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This instruction implements Air Force Policy Directive (AFPD) 32-20, *Fire Emergency Services*, and Department of Defense (DoD) Instruction (DoDI) 6055.06, *DoD Fire and Emergency Services Program*, Department of Labor – Occupational Safety and Health Administration (OSHA), Code of Federal Regulations (CFR), Air Force Instructions (AFI), and National Fire Protection Association (NFPA) standards as they are adopted and/or implemented by NFPA

Technical Information Guides (TIG). It applies to personnel who develop and implement fire emergency services (FES) programs at Air Force installations worldwide including expeditionary locations, facilities, and contractor-operated facilities. For government-owned/contractor-operated and contractor-owned/contractor-operated facilities, contracts shall be revised to comply with this instruction when such contracts are extended, revised or rewritten and when new delivery orders are applied to existing contracts. This instruction does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) firefighters when in training status. Additionally, selected paragraphs of this publication do not apply to the ANG and will be modified by ANG supplements. Refer to AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*, and Air Force Reserve Command and Air National Guard supplements for applicability. Users should send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through major commands (MAJCOM), Air National Guard, and Headquarters Air Force Civil Engineer Support Agency (AFCESA), 139 Barnes Drive, Suite 1, Tyndall AFB FL 32403-5319, to USAF/A7CX, 1260 Air Force Pentagon, Washington DC 20330-1260. Forms may be electronically forwarded to AFCESA/CEXF Corporate Mailbox, HQAFCESA.CEXF@tyndall.af.mil. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS). The use of the name or mark of the NFPA or any commercial products, commodity, or service in this publication does not imply endorsement by the USAF. When using Personally Identifiable Information (name, rank, etc. IAW DoD 5400.11-R/ AFI 33-332 Privacy Act statements must be accompanied/ attached or on printed forms.

(ACC) AFI 32-2001, 9 September 2008, is supplemented as follows: It prescribes unit mission, organization and responsibilities of the fire protection flight within Air Combat Command (ACC). It applies to all ACC fire protection flights. This supplement does not apply to Air National Guard and Air Force Reserve Command (AFRC) firefighters in training status. Refer to AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*, and applicable AFRC and ANG supplements. Maintain records created as a result of prescribed processes in accordance with (IAW) AFMAN 33-363, *Management of Records*, and dispose of them IAW the AF Records Disposition Schedule available from the Air Force Portal at the AF Records Information Management System link. Contact supporting records managers as required. Users are encouraged to make recommendations to change guidance in this publication. Send comments and suggested improvements using AF Form 847, *Recommendation for Change of Publication*, to HQ ACC/A7XF, 129 Andrews, Langley AFB VA 23665.

(OFFUTTAFB) Air Force Instruction (AFI) 32-2001, Fire Emergency Services Program, 09 September 2008 and Air Combat Command (ACC) Supplement, 12 March 2009 are supplemented as follows: It applies to all 55th Wing and associate units, and all agencies and contractors providing base support. It establishes responsibilities, policies, and procedures for fire prevention and fire fighting. The objective is to provide a summary of codes and directives for guidance and authority for establishing an effective, aggressive, integrated fire prevention program to prevent the loss of life, property, and aerospace vehicles to fire. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <http://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

Contact supporting records managers as required. Send suggested comments, questions, and improvements to the publication on an AF Form 847, *Recommendation for Change of Publication*, through 55 CS/SCXKP, 201 Lincoln Highway, Suite 206, Bldg 41, Offutt Air Force Base, Nebraska, 68113.

SUMMARY OF CHANGES

This document has been completely revised and must be completely reviewed.

This revision changes the title from *The Fire Protection Operations and Fire Prevention Program* to *Fire Emergency Services Program*; redefines roles and responsibilities; institutionalizes professional gear processes; establishes the scope and level of service objectives, embraces risk assessment and management principles, incorporates the Automated Civil Engineer System Fire Department (ACES-FD); updates training proficiency requirements; integrates Chemical, Biological, Radiological, Nuclear and High Yield Explosives (CBRNE) response; revises fire incident reporting procedures; formalizes the process of adopting and implementing NFPA standards; and implements DoDI 6055.06, *DoD Fire and Emergency Services Program*.

(ACC) This document is substantially revised and must be completely reviewed: Major changes include the rescission of ACC Form 43, *Manpower Status Report*, and ACC Form 69, *Monthly Response Activity*; and the removal of all references to AF Form 1071, *Inspection Maintenance Record*; AF Form 3521, *Halon 1301 Semiannual Report*; and AF Form 3522, *Halon 1211 Semiannual Report*.

(OFFUTTAFB) This document has been completely revised and must be completely reviewed. This revision changes the title from *The Fire Protection Operations and Fire Prevention Program* to *Fire Emergency Services Fire Prevention Program*. Adds the requirement for a written organizational fire prevention plan; adds the requirement for facility manager's orientation; redefines contractor's fire prevention responsibilities; adds supervisory responsibility for the serviceability of fire extinguishers in the work center; adds the requirement for supervisors to brief subordinates on fire prevention practices, unit fire prevention and emergency action plans, and fire extinguisher training; adds the requirement for the review of CE shop in house projects; adds the requirements for fire protection deviations to be submitted to HQ ACC fire protection engineer, or manager for approval; adds the requirement for commissioning of fire and life safety systems by the fire protection engineer of record; adds controlled access to fire alarm panels to only fire department and fire alarm shop personnel; adds CEO's responsibility for painting and color coding fire hydrants; adds a new local form for flammable storage cabinet permits; redefines storage of LPG cylinders; adds the requirement for extinguishing systems for residential stoves in base facilities, redefines the use of extension cords and power strips; redefines the use of outdoor cooking equipment; adds requirements for welding operations outside of welding shops; adds requirements for the placement of maintenance equipment inside hangars; adds requirements for placing aircraft in hangars without fire protection systems; adds requirement for storage area in aircraft hangars; redefines the requirements for warehousing and storage; adds the requirement for vehicle parking plans inside maintenance hangars; redefines requirements for fire extinguishers; adds fire prevention responsibility for privatized housing occupants.

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Chapter 1

RESPONSIBILITIES

1.1. USAF.

1.1.1. **USAF/A7C.** The Office of The Civil Engineer provides Fire Emergency Services (FES) program policy and resources that enable FES capability to protect AF personnel and property. The Civil Engineer, is the authority having jurisdiction (AHJ) for Air Force FES guidance. Authority is delegated to The Air Force Fire Chief to interpret policy and approve equivalencies after consultation with the Civil Engineer Fire Panel (CEFP).

1.1.2. **USAF/A7CX.** The Readiness and Emergency Management Division in the Office of The Civil Engineer provides FES program guidance development through AFCESA.

1.2. Air Force Civil Engineer Support Agency (AFCESA). AFCESA provides FES program management and functional oversight within the Readiness Support Directorate (CEX), FES Division (CEXF). The FES Division Chief is The Air Force Fire Chief.

1.2.1. The AFCESA/CEXF staff assists USAF/A7CX staff in the development of policy and providing functional oversight. The staff provides technical services to the major commands and base FES personnel, advocates for resources and develops plans and programs to facilitate policy execution. Additionally, AFCESA/CEXF is responsible for centralized procurement of AF-wide FES purchases.

1.2.2. The AF Fire Chief is delegated authority to manage the DoD Fire Emergency Services Certification System for the Secretary of the Air Force, as required by DoDI 6055.06, *DoD Fire and Emergency Services Program*. Additionally, this individual serves as the senior FES advisor and represents the AF where FES issues are concerned.

1.2.3. The AF FES Career Field Manager (CFM) is the senior enlisted advisor for the FES functional community. The CFM develops, prepares, and coordinates new fire emergency services policy or change proposals for the AF Civil Engineer. Additionally, this individual provides central oversight for career field education and training issues, manages education and training programs, and coordinates all force structure changes for the career field.

1.2.4. The AFCESA/CEXF staff serves as functional area representatives to the Federal Emergency Management Agency (FEMA) Federal Firefighter Task Group; National Fire Protection Association (NFPA) standards committees; USAF/A4R/A4P and Vehicle Transportation Acquisition Council (VTAC); Civil Engineer Career Program (CECP) Work Force Management Panel (CECP-WFMP) and Civil Engineer Policy Council (CEPC); Civil Engineer Education and Training Review Council (ETRC); DoD Wildland and Urban Interface Fire Fighting Task Group; North Atlantic Treaty Organization (NATO) Crash Fire Fighting and Rescue Panel (CFRP) and Air Operations and Services Working Group (AOSWG); International Fire Service Accreditation Congress (IFSAC) and National Professional Qualifications Standards Board (ProBoard); Air Force Research Laboratory (AFRL); and DoD Fire and Emergency Services Working Group (F&ESWG).

1.2.5. AFCESA/CEXF executes the Firefighting Vehicle Modernization Plan (FFVMP) and manages vehicle procurement through Warner Robins Air Logistics Center (WR-ALC). This plan is reviewed annually and adjusted when appropriate before the budget cycle.

1.3. Civil Engineer Fire Panel (CEFP). The CEFP serves as the forum to facilitate communications and develop consensus on new policies that affect FES programs. The CEFP charters working groups to address specific issues.

1.3.1. The CEFP assists The Air Force Fire Chief to identify and resolve FES issues. The CEFP reviews policy for currency, recommends changes in policy, proposes new technologies to improve FES and assists to develop strategic goals and initiatives.

