT, CBRNE, decontamination, and response sustainment supplies.

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

129. Team. Two or more individuals who have been assigned a common task and are in communication with each other, coordinate their activities as a work group, and support the safety of one another.

130. Technical Rescue Vehicle (HAZMAT, WMD and CBRNE). A motorized vehicle containing the necessary equipment and PPE to perform one or more of the following: trench rescue, high angle rescue, vehicle extrication, and other specialized rescue and extrication activities, and both offensive and defensive HAZMAT response operations.

131. Transportation Review of IO. A periodic site visit conducted by NAVFACENCOM BSV&E Property Loan Management Organization at each Navy region on a periodic basis, for the purposes of validating IOs for numbers and types of vehicles.

132. 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.

133. Turnout Time. The time beginning when units are notified of the emergency to the beginning point of travel time.

134. Twin Agent Units. A rapid intervention vehicle designed with a twin agent fire-extinguishing system used primarily for helicopter operations and support to outlying airfields.

135. Vertical Time. The time beginning from responder arrival at the scene until the responder reaches the patient or actual emergency location (e.g., responder arrives at street address but has to access fire on the sixth floor of the building).

136. Water Tanker and Tender. A vehicle designed primarily for the pickup, transport, and delivery of water and or foam to the fire emergency scene.

137. Water Tower (Squirts). A pumper type apparatus with a telescoping boom aerial device whose main purpose is to deliver large volumes of water through an elevated waterway.

List of Acronyms

AED	automated external defibrillator
ALF	auxiliary landing field
ALS	advanced life support
AOR	area of responsibility
ARFF	aircraft rescue and firefighting
BLS	basic life support
BUMED	Bureau of Medicine and Surgery
BSV&E	base support vehicles and equipment
CAD	computer-aided dispatch
CBRNE	chemical, biological, radiological, nuclear and high-yield explosive
CESE	civil engineering support equivalent
CNO	Chief of Naval Operations
CNIC	Commander, Navy Installations Command
CO	commanding officer
CPR	cardiopulmonary resuscitation
DLA	Defense Logistics Agency
DoD	Department of Defense
DON	Department of the Navy
DOT	Department of Transportation
ELMR	Enterprise Land Mobile Radio
EM	emergency management
EMR	emergency medical responder

EMS	emergency medical services
EMSIR	emergency medical services incident report
EMSWG	Emergency Medical Services Working Group
EMT	emergency medical technician
EVOC	emergency vehicle operator's course
F&ES	fire and emergency services
F&ES AB	Fire and Emergency Services Advisory Board
FPE	fire protection engineering
FFVMP	Firefighting Vehicle Modernization Plan
GSA	Government Services Administration
HAZMAT	hazardous materials
HN	host nation
HQ	headquarters
ICS	Incident Command System
IO	inventory objective
IS	information systems
ISO	incident safety officer
ISSA	inter-Service support agreement
IT	information technology
MAA	mutual aid agreement
MAF	manpower availability factor
MAFTD	mobile aircraft fire training device
MDT	mobile data terminals

MILCON	military construction
MOA	memorandum of agreement
MOU	memorandum of understanding
MPVP-F	mission profile validation process - fire
MTF	medical treatment facility
NAVFACENCOM	Naval Facilities Engineering Command
NAVSEASYSKOM	Naval Sea Systems Command
NERMS	Navy Emergency Response Management System
NFIRS	National Fire Incident Reporting System
NFELC	Naval Facilities Expeditionary Logistics Center
NFPA	National Fire Protection Association
NHTSA	National Highway Traffic Safety Administration
OCONUS	outside continental United States
OPNAV	Office of the Chief of Naval Operations
ORM	operational risk management
OSHA	Occupational Safety and Health Administration
OLF	outlying landing field
OVAP	Occupational Vulnerability Assessment Program
OWCP	Office of Workers' Compensation Programs
POA&M	program objectives and milestones
PWG	Prevention Working Group
PCA	program compliance assessment
PPE	personal protective equipment

PPV	public private venture
PWO	public works office
QRV	quick response vehicle
RAC	risk assessment codes
RCB	rules for conducting business
ROSC	return of spontaneous circulation
SCBA	self-contained breathing apparatus
SECNAV	Secretary of the Navy
SLEP	Service Life Extension Program
SOC	standard of cover
SOP	standard operating procedure
SUV	sport utility vehicle
TWG	Training Working Group
UFC	Unified Facilities Criteria
USN	United States Navy
WMD	weapons of mass destruction