1.3.2. The CEFP is co-chaired by USAF/A7CXR and The Air Force Fire Chief. Members include the senior FES representative on major commands (MAJCOM), field operating agencies (FOA) to include the Air National Guard (ANG) and direct reporting units (DRU) staffs or their designated representatives. Co-chairs vote in case of tie. Advisors to the CEFP are invited as needed by the chairpersons.

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

1.5. MAJCOM/FOA/DRU Civil Engineers and The Director, Installation and Mission Support. The MAJCOM A7 provides command level oversight and is responsible to the MAJCOM CC for executing FES programs within their respective commands. They ensure installation FES flights are organized, trained and equipped to execute their respective missions. Staffs include a Command Fire Chief with appropriate staff to provide day-to-day management of FES programs. The Command Fire Chief is considered the Subject Matter Expert within the command for all FES related issues.

1.6. Command Fire Chief. This individual serves as the senior FES advisor to senior leaders and is the spokesperson for the command at forums where FES is an issue. The Command Fire Chief is delegated authority to manage the command's FES program.

1.6.1. The Command Fire Emergency Services staffs develop FES policies, guidance, oversight and technical services to the installations. This includes the advocacy and facilitation of resources and the development of plans to facilitate execution of policy associated with FES programs.

1.6.1. (ACC) The Command Fire Emergency Services staff conducts staff assistance visits in conjunction with a cross functional Air Combat Command (ACC) Readiness Division (HQ ACC/A7X) team (*emergency management, explosive ordnance disposal, fire emergency services*) to provide oversight and technical services to the installations.

1.6.2. (Added-ACC) The Command Fire Protection Engineer is the subject matter expert and serves as the "authority having jurisdiction" for facility engineering pertaining to fire and life safety systems, excluding technical issues driven by public law (i.e. military family housing). The Command Fire Protection Engineer develops fire protection policies, guidance and technical services to ACC installations.

1.7. Installation Commander. The installation commander is responsible for the fire safety of personnel and property under their control, provided for by the FES programs contained in this instruction. This responsibility is discharged through the Fire Marshal and executed by the Fire Chief. The installation commander reviews and approves Operational Risk Management (ORM) plans that address facility fire safety and reductions in FES capability. The Fire Marshal and Fire Chief provide periodic updates to keep the commander aware of FES capability and risk.

1.7.1. Installation commanders responsible for small installations such as radar sites, auxiliary fields with few facilities or infrequent aircraft operations will need to determine, with MAJCOM A7 concurrence, if a FES flight is warranted for their mission. The installation commander, with advice from the Command Fire Chief, develops an ORM plan to determine alternatives to an on-site fire department. Key considerations are preventing fires, workplace fire safety education, capability to provide early intervention at fires, and managing fires that have progressed beyond the incipient stages. When the installation commander concludes that an on-site fire department is not justified, they appoint a Fire Safety Manager and send the ORM to the MAJCOM A7 for approval by the MAJCOM CC.

1.7.2. The Fire Safety Manager (reference paragraph **1.7.1**), manages FES programs at installations without an on-site fire department. These individuals are responsible to oversee the execution of the ORM plan approved in **1.7.1**.

1.8. Fire Marshal. The Civil Engineer (CE) Squadron or CE Group Commander or the Base Civil Engineer (BCE) is the Fire Marshal. The Fire Marshal is responsible to the Installation Commander for oversight of FES programs and provides the Fire Chief the resources available to execute the FES mission. Fire Marshals shall attend the Fire Marshal Course at the Louis F. Garland Fire Academy within six months of assuming Fire Marshal duties.

1.8.1. The CE Programs Flight Chief is responsible to the Fire Marshal to ensure all construction projects are designed with all required fire safety features. The CE Operations Flight Chief (or contractor operations service) is responsible to the Fire Marshal for inspection, testing, maintenance and documentation associated with all fire detection, notification, suppression and water distribution systems.

1.8.1. (ACC) The Civil Engineer (CE) Programs Flight Chief is responsible to the Fire Marshal to ensure all construction projects are designed and constructed in accordance with all applicable Unified Facilities Criteria (UFC), engineering technical letters (ETL), National Fire Protection Association Codes and Standards (NFPA), Host Nation Agreements, and command specific criteria. The CE Operations Flight Chief (or contractor operations service) is responsible to the Fire Marshal for inspection, testing, maintenance and documentation associated with all fire and life safety systems, to include fire rated construction, fire detection, notification, suppression, and water distribution systems.

1.9. Fire Chief. The Installation Fire Chief is the FES Flight Chief and is directly responsible to the Fire Marshal for establishing, executing and maintaining FES programs; determining the resources required; conducting risk assessments; advising commanders regarding risk and capability, and implementing risk management actions. Fire Chiefs develop ORM plans that address reduced FES capability.

1.9.1. Fire Chiefs develop a variety of standard operating instructions, guides, plans and procedures according to local, AF, and statutory requirements. A summary of these requirements are listed in the Fire Emergency Services Assessment Program (FESAP). The FESAP is a dynamic document maintained by AFCESA/CEXF and available at the AF FES CoP.

1.9.2. The Fire Chief will develop an Organizational Statement identifying the scope of services provided based upon the unique mission requirements of the installation.

1.10. (Added-OFFUTTAFB) Assistant Fire Chief for Fire Prevention. The assistant fire chief for fire prevention (55 CES/CEFP) is responsible to the base fire chief for the overall supervision of the Fire Prevention Element and is the fire chief's designated representative on matters pertaining to the fire prevention program. The assistant chief for fire prevention will:

1.10.1. **(Added-OFFUTTAFB)** Work with facility managers, individual commanders, functional managers, and supervisors on fire prevention requirements.

1.10.2. **(Added-OFFUTTAFB)** Ensure all installed and portable fire protection systems are inspected and tested.

1.10.3. **(Added-OFFUTTAFB)** Review all construction projects, including self-help projects to ensure fire protection and life safety requirements are met.

1.11. (Added-OFFUTTAFB) Unit Commanders and Functional Managers. The frequency of fire prevention inspections by the FES has been reduced to an annual requirement. Therefore, commanders and functional managers should not rely solely on these visits to correct fire hazards. Unit commanders and functional managers will:

1.11.1. **(Added-OFFUTTAFB)** Implement an effective fire prevention plan for their organization in accordance with OSHA 1910.39. The plan shall be designed to reduce the fire risk in the work place. The plan shall include all potential and known hazards, potential ignition sources, a discussion of fire alarm systems, inspection protocols designed to identify fire risks, and employee fire prevention and safety training.

1.11.2. **(Added-OFFUTTAFB)** Advise the fire prevention office of fire hazards which cannot be corrected by unit personnel and of any installed fire protection systems which may have been damaged during normal operations, by accident, or misuse.

1.11.3. **(Added-OFFUTTAFB)** Ensure all incidents involving the probable misuse of fire extinguishers and installed fire protection systems are investigated and corrective action is taken.

1.11.4. **(Added-OFFUTTAFB)** Ensure development of an emergency action plan in accordance with AFOSH STD 91-501, Chapter 6 and OSHA 1910.38 for each facility under their command/jurisdiction. The emergency action plan must cover fire reporting, personnel evacuation, safeguarding classified information, and initial fire-fighting actions by personnel. Depending on the type of activity, the plan shall also include such items as emergency removal of aircraft from hangars, protection of high value and critical materials, and accidents involving fuel handling. The emergency action plan shall be coordinated with the Fire Prevention office.

1.11.5. **(Added-OFFUTTAFB)** Ensure all personnel under their command receive adequate fire prevention training including fire extinguisher training according to AFI 91-301, paragraph 7.3. Assistance may be requested from the fire prevention office.

1.11.6. **(Added-OFFUTTAFB)** Respond to all fire incident reports within their areas of responsibility. If investigation reveals a violation of fire prevention policies, initiate appropriate administrative or disciplinary action.

1.11.7. **(Added-OFFUTTAFB)** Initiate immediate corrective action to eliminate fire hazards/deficiencies. Fire hazards that cannot be internally corrected within 30 days after discovery and assigned RAC 1, 2, or 3 will be submitted on AF Form 3, *Hazard Abatement Plan*, according to AFI 91-301. Fire safety deficiencies (FSDs) will be submitted for correction on AF Form 332, *BCE Work Request*, along with a copy of the AF Form 1487, *Fire Prevention Visit Report*, and processed according to AFI 32-1001, *Operations Management*. A signed copy of AF Form 1487, with corrective actions indicated, will be sent to 55 CES/CEFP for review and filing in the facility folder.

1.11.8. **(Added-OFFUTTAFB)** Notify Civil Engineer Customer Service (55 CES/CEO6CS) within 10 days of change in facility manager or alternate in accordance with AFI 32-9005, *Real Property Accountability and Reporting*. Written information should include name, rank, duty phone, office symbol, and home phone number of the individual and alternate who are responsible for the facility.

1.11.9. **(Added-OFFUTTAFB)** Ensure facility managers attend the civil engineering and Fire Prevention Orientation within 30 days of assignment.

1.12. (Added-OFFUTTAFB) Facility Managers. Facility managers are responsible to their unit commanders and/or functional managers for the fire-safe condition of the facilities under their jurisdiction. They will:

1.12.1. **(Added-OFFUTTAFB)** Accompany the fire inspector during all fire prevention inspections and effect immediate corrective action of any hazards noted. If unable to accompany the fire inspector, they will designate an alternate responsible person for the inspection.

1.12.2. **(Added-OFFUTTAFB)** Brief occupants and users of the buildings about their collective responsibilities in maintaining fire-safe conditions, fire reporting, and taking proper actions in the event of fire or other emergency.

1.12.3. **(Added-OFFUTTAFB)** If needed, ensure designated smoking areas and proper receptacles are provided, properly identified, and their use enforced.

1.12.4. **(Added-OFFUTTAFB)** Encourage good housekeeping practices. Ensure safe use and storage of flammable liquids.

1.12.5. **(Added-OFFUTTAFB)** Ensure all exit doors and latching devices are unlocked when the building is occupied.

1.12.6. **(Added-OFFUTTAFB)** Direct fire evacuation and first-aid fire fighting operations, if safe to do so, during any fire until fire protection personnel arrive. They will also direct fire evacuation during drills as outlined in paragraph 4-1.

1.12.7. **(Added-OFFUTTAFB)** Ensure facility occupants and users do not tamper with the electrical system or its associated parts.

1.12.8. **(Added-OFFUTTAFB)** Monitor janitorial personnel to ensure fire safety is practiced. Discrepancies noted will be reported to the Service Contract Management (55 CES/CEOEM).

1.12.9. **(Added-OFFUTTAFB)** Ensure storage is in accordance with paragraph 3.18.

1.12.10. **(Added-OFFUTTAFB)** Advise the functional manager of all AF Form 332s and AF Form 3s pertaining to fire protection deficiencies.

1.12.11. **(Added-OFFUTTAFB)** Ensure fire extinguishers are maintained in accordance with AFOSH Standard 91-501, Chapter 6 and NFPA 10, Standard for Portable Fire Extinguishers.

1.12.12. **(Added-OFFUTTAFB)** Ensure dumpsters are placed at least 15 feet from buildings.

1.12.13. **(Added-OFFUTTAFB)** Ensure building numbers are properly posted and visible from all roadways.

1.12.14. **(Added-OFFUTTAFB)** Responsible for their entire facility, regardless of multiple organizations. Alternates may be responsible for specific areas or floors, but the primary facility manager is responsible to coordinate fire prevention visits with all alternate custodians.

1.12.15. **(Added-OFFUTTAFB)** Maintain a facility file to include the following items:

1.12.15.1. **(Added-OFFUTTAFB)** This instruction.

1.12.15.2. **(Added-OFFUTTAFB)** 55 CES/CE Customer Guide.

1.12.15.3. **(Added-OFFUTTAFB)** AF Form 1487, Fire Prevention Visit Report.

1.12.15.4. **(Added-OFFUTTAFB)** AF Form 332, Civil Engineer Work Request (pertaining to fire deficiency/hazard corrections).

1.13. (Added-OFFUTTAFB) Supervisors. All supervisors will ensure sound fire prevention procedures are established and practiced in their work centers. They will:

1.13.1. **(Added-OFFUTTAFB)** Advise their facility manager and/or commander/functional manager of fire hazards or deficiencies that they cannot correct.

1.13.2. **(Added-OFFUTTAFB)** Ensure all fire extinguishers within their work area are serviceable. Notify the facility manager of any unserviceable extinguishers. Large wheel-type fire extinguishers for aircraft coverage may be returned to designated pickup points on the flight line.

1.13.3. **(Added-OFFUTTAFB)** Perform periodic fire prevention inspections in all areas under their supervision monthly, including areas under continuous lock and key, and ensure access to these facilities for fire department personnel to perform scheduled fire prevention inspections. Use fire prevention checklist in Attachment 2.

1.13.4. **(Added-OFFUTTAFB)** Ensure their place of duty is free of fire hazards at the end of the duty day.

1.13.5. **(Added-OFFUTTAFB)** Ensure subordinates receive annual refresher training in fire extinguisher use, are briefed on fire prevention practices, and the unit's fire prevention and emergency action plans. This training will be annotated on each individual's AF Form 55.

1.14. (Added-OFFUTTAFB) Chief, Construction Contracting Flight. The construction contracting flight chief (55 CONS/LGCC) will establish procedures to ensure the Fire Prevention office is notified of all pre-construction/pre-performance conference. A fire prevention element representative must attend these conferences to coordinate fire prevention requirements with contractors.

1.15. (Added-OFFUTTAFB) U. S. Army Corps of Engineers. The senior official of the Corps of Engineers, Fort Crook Area will establish procedures to ensure the fire prevention office is notified of all pre-construction/pre-performance conferences.

1.16. (Added-OFFUTTAFB) Contractors/Concessionaires. Contractors and concessionaires are responsible for fire prevention in their work areas and will comply with this instruction as it pertains to them.

1.17. (Added-OFFUTTAFB) Construction Contractors. Contractors are responsible for compliance with Department of Labor - OSHA standards and the protection of their employees. Contractors will be provided with a copy of this supplement and Offutt's fire protection leaflet for contractors during pre-construction/pre-performance conferences to be used as a reference for fire safety during construction periods.

Chapter 2

MISSION AND STANDARDS

2.1. Mission. The mission of a Fire Emergency Services (FES) flight is to provide fire prevention and protection, fire fighting, rescue, and Hazardous Materials (HazMat) response capabilities to prevent or minimize injury, loss of life, and damage to property and the environment.

2.2. Goal. The goal of FES flights is to protect AF personnel, property and missions from all hazards. Resources are authorized to deliver required capabilities to manage the core missions of the flight.

2.3. Organization. FES flights are organized as a part of civil engineer squadrons (CES) within a civil engineer or mission support group.

2.4. Objectives. Fire prevention is a primary objective of the flight. This objective is achieved with an aggressive and effective fire prevention program consisting of fire safety education, inspections, enforcement and facility design review. A secondary objective is early intervention at emergency events by occupants, operators, and automatic fire protection systems. Finally, the third objective is to intervene early with firefighters when FES events occur. This multi-phased approach ensures mitigating actions are initiated as soon as possible to minimize consequences of the incident.

2.5. Scope of Services. Firefighters respond to emergency events on AF or Joint Base installations that poses risk to personnel or property and employ management actions within the limits of available resources. These include natural or man-made incidents requiring fire suppression, hazard mitigation, rescue and management of hazardous materials incidents (including chemical, biological, radiological, nuclear, and high yield explosive (CBRNE) agents) that result from accidents or terrorism. In addition, the scope of services includes assisting the primary Emergency Medical Services (EMS) provider within the limits of available resources.

2.5.1. Core missions include on-scene incident management, fire prevention, fire fighting, rescue, managing HazMat incidents, and assisting the primary EMS providers as determined by local agreements and only when FES resources are available.

2.6. Standards and Regulatory Guidance. NFPA standards and recommended practices affecting FES operations are adopted either as written or as implemented with specific Technical Implementation Guides (TIG).

2.6.1. AF FES policy and guidance will be implemented through TIGs approved by The AF Fire Chief. The TIGs reflect AF mission and priorities and ensure implementation of NFPA standards are consistent with Air Force policy and guidance.

2.6.2. The Air Force Fire Chief shall establish working groups consisting of members nominated by the Command Fire Chiefs and representatives from labor and other functional areas when appropriate to assist in the development of TIGs. The Air Force Civil Engineer approves the implementation of all TIGs when deviations to policy exist. TIGs will be coordinated with all MAJCOM Civil Engineers prior to implementation.

2.6.3. Fire protection requirements for facilities are contained in Unified Facilities Criteria (UFC) 3-600-01, *Fire Protection Engineering for Facilities* and Engineering Technical Letters (ETL). NFPA standards (excluding facility design, engineering, and life safety requirements) will not be implemented for one year after publication to allow time for analysis and development of a TIG. One year after publication, the standard is effective unless otherwise directed by The Air Force Fire Chief. TIGs will be numbered according to the NFPA standard they implement and the edition of the standard. For example, NFPA TIG 1710-01 implements NFPA Std. 1710, 2001 edition. TIGs remain in effect until superseded, withdrawn, or one year following a new edition of the NFPA standard. NFPA TIGs are available on the AF FES CoP web site.

2.6.3. (ACC) Technical implementation guides provide a template for base level senior fire officials to utilize during assessments and to communicate fire protection capabilities to the ACC Director for Installations and Mission Support (HQ ACC/A7) and wing leadership.

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

2.7. Staffing. DoDI 6055.06, *DoD Fire and Emergency Services Program*, requires DoD components to determine their scope of service (see paragraph 2.5), level of service objectives and document staffing levels required to meet those objectives, assuming “one major incident” at a time. A major incident is one that requires the full on-duty staffing of the fire department. Multiple minor events may occur but major events are rare.

2.7.1. Each flight receives primary resources (manpower and vehicles) to manage the flight, prevent fires (fire prevention section), manage training (training section), and provide emergency response and incident management capability (operations section). The operations section is calculated on a 72-hour work week. All other positions are earned based on a 40-hour workweek but may work up to 60-hours to support operations when approved by the commander.

2.7.2. Adjusted Manpower for Operations (AMO) is the total number of operations personnel needed to accomplish all fire ground tasks without multi-tasking. AMO is determined by dividing the total authorizations for operations by the manpower availability factor 2.64. The result is the number of personnel expected for duty when all authorized personnel are available. The AMO is based on typical structural and aircraft firefighting tasks (see paragraph A.4.3.).

2.8. Levels of Service. The Air Force has determined that each FES flight will provide a level of service (LOS) commensurate with the risk. The LOS are expressed as the Optimum Level of Service (OLS), Reduced Level of Service (RLS) and Critical Level of Service (CLS). Manpower and vehicle authorizations are based on the OLS. **Attachment 3** provides objectives for FES operations and personnel and vehicle levels of service.

2.8.1. It is assumed that only one major FES event will occur at a time at an installation. Based on historic emergency response data, the most probable major fire emergency event is a fire at one location inside or outside an aircraft, or a fire in a structure that has not progressed beyond the room/area of origin.

2.8.2. Fire Chiefs must carefully consider the objectives of fire fighting operations as they allocate resources. These objectives depend on the type of fire attack, offensive (small contained fire) or defensive (fire is too large/dangerous for direct attack). For offensive fire attack, the objective is to quickly extinguish the fire and rescue any victims. For defensive fire attack, the objective is to protect exposures to the fire, account for exposed personnel and rescue if possible. These objectives do not change but the point at which an offensive attack changes to defensive attack can change according to available resources.

2.8.3. The OLS is available when 90 to 100 percent of the AMO and 90 percent of required agent are available. During OLS, fire fighting forces can expect successful outcomes when a structural fire is confined to the room/area of origin, offensive fire attack operations can be initiated prior to flashover and required fire fighting vehicles are available. For aircraft fires, fire fighting forces can expect success when the fire is limited to a single aircraft and all fire fighting agent is available.

2.8.4. The RLS is when available resources are less than the OLS requirements but greater than CLS. This varying level of service allows adequate fire ground capability based on historic emergency response data and the most probable major fire emergency event. This level of service would be expected and acceptable when resources are not available due to various circumstances such as AEF deployments, sick leaves, etc. During this level of service, adequate firefighting capability can be provided by utilizing cross staffing, selective response and sound fire ground tactics. During RLS, fire fighting forces can expect successful outcomes when a structural fire is confined to the room/area of origin, offensive fire attack operations can be initiated prior to flashover and required fire fighting vehicles are available. For aircraft fires, fire fighting forces can expect success when all fire fighting agent is available and the fire is limited to one location. However, initially responding firefighters may not be able to sustain emergency operations without supplemental resources.

2.8.4.1. During RLS, the Fire Chief allocates resources according to local risk factors with the goal to provide the highest level of service during higher risk periods. At the top of this level of service objectives can be achieved at most fire ground operations. As the level of capability decreases, increased cross-manned and multi-tasked by firefighters on the scene will be necessary to accomplish critical fire ground tasks. As the capability further decreases, the level of service will be reduced and the safety of firefighters on the scene must be considered. Example 1: Top End of RLS: 1st Run Engine w/4 FF on scene within 7 min, 2nd Run Engine w/4 FF, Rescue w/3 FF, and Chief 2 on scene w/in 12 min. Total of 12 firefighters on scene within required response times. Example 2: As manning decreases, 1st Run w/4 FF w/in 7 min, 2nd Run w/4 FF and Chief 2 w/in 12 min. Total of 9 firefighters on scene within required response times. These examples meet the Air Force Level of Service policy.

2.8.5. The CLS is the absolute minimum level of service and is only permitted for short durations. During this level of service at least one appropriate firefighting vehicle and a minimum of 7 firefighters must be available to respond to each FDZ within the emergency response time standard. At the CLS, fire fighting forces can expect successful outcomes when a structural fire is confined to the room/area of origin, offensive fire attack operations can be initiated prior to flashover and at least one pumper vehicle is available. For aircraft fires, fire fighting forces can provide initial fire suppression operations when at least one ARFF vehicle is available, the fire is limited to one location and the fire does not involve the

aircraft's fuel system. Firefighting crews may provide limited search and rescue, and property conservation during this period; however, these capabilities cannot be sustained without additional resources. Example: 1st Run w/ 4 FF on scene w/in 7 minutes, Rescue w/2 FF and Chief 2 on scene w/in 12. Total of 7 firefighters on scene within required response times. These examples meet the Air Force Level of Service policy.

2.8.5.1. Deviating below CLS, is not permitted. Below CLS, interior operations must be suspended except to perform rescue when at least 4 firefighters are available. Interior fire attack is not permitted unless a dedicated rapid intervention team is available. If resources are not available to sustain CLS, the Fire Chief prepares an ORM plan as described in paragraph 2.10 of this instruction.

2.8.6. To ensure crew integrity and prevent negatively impacting response times due to disruptions in emergency response posture, military firefighters shall be authorized Basic Allowance for Subsistence (BAS).

2.9. Standards of Response Coverage (SORC). The Fire Chief will establish a Standard of Response Coverage which is defined as "written policies and procedures that establish the distribution and concentration of fixed and mobile resources of an organization." SORC is a system that includes an analysis of risks and expectations to assist in making decisions on deployment issues.

2.9. (ACC)Standards of Response Coverage (SORC). The Fire Chief will review, revise and update the SORC at least annually.

2.9.1. **Fire Response Districts (FRD).** FRD defines the area of responsibility for first-response apparatus. Fire response districts are developed to ensure arrival of appropriate levels of staffing and equipment in accordance with required response times found in DoDI 6055.06

2.9.1.1. Response time standards ensure firefighters intervene as soon as practical at the beginning of an event to minimize damage and avoid a major FES event. Locate fire stations and assign vehicles and staffing to comply with the response standards in [Attachment 3](#) (taken from DoDI 6055.06 (21 Dec 06)).

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

2.10. Master Planning. Fire Chiefs will develop a master plan that coordinates the vision, mission, values, and goals of the FES flight. The master plan utilizes a service-area-wide balanced and cost effective hazard management strategy that takes into consideration existing conditions and anticipates overall community growth.

2.11. Deviations from FES Policy. FES policy is derived from DoDI 6055.06, AFPD 32-20, OSHA regulations and NFPA standards, as implemented by this instruction. Deviating from AF policy may impact the level of service of the FES flight and increase risk to AF personnel and property. The Fire Chief, as the installation commander's FES risk advisor, assesses the risk resulting from all deviations from AF policy.

2.11.1. Short-Term Deviations. Short-term deviations are caused by immediate unavoidable circumstances that reduce capability or situations that cause a deviation from other FES policy for less than 90 days continuously. Short-term deviations are normally resolved at the Fire Chief level. The Fire Chief will establish risk management plans, response plans and standard operating procedures to deal with reductions in manpower and vehicle resources. Reductions in levels of service are reported as instructed in paragraph 6.5. If the Fire Chief determines the need for an ORM plan it will be approved by the BCE and reviewed by the installation commander.

2.11.2. Temporary Deviations. Temporary deviations are situations that reduce capability or situations that cause a deviation from other FES policy for more than 90 days but less than one year. The Fire Chief prepares an ORM plan that includes a get-well date within one year of ORM approval date. Temporary deviations and ORM must be approved by the installation commander and reviewed by the MAJCOM/CV. Approved deviations are valid for up to one year from the date of approval. The fire chief will forward a copy of the approved temporary waiver to the command FES office within 7 days of approval.

2.11.3. Long-Term Deviations. The Secretary of the Air Force (SECAF) has delegated Long-Term Deviation authority to the Air Force Civil Engineer. When deviations from this instruction are not expected to be remedied, the installation commander will seek a Long-Term Deviation from the Air Force Civil Engineer through the MAJCOM/A7. A review of all Long-Term Deviations must be conducted every three years to determine validity. AFCESA will brief new AF Civil Engineers on all existing Long-Term Deviations.

2.11.4. Reporting Deviations. Command Fire Chiefs provide a copy of all approved temporary and long-term deviations to AFCESA/CEXF no later than 31 Oct of each year. The Air Force Fire Chief will provide copies of all temporary and long-term deviations from DoDI 6055.06 to the DUSD(I&E).

Chapter 3

FES ORGANIZATION AND PROGRAMS

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

3.1.1. Except for the administrative assistant/secretary and dispatchers, all positions are GS-081, Pay Bands YL/N, and Air Force Specialty Code (AFSC) 3E7XX. Dispatchers are GS-2151. Dispatchers will be civilian except at locations where Air Force civilian positions are not authorized. When necessary, military 3E7XX personnel may be assigned dispatcher duties on a rotational basis, however; Fire Chiefs will ensure the tour length is minimal and does not impact operational proficiency training needs.

3.1.2. To maximize personnel availability, work schedules for all FES personnel (military and civilian) may include a 24-hour shift. Fire chiefs should consider using administrative personnel to mitigate personnel shortages in FES operations.

3.1.3. Fire Marshals will ensure FES personnel are not assigned additional duties outside the FES flight that reduce personnel availability and capability to safely perform FES operations when called.

3.2. Management. The Fire Chief establishes and maintains FES programs to ensure the protection of Air Force personnel and property, while ensuring firefighter safety.

3.2. (ACC)Management. The Fire Emergency Services Assessment Program (FESAP) will serve as the source document to assess and validate compliance with regulatory requirements and training. This product will also serve as the primary program to illustrate career progression and professional development.

3.2.1. FES Assessment Program (FESAP) is based on national consensus standards, OSHA regulations, and DoD and AF specific guidance and policy. The assessment provides benchmarks to promote efficiency, sound management practices and to verify compliance with regulatory requirements. Command Inspector General (IG) teams will adopt the AF FESAP as the standard inspection checklist. Command Fire Chiefs will develop supplemental information to address unique mission requirements. Fire Chiefs will use this program to satisfy the self-inspection requirements specified in AFI 90-201, *Inspector General Activities*.

3.2.2. Firefighter Fitness and Wellness Program is applicable for all AF firefighters whose position descriptions require participation in emergency incident operations. In addition to Air Force fitness requirements applicable to Airmen, all firefighters shall participate in a fitness and wellness program consistent with NFPA Std. 1500, *Occupational Safety and Health Program* as established by the Fire Chief. Individuals not physically capable of performing essential job functions will be referred to the appropriate medical authority for a

fitness-for-duty evaluation in accordance with 5 CFR, Part 339, *Medical Qualification Determination*.

3.2.3. Occupational Safety and Health Program is should comply with NFPA Std. 1500, for FES flights. The Fire Chief will complete ORM plans addressing non-compliance with NFPA Std. 1500.

3.2.4. Wildland Fire Management Program (WFMP). In accordance with AFI 32-7064, *Integrated Natural Resources Management*, the Fire Chief will determine the number and types of certifications required for the expected level of involvement prescribed in the WFMP. When firefighters are required to combat wildland fire fighting beyond the incipient stages, training will be provided to meet NFPA Std. 1051, *Wildland Firefighter Professional Qualifications*, certification standards and may also be required to meet additional National Wildland Coordinating Group (NWCG) Wildland Fire Qualification Subsystem Guide (PMS 310-1/NFES 1414) qualifications. The WFMP may assist in determining required suppression resources to respond to installation wildfire hazards.

3.3. FES Fire Prevention. The objectives of the Fire Prevention Program are to prevent fires, facilitate early intervention at fires that occur, and ensure the safety of exposed personnel during fires. These objectives are accomplished through four program elements: FES facility plan reviews, fire prevention inspections, code enforcement and fire safety education.

3.3.1. Execution of the Fire Prevention program is a priority for the flight. The fire prevention program shall be properly staffed IAW DoDI 6055.06, with DoD certified fire inspectors. It is recommended AF fire inspectors attend the DoDFA Fire Inspectors course.

3.3.2. Civil Engineer Programs (CEP) flight personnel manage fire protection engineering requirements as prescribed by the current edition of Unified Facility Criteria (UFC) 3-600-01, *Fire Protection Engineering for Facilities*. The CEP flight shall perform design reviews to ensure inclusion of UFC 3-600-01, Engineer Technical Letters (ETL), NFPA codes and applicable host nation standards.

3.3.2. (ACC) Any deviation from the requirements of UFC 3-600-01 or UFC 4-021-01 (In-building Mass Notification Sections) shall be submitted for approval to the command fire protection engineer.

3.3.2.1. Projects involving design or modification of fire rated construction, fire detection, fire suppression, or life safety systems require the services and review of a qualified fire protection engineer meeting the requirements of UFC 3-600-01. The fire protection engineer is an integral part of the design team, and must be involved in every aspect of the design as it relates to fire protection.

3.3.2.1.1. (Added-OFFUTTAFB) Any deviations from fire protection requirements of Uniform Facility Criteria, Engineering Technical Letters, and NFPA Codes and Standards will be submitted for approval to the command fire protection engineer.

3.3.2.2. Fire inspectors should not conduct technical design reviews (hydraulic calculations, occupant load/exit calculations, etc.), but shall review plans to ensure all required features are present and local emergency response elements are incorporated (i.e., accessibility to facility, location of fire hydrants, etc.).

3.3.2.2. (ACC) Fire department approval does not signify full compliance with codes and criteria.

3.3.2.3. The Fire Chief will provide design review comments to the CEP Flight Chief for incorporation in projects. This is normally achieved utilizing the fire prevention section.

3.3.2.3.1. (Added-OFFUTTAFB) The fire prevention office will take an active and aggressive interest in all aspects of construction projects. This includes AF Form 332; DD Form 1391, Military Construction Project Data; project book development; design reviews; material approval; actual construction; and final acceptance.

3.3.2.3.2. (Added-OFFUTTAFB) Civil Engineer Programs (55 CES/CEP) will ensure all new construction and renovation projects, including direct contract projects are provided to the Fire Prevention office for consultation and design recommendation regarding fire protection systems and life safety requirements.

3.3.2.3.3. (Added-OFFUTTAFB) Project funds will be utilized to assure adequate fire detection/suppression systems, fire extinguisher cabinets, fire extinguishers, and life safety requirements are provided. The fire prevention office will advise on the number and location of cabinets, types of extinguishers, fire alarm, detection and/or suppression systems, and life safety requirements.

3.3.2.4. (Added-ACC) Commissioning of fire and life safety systems shall be witnessed and accepted by a qualified fire protection engineer. All fire and life safety systems shall be tested in accordance with the applicable NFPA, UFC or ETL testing requirements. All system interconnections shall be tested to ensure functionality. An approval letter signed by the fire protection engineer signifying compliance shall be submitted to the Fire Chief upon approval.

3.3.2.4.1. (Added-OFFUTTAFB) All fire and life safety systems will be tested in accordance with applicable NFPA, UFC or ETL testing and acceptance requirements. Testing and commissioning of fire and life safety systems will be witnessed by appropriate civil engineer shop and fire prevention.

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

3.3.3.1. Objectives of fire prevention inspections include identifying and correcting fire safety hazards (conditions that can cause a fire) and Fire Safety Deficiencies (FSD) (conditions that cannot directly cause a fire but will increase risk to personnel or property if a fire occurs).

3.3.3.1.1. NFPA 1, *Uniform Fire Code TIG*, provides the standard for fire prevention inspection requirements except as modified by UFC 3-600-01, *Fire Protection Engineering for Facilities*. Due to the complexity of AF missions and facilities, other AF Instructions or publications may apply.

3.3.3.1.2. UFC 3-600-02, *Operations and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems*, provides the standard for installed fire detection/suppression system inspection requirements. Technical guidance on the execution of the identified tasks is found in specific NFPA Standards and Guides as well as the system's manufacturer's guidance.

3.3.3.2. Facility managers or their designee shall accompany the fire inspector during the inspection. Functional managers must sign any AF Form 1487, **Fire Prevention Visit Reports**, issued against facilities and operations under their control that identified uncorrected hazards or FSDs.

3.3.4. Code enforcement includes authority delegated by the installation commander to the Fire Chief to affect actions necessary to correct fire hazards and deficiencies. The using organization's commander is responsible for ORMs to mitigate fire hazards and deficiencies for their area of responsibility. The Fire Chief is responsible to track mitigation actions until deficiency is corrected or waived.

3.3.4.1. Using organization's commander is responsible to correct fire hazards and deficiencies. The Fire Chief establishes reasonable timelines for the initiation of corrective actions. When these timelines are not met, the Fire Chief notifies the next higher commander progressively up to the installation commander.

3.3.4.2. Management of fire hazards will be IAW AFI 91-301, *Inspector General Complaints Resolution*. Fire hazards must be corrected on the spot or annotated on AF Form 1487, **Fire Prevention Visit Report**. Fire inspectors may be delegated authority by the Fire Chief to initiate required corrective actions to ensure the safety of personnel and resources. This may include requiring using organization to lock out/tag out defective equipment, stop hazardous operations, and restrict occupancy or use of facilities.

3.3.4.3. FSDs are prioritized according to the risk they pose. Fire inspectors document FSDs on AF Form 1487 and determine the FSD Code. When deficiencies cannot be corrected immediately, the using organization's commander initiates corrective action and prepares an ORM plan that mitigates the impact of the FSD. The ORM plan must ensure the safety of all occupants to the satisfaction of the Fire Chief. The ORM plan must be approved by the installation commander.

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

3.3.5.1. Fire Prevention Week (normally the first week of October) is a nationally established period to provide fire safety education to employees, their families and the public. FESs are encouraged to hold Open Houses and other events to publicize the annual fire safety message. The Fire Chief should budget for fire prevention and/or safety materials, including nominal value incentive and educational items, as an integral part of the Public Fire Education Program to promote fire prevention and safety IAW DoDI 6055.06

3.3.6. Use AF Form 218, **Facility Fire Prevention and Protection Record**, or automated product as a checklist and to record results of facility inspections. Facility inspection records shall be entered into ACES-FD.

3.3.7. Use AF Form 1487, **Fire Prevention Visit Report**, or automated product, to identify the condition of the fire prevention program to commanders. Fire prevention visit reports shall be entered into ACES-FD.

3.3.8. Installed Fire Protection Systems. Fire Chiefs must monitor the status of systems and devices provided to facilitate fire safety for personnel and property. The CE Operations (CEO) Flight is responsible to maintain these systems. This includes the procurement of agents required for re-servicing fire suppression systems.

3.3.8.1. The CEO Flight Chief ensures the inspection, testing, repair, and maintenance of fire protection systems and water distribution systems are conducted in accordance with UFC 3-600-02, *Operations and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems*; and UFC 3-230-02, *Operation and Maintenance: Water Supply Systems*. Fire protection system impairments and systems out of service, to include water distribution systems, must be reported immediately to the Emergency Communication Center (ECC) and FES fire prevention office. CEO Flight Chief will prioritize repair of fire protection systems IAW AFPAM 32-1004, Volume 3, *Working in the Operations Flight Facility Maintenance*

3.3.8.1. (ACC) Fire suppression systems status will be logged into the Automated Civil Engineer System-Fire Department (ACES-FD), annotated on the status/outage board and passed onto the Fire Chief daily as a minimum.

3.3.8.1.1. (Added-OFFUTTAFB) The CEO Operations Flight Chief will ensure that skilled persons are employed to maintain fire detection, alarm, and suppression systems in a timely manner. Fire alarm and suppression systems under contract are the responsibility of the Chief of Engineering (55 CES/CEC) in coordination with the assistant fire chief for fire prevention.

3.3.8.1.2. (Added-OFFUTTAFB) When a fire detection, alarm, or suppression system is found to be inoperative, it must be reported immediately to the emergency communication center (ECC) operator and the fire prevention office of the problem and what actions have been taken to return the system to normal.

3.3.8.1.3. (Added-OFFUTTAFB) The ECC operator will maintain a detection, alarm, and suppression system call out request log. As a minimum the log will include: time, type of system, location, problem, job order number, time contractor was notified, time contractor was in attendance, and actions taken to resolve the problem.

3.3.8.1.4. (Added-OFFUTTAFB) If a system or part of a system is out of service or expected to be out of service after initial attendance, the ECC operator will notify the Assistant Fire Chief for Fire Prevention and the Assistant Fire Chief for Operations of the status. After duty hours, the ECC operator will notify the Senior Fire Officer on duty and e-mail the information to the Assistant Fire Chief for Fire Prevention.

3.3.8.1.5. **(Added-OFFUTTAFB)** The Assistant Fire Chief for Fire Prevention will conduct a follow up with the appropriate agency on corrective actions taken by the CE craftsman or contractor to bring systems back to service that could not be resolved during initial attendance to ensure repair times are being met.

3.3.8.1.6. **(Added-OFFUTTAFB)** After confirmation of continued outages due to parts, the appropriate civil engineer shop will immediately instigate procurement action, and provide the ECC weekly updates until the system has been repaired.

3.3.8.1.7. **(Added-OFFUTTAFB)** For contractor maintained systems, the appropriate agency will immediately, after confirmation of outages not covered by and/or exceeding the maximum repair cost (MRC) stated in the contract, instigate contract action for repairs, and provide the ECC weekly updates until the system has been repaired.

3.3.8.1.8. **(Added-OFFUTTAFB)** The Assistant Fire Chief for Fire Prevention will immediately notify the Fire Chief when any detection, alarm, and/or suppression system is left out-of-service more than four hours in a 24-hour period.

3.3.8.1.9. **(Added-OFFUTTAFB)** The CEO craftsman or contractor will notify the facility manager, facility occupants, and ECC at 294-3582/3778/3623 prior to performing any type of test, inspection, or maintenance on a system. The following will be furnished to the ECC: Building number, location of system, type of maintenance, and duration the system will be out of service. Upon completion of maintenance work, the ECC shall be notified when systems have been returned to service.

3.3.8.1.10. **(Added-OFFUTTAFB)** Access to fire alarm control panels is strictly limited to CEO craftsmen, fire alarm contractors, and fire personnel. Unauthorized personnel will not tamper with fire alarm control panels, silence or reset any fire protection system or fire alarm system, without prior approval of the Fire Chief. Tampering with any fire alarm system is a violation and incidents of this nature will be reported to the respective commander for disciplinary action. Keys to new fire alarm control panels will be turned over to the fire department or fire alarm shop personnel.

3.3.8.2. CEO personnel or contractor equivalent must record all water distribution tests on AF Form 1027, **Water Flow Test Record**, or automated product, and provide copies to the Fire Chief annually.

3.3.8.2.1. **(Added-OFFUTTAFB)** CEO personnel or contractor equivalent shall color code all fire hydrants in accordance with NFPA 291, *Fire Flow testing and Marking of Hydrants*.

3.3.9. **(Added-OFFUTTAFB) Mercantile and Public Assembly Facilities.**

3.3.9.1. **(Added-OFFUTTAFB)** These facilities are defined in NFPA 101, The Life Safety Code. NFPA codes and standards are available for review at the Fire Prevention Element.

3.3.9.2. **(Added-OFFUTTAFB)** The potential for life and high property loss in mercantile, public assembly, recreational, and restaurant facilities require extraordinary actions to prevent fire. Managers and their assistants will:

3.3.9.3. **(Added-OFFUTTAFB)** Establish and maintain a certification system to ensure employees have been trained and understand their fire prevention responsibilities within the work environment. This certification system includes quarterly drills of employees (no building evacuations) and immediate indoctrination of newly hired employees.

3.3.9.4. **(Added-OFFUTTAFB)** Employees will be trained and drilled in the duties they are to perform in case of fire, panic, or other emergency in order to effect orderly evacuation.

3.3.9.5. **(Added-OFFUTTAFB)** Employees will be instructed in the proper use of portable fire extinguishers and other manual fire suppression equipment that are provided.

3.3.9.6. **(Added-OFFUTTAFB)** Managers or their designated assistants will conduct daily closing inspections to ensure their facilities are left in a fire-safe condition. The closing inspection will include, but is not limited to, the following items:

3.3.9.6.1. **(Added-OFFUTTAFB)** Ensure the contents of butt cans, trashcans, etc., are disposed of in a safe manner and removed from the building.

3.3.9.6.2. **(Added-OFFUTTAFB)** Ensure all cooking equipment and nonessential electrical equipment is turned off.

3.3.9.6.3. **(Added-OFFUTTAFB)** Post the occupant load in every room constituting assembly occupancy with no fixed seating. Occupant load signs will be posted in a conspicuous place near the main exit of the room. Signs must be approved by the Fire Chief or his/her designated representative.

3.3.9.6.4. **(Added-OFFUTTAFB)** Accompany the fire inspector during fire inspections.

3.3.9.6.5. **(Added-OFFUTTAFB)** Notify the fire prevention office at 294-5522 of all major social events to be held or any time temporary decorations or unusual arrangements are being used.

3.3.9.6.6. **(Added-OFFUTTAFB)** Ensure use of only flameproof decorations. A fire prevention inspector will inspect all decorative schemes. The Fire Chief will establish procedures to perform spot checks of these facilities during special events or if the need for more frequent inspection is indicated. These inspections do not relieve the manager of his or her closing responsibilities.

3.3.9.6.7. **(Added-OFFUTTAFB)** Prohibit the use of open flame decorations (including candles) without the specific approval of the Base Fire Chief or his/her designated representative.

3.3.9.6.8. **(Added-OFFUTTAFB)** Christmas decorations will be according to paragraph 3.3.33.

3.3.9.6.9. **(Added-OFFUTTAFB)** Prohibit the use of combustible draperies, decorations, and other materials on the interior or exterior of any building, including vegetation (cornstalks, palm fronds, hay, etc.).

3.3.9.6.10. **(Added-OFFUTTAFB)** Ensure all installed curtains and drapes are of flame retardant material or are treated with flame retardant solution. Provide proof to the fire prevention office as to the resistance of all materials. Re-treatment will be required after these materials are cleaned.

3.3.9.6.11. **(Added-OFFUTTAFB)** Establish and enforce the following procedures in facilities with commercial or restaurant-type cooking:

3.3.9.6.11.1. **(Added-OFFUTTAFB)** Grease filters or other grease removal devices:

3.3.9.6.11.2. **(Added-OFFUTTAFB)** Install and maintain grease extractors according to the manufacturer's inspections and instructions.

3.3.9.6.11.3. **(Added-OFFUTTAFB)** Ensure thorough cleaning of all installed grease filters and exposed surfaces of kitchen hoods by the operator daily, or more frequently, to prevent accumulation of grease. Spare filter sets may be required in kitchens that operate continuously.

3.3.9.6.12. **(Added-OFFUTTAFB)** Where kitchen range hoods and exhaust ducts are used:

3.3.9.6.12.1. **(Added-OFFUTTAFB)** Ensure thorough cleaning every 6 months or as often as necessary to prevent the hazardous accumulation of grease. This cleaning cycle includes grease accumulations on fans, roofs, louvers, exterior walls, cupolas, etc., and where the system exhausts to the outside. Specific guidance for cleaning is in NFPA 96, *Ventilation Control and Fire Protection of Commercial Cooking Operations*.

3.3.9.6.12.2. **(Added-OFFUTTAFB)** Ensure cooking is not permitted under those hoods without all approved-type grease filters installed.

3.3.9.6.12.3. **(Added-OFFUTTAFB)** Ensure proper operation of the exhaust system while cooking equipment is being used. If an exhaust fan is shut down for repair or replacement, equipment served by that exhaust system must not be used until the fan is restored to service. The relocation of any food preparation equipment underneath a kitchen hood is prohibited without prior coordination of the Fire Prevention Element.

3.3.9.6.12.4. **(Added-OFFUTTAFB)** Ensure automatic fire-extinguishing systems are inspected and serviced semiannually.

3.3.9.6.13. **(Added-OFFUTTAFB)** Where deep-fat fryers are used:

3.3.9.6.13.1. **(Added-OFFUTTAFB)** Provide a metal or metal-clad cover designed specifically for the purpose of smothering deep-fat fryer fires. Position covers for immediate use in case of a grease fire.

3.3.9.6.13.2. **(Added-OFFUTTAFB)** A Class K fire extinguisher will be located within 30 feet of deep fat fryer units.

3.3.9.6.13.3. **(Added-OFFUTTAFB)** Ensure primary and secondary thermostats are tested for proper maximum cutoff temperature. The primary thermostat will limit temperature to 400 degrees F, and the secondary thermostat will not allow the grease to exceed 460 degrees F. Conduct this check annually, and record the date of the test on the device.

3.3.9.6.13.4. **(Added-OFFUTTAFB)** Ensure power cutoff switches and exhaust systems are identified and their accessibility maintained. Instruct all kitchen operators annually to ensure their understanding of the use and importance of these switches.

3.3.9.6.14. **(Added-OFFUTTAFB)** Ensure popcorn machines are attended while in use and cleaned daily to prevent accumulation of grease.

3.3.10. **(Added-OFFUTTAFB) Base Health Care Facility.** The facility manager and/or safety officer will have in effect and available to all supervisory personnel written copies of a fire plan that addresses appropriate staff response to a fire emergency and appropriate education and training for all elements of the fire plan.

3.3.10.1. **(Added-OFFUTTAFB)** The plan will address facility-wide needs in response to fire; area specific needs for all areas, training for all staff, employees, and volunteers, and appropriate training for non-staff personnel to the extent they are required to participate in the plan.

3.3.11. **(Added-OFFUTTAFB) Fire Reporting and Emergency Evacuation Procedures.** In many instances, delayed or improper fire reporting has resulted in excessive damage to property and loss of life. Regardless of how minor in nature, it is the duty of all military or civilian personnel who discover a fire, to immediately notify the fire department by the most expeditious means (911, radio, or runner).

3.3.11.1. **(Added-OFFUTTAFB)** False alarms are the willful transmission or reporting of a false fire or emergency, and are illegal.

3.3.11.2. **(Added-OFFUTTAFB)** False alarms will be prosecuted under the Uniform Code of Military Justice (UCMJ), or Federal Statutes.

3.3.11.3. **(Added-OFFUTTAFB)** The Fire Department and Law Enforcement will investigate all false alarms.

3.3.11.4. **(Added-OFFUTTAFB)** Method used to report a fire or emergency:

3.3.11.4.1. **(Added-OFFUTTAFB)** Dial **911** for reporting fires on base and military family housing.

3.3.11.4.2. **(Added-OFFUTTAFB)** When reporting a fire, give the fire department the following information:

3.3.11.4.3. **(Added-OFFUTTAFB)** Building number and/or street address.

3.3.11.4.4. **(Added-OFFUTTAFB)** Location of fire.

3.3.11.4.5. **(Added-OFFUTTAFB)** General fire condition and what is burning.

3.3.11.4.6. **(Added-OFFUTTAFB)** Any known hazards in the building.

3.3.11.4.7. **(Added-OFFUTTAFB)** All personnel are accounted for.

3.3.11.4.8. **(Added-OFFUTTAFB)** Name, grade, and call-back number of the person making the report.

3.3.11.4.9. **(Added-OFFUTTAFB)** After reporting the fire, remain outside to direct fire department personnel.

3.3.11.4.10. **(Added-OFFUTTAFB)** Emergency reporting stickers will be posted on each telephone instrument. Stickers may be obtained from the Fire Prevention Element, Bldg. 288, extension 294-5522.

3.3.12. **(Added-OFFUTTAFB) Fire and Emergency Evacuation procedures.** The following actions will be taken in the event of a fire or emergency:

3.3.12.1. **(Added-OFFUTTAFB)** Sound the alarm, both manually and verbally; activate the nearest fire alarm pull station. In buildings not equipped with fire alarm systems, sound the alarm verbally.

3.3.12.2. **(Added-OFFUTTAFB)** Call the fire department and report the fire or emergency using the procedures in paragraph.

3.3.12.3. **(Added-OFFUTTAFB)** Remain on the phone (DO NOT HANG UP) until released by the emergency center operator.

3.3.12.4. **(Added-OFFUTTAFB)** Ensure all personnel have been evacuated and assembled at a designated area at least 100 feet from the building. Make sure all personnel are accounted for.

3.3.12.5. **(Added-OFFUTTAFB)** Make an attempt to fight the fire if it is small and confined to the area where it started. If the fire is too large and uncontrollable, abandon firefighting efforts and evacuate the building, do not endanger yourself or others.

3.3.12.6. **(Added-OFFUTTAFB)** Designate an individual outside the building to meet and direct fire crews to the location of the fire or emergency.

3.3.13. **(Added-OFFUTTAFB) Evacuation Drills, Exits, Emergency Lighting, and Aisles.**

3.3.13.1. **(Added-OFFUTTAFB)** Evacuation Drills. Facility managers are responsible for ensuring safe evacuation of all personnel in event of fire or emergency. Facility managers will ensure all personnel or occupants are familiar with:

3.3.13.1.1. **(Added-OFFUTTAFB)** Location and operation of installed fire alarm systems.

3.3.13.1.2. **(Added-OFFUTTAFB)** Sound of the facility's fire alarm bells or sounders.

3.3.13.1.3. **(Added-OFFUTTAFB)** Proper fire reporting procedures (paragraph 3.3.11.4).

3.3.13.1.4. **(Added-OFFUTTAFB)** Knowledge of the best escapes or egress routes and their alternatives.

3.3.13.2. **(Added-OFFUTTAFB)** Conduct practice fire drills:

3.3.13.2.1. **(Added-OFFUTTAFB)** Monthly drills for child care facilities

3.3.13.2.2. **(Added-OFFUTTAFB)** Quarterly drills of employees (no building evacuations) in public assembly facilities.

3.3.13.2.3. **(Added-OFFUTTAFB)** Quarterly drills of each shift in the health clinic.

3.3.13.2.4. **(Added-OFFUTTAFB)** Semiannual drills for dormitories.

3.3.13.2.5. **(Added-OFFUTTAFB)** Annual for all other facilities.

3.3.13.3. **(Added-OFFUTTAFB)** Use of Fire Alarms and Fire Department Assistance. The use of fire alarms during drills is prohibited except under the supervision of Fire Department personnel. Facility managers should call 294-5522 to arrange for fire protection assistance during fire evacuation drills. Occupants will not tamper with, alter, or activate any component of any installed fire alarm system except during an actual fire condition. Violations are subject to punishment under articles of the UCMJ or other appropriate laws.

3.3.13.4. **(Added-OFFUTTAFB)** Fire Evacuation Plans.

3.3.13.4.1. **(Added-OFFUTTAFB)** Facility managers will ensure a fire evacuation plan showing all fire exits and egress routes, including a brief description of fire evacuation procedures, is conspicuously posted by fire alarm pull stations, and fire exits. This requirement is only where fire exits and egress routes are not obvious.

3.3.13.5. **(Added-OFFUTTAFB)** Exits and Emergency Lighting.

3.3.13.5.1. **(Added-OFFUTTAFB)** Exit doors will be unlocked during periods of normal occupancy and when facilities are opened to the public.

3.3.13.5.2. **(Added-OFFUTTAFB)** When facilities are not opened to the public and occupied by ten people or less, exit doors may be secured, except the exit door closest to the occupant's work location.

3.3.13.5.3. **(Added-OFFUTTAFB)** Fire/exit doors will not be locked or obstructed in any manner while the building is occupied.

3.3.13.5.4. **(Added-OFFUTTAFB)** Routes of egress, aisles, corridors, and stairways leading to exits will not be obstructed in any manner. Combustibles will not be stored under or in stairwells.

3.3.13.5.5. **(Added-OFFUTTAFB)** Fire/exit doors will not be blocked open except by hold open devices connected to the fire alarm system.

3.3.13.5.6. **(Added-OFFUTTAFB)** Exits and exit signs will not be obstructed with draperies, decorations, placards, tables, chairs, or other types of furniture.

3.3.13.5.7. **(Added-OFFUTTAFB)** Locks, padlocks, hasps, bars, chains, or other combinations will not be allowed on doors having installed panic hardware while the building is occupied.

3.3.13.5.8. **(Added-OFFUTTAFB)** Immediate action will be taken to repair fire/exit doors and/or panic hardware that becomes inoperative for any reason.

3.3.13.5.9. **(Added-OFFUTTAFB)** Any door, passage, or stairway that is not an exit or a way of exit access that can be mistaken for an exit will be identified by a sign reading "NO EXIT." Only use signs approved by the Fire Prevention Element.

3.3.13.5.10. **(Added-OFFUTTAFB)** Exit doors will not be permanently blocked without approval of the Base Fire Chief or his/her designated representative. Interior doors approved for blocking will be marked "Door Blocked" on both sides of the door.

3.3.13.5.11. **(Added-OFFUTTAFB)** Exit signs will be suitably illuminated by a reliable light source and must be visible in both normal and emergency lighting mode. Facility managers are responsible for the replacement of burnt out exit lights.

3.3.13.5.12. **(Added-OFFUTTAFB)** Exit signs and emergency lighting connected or provided with a battery-operated emergency illumination source will be tested every 30 days for 30 seconds. Equipment must be fully functional for the duration of the test. Facility managers will keep documentation of these tests, which will be inspected annually by the Fire Prevention Element.

3.3.13.6. **(Added-OFFUTTAFB)** Aisles.

3.3.13.6.1. **(Added-OFFUTTAFB)** The width of aisles and corridors will not be restricted without specific approval of the fire chief or his/her designated representative.

3.3.13.6.2. **(Added-OFFUTTAFB)** Aisles (includes open offices with systems furnishing) leading to corridors and exits will be provided and kept clear at all times.

3.3.13.6.2.1. **(Added-OFFUTTAFB)** Aisles serving 10 people or less will have a width of 28 inches.

3.3.13.6.2.2. **(Added-OFFUTTAFB)** Aisles serving 11 people or more will have a width of 44 inches.

3.3.13.6.3. **(Added-OFFUTTAFB)** The means of emergency egress in mercantile occupancies (main exchange/commissary) will be in accordance with NFPA 101 and this instruction.

3.3.13.6.3.1. **(Added-OFFUTTAFB)** Aisles leading to an exit will be equal to the width of the exit.

3.3.13.6.3.2. **(Added-OFFUTTAFB)** Aisles between commodity shelves will not be less than 36-inches in clear width.

3.3.13.6.3.3. **(Added-OFFUTTAFB)** At least one aisle of five feet minimum width will lead directly to an exit.

3.3.13.6.3.4. **(Added-OFFUTTAFB)** Arrangement of counters, racks and display of merchandise will not block or obscure access to any exit.

3.3.13.6.3.5. **(Added-OFFUTTAFB)** Adequate provisions will be made for the transit and parking of wheeled carts to prevent blocking and obstructing the means of egress.

3.3.14. (Added-OFFUTTAFB) Recognition and Elimination of Fire Hazards.

3.3.14.1. (Added-OFFUTTAFB) The Inspection Process. The primary responsibility for fire prevention and compliance with recommendations of the fire inspector rests with the unit commander. The following procedures will be complied with during fire prevention visits:

3.3.14.1.1. (Added-OFFUTTAFB) AF Form 218, Facility Fire Prevention/Protection Record, will be used as a checklist and recording document during the entire inspection process. Use the reverse side of the form to document fire inspections where no hazards or deficiencies are noted. If any hazards or deficiencies are noted, the functional manager and facility manager will receive a copy of AF Form 1487. AF Form 332s submitted to correct identified fire hazards or fire safety deficiencies must have a copy of the AF Form 1487 attached.

3.3.14.1.2. (Added-OFFUTTAFB) When hazards are noted, action will be initiated immediately to correct or eliminate the hazard, and AF Form 1487 will be returned to the Fire Prevention Element (55 CES/CEFP) indicating action taken within the time frame established by the fire inspector.

3.3.14.1.3. (Added-OFFUTTAFB) If equipment is considered to be faulty, and a hazard exists during an inspection, the fire inspector will attach an AF Form 1492, Danger Tag, to the equipment. This equipment will not be operated until the unsafe condition has been corrected and re-inspected.

3.3.14.1.4. (Added-OFFUTTAFB) Fire prevention visits (inspections) will be conducted annually, or more often depending on the occupancy and/or the hazardous process of the facility or area.

3.3.14.1.5. (Added-OFFUTTAFB) Walk-through visits will be conducted on a no-notice basis when increased activity or the nature of special work or functions dictates it. Visits may include periods of evening operations. Follow-up of previously identified hazards/deficiencies may be carried out on a no-notice basis.

3.3.14.1.6. (Added-OFFUTTAFB) Facility managers, designated alternates, or work center supervisors will accompany the fire prevention inspector on all visits.

3.3.14.2. (Added-OFFUTTAFB) Hazard Abatement Program. Fire hazards with risk assessment codes (RAC) 1, 2, or 3 that require more than 30 calendar days from the date identified for correction will be entered into the installation's formal hazard abatement plan using AF Form 3, Hazard Abatement Plan as outlined in AFI 91-301, Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program.

3.3.14.2.1. (Added-OFFUTTAFB) When fire hazards cannot be corrected within 30 days, the unit commander/functional manager will process a complete ORM/Risk Analysis utilizing ACC Form 167, ACC Operational Risk Management Worksheet that mitigates the impact of the hazard.

3.3.14.2.2. (Added-OFFUTTAFB) The fire prevention inspector will prepare AF Form 1118, Notice of Hazard, to be issued to the work center supervisor for posting.

3.3.14.2.3. **(Added-OFFUTTAFB)** The functional manager will prepare an AF Form 3 in triplicate for each hazard noted using the information provided by the fire prevention inspector on AF Form 1487, Fire Prevention Visit Report.

3.3.14.2.4. **(Added-OFFUTTAFB)** The completed AF Form 3 will be sent to Fire Prevention Element (55 CES/CEFP) for validation and to wing safety (55 WG/SEG) for addition into the installation's master hazard abatement plan.

3.3.14.2.5. **(Added-OFFUTTAFB)** The functional manager, 55 CES/CEFP and 55 WG/SEG will maintain a copy of the AF Form 3 on file. The functional manager will review AF Form 3 at least semiannually.

3.3.14.3. **(Added-OFFUTTAFB)** Fire Safety Deficiency Program. Fire safety deficiencies (FSD) require a subjective analysis to determine the priority required for correction. They are prioritized according to their seriousness. FSD codes are used in the same manner as risk assessment codes (RAC) as outlined in AFI 91-301.

3.3.14.3.1. **(Added-OFFUTTAFB)** Fire safety deficiencies are identified by the fire prevention inspector and noted on AF Form 1487. FSD codes will be computed and assigned IAW AFI 91-301, Attachment 8.

3.3.14.3.2. **(Added-OFFUTTAFB)** Unit Commanders are responsible for correction of FSD coded I and II.

3.3.14.3.2.1. **(Added-OFFUTTAFB)** If immediate correction of FSD code I is not possible, interim measures shall be initiated to reduce the fire safety risk, such as building evacuation, suspending operations, or establishing a 24-hour fire watch.

3.3.14.3.2.2. **(Added-OFFUTTAFB)** When FSD I or II cannot be corrected immediately, the unit commander/functional manager will process a complete ORM/Risk Analysis utilizing ACC Form 167, ACC Operational Risk Management (ORM) Worksheet that mitigates the impact of the FSD.

3.3.14.3.2.3. **(Added-OFFUTTAFB)** The fire prevention inspector will prepare AF Form 1118, Notice of Hazard to be issued to the work center supervisor for posting.

3.3.14.3.2.4. **(Added-OFFUTTAFB)** An immediate report will be made to the 55th Wing Commander upon identification of an FSD I.

3.3.14.3.2.5. **(Added-OFFUTTAFB)** The Fire Prevention Element will assist unit commanders in completing AF Form 332, Civil Engineering Work Request to ensure FSD and corrective action are adequately described and justified.

3.3.14.3.3. **(Added-OFFUTTAFB)** The Fire Prevention Element will maintain AF Form 1487 identifying FSD on file until the deficiencies are corrected.

3.3.14.3.4. **(Added-OFFUTTAFB)** FSD coded I and II will be briefed to the 55th Wing Commander annually. The briefing will describe FSDs not corrected, the deficient condition, interim measures taken, and necessary action for permanent correction.

3.3.14.4. **(Added-OFFUTTAFB)** Housekeeping.

3.3.14.4.1. **(Added-OFFUTTAFB)** Good housekeeping is the responsibility of each individual and is of the utmost importance in eliminating fire hazards. The following precautions must be taken:

3.3.14.4.1.1. **(Added-OFFUTTAFB)** Trash receptacles will be emptied at the close of each workday.

3.3.14.4.1.2. **(Added-OFFUTTAFB)** Trash will not be allowed to accumulate inside or adjacent to any building.

3.3.14.4.1.3. **(Added-OFFUTTAFB)** Rags contaminated with petroleum products or vegetable oil will be separated from clean rags and will be stored in plainly marked, self-closing metal containers. Clean rags will not be placed in containers with other combustibles.

3.3.14.4.1.4. **(Added-OFFUTTAFB)** Rubbish burning or use of open fires within the limits of the base is prohibited. The Base Fire Chief may authorize the use of outside fires needed for recreational purposes.

3.3.14.4.1.5. **(Added-OFFUTTAFB)** Clothes dryers will be vented to the outside of the building. Areas around/behind dryers shall be cleaned as necessary.

3.3.14.4.1.6. **(Added-OFFUTTAFB)** Storage will not be permitted above ceilings, attics, beneath raised floors, or in boiler, air handling, mechanical, electrical equipment, and telecommunications rooms.

3.3.14.4.1.7. **(Added-OFFUTTAFB)** Steel wool stored in areas other than retail locations will be stored in covered metal containers.

3.3.14.4.1.8. **(Added-OFFUTTAFB)** Combustible materials such as nets, parachutes, and target cloth will not be hung or mounted on office and dormitory room walls or ceilings as interior room decorations.

3.3.14.4.1.9. **(Added-OFFUTTAFB)** Exhaust fans and motors will be kept clear of dust, lint, and grime.

3.3.14.4.1.10. **(Added-OFFUTTAFB)** Woodworking shop personnel will clean sawdust and wood shavings as often as needed and at the end of each duty day.

3.3.14.5. **(Added-OFFUTTAFB)** Smoking and Disposal of Smoking Materials. Unsafe smoking practices and improper disposal of smoking materials constitute the greatest cause of fires, necessitating rigid enforcement of control measures. Smoking will be allowed only in areas permitted by AFI 40-102, Tobacco Use in the Air Force, and the Installation Commander.

3.3.14.5.1. **(Added-OFFUTTAFB)** Strict enforcement will be followed where the Installation Commander allows smoking:

3.3.14.5.1.1. **(Added-OFFUTTAFB)** Self-closing metal receptacles will be provided.

3.3.14.5.1.2. **(Added-OFFUTTAFB)** Self-closing receptacles will be marked and stenciled "BUTTS ONLY".

3.3.14.5.1.3. **(Added-OFFUTTAFB)** Supervisors will ensure smoking materials are wet down before disposal.

3.3.14.5.2. **(Added-OFFUTTAFB)** Smoking is prohibited in aircraft maintenance facilities, weapon storage and aircraft maintenance areas, and on the flight line except where designated by the 55 MXG/CC, 55 OG/CC and 55 OSS Airfield Manager, and approved by the Fire Chief or his/her designated representative. Documentation of flight line designated smoking areas will be submitted to Fire Chief on an annual basis.

3.3.14.5.3. **(Added-OFFUTTAFB)** Smoking is not permitted within 50 feet of hangars; aircraft repair docks, paint and dope shops, and flammable fuel or liquid petroleum gas storage areas.

3.3.14.5.4. **(Added-OFFUTTAFB)** Smoking is not permitted within 50 feet of any area where flammable liquids, combustible gases, liquid or bottled oxygen are used, stored or dispensed.

3.3.14.5.5. **(Added-OFFUTTAFB)** Smoking while reclining, sitting, resting, or lying in bed is strictly prohibited. Signs reading "SMOKING IN BED IS PROHIBITED" will be posted on bulletin boards in dormitories and lodging facilities.

3.3.14.6. **(Added-OFFUTTAFB)** Request for Designated Smoking Areas. Request for designated smoking areas within hazardous areas will be coordinated with the appropriate commander or agency and submitted to 55CES/CEFP for approval.

3.3.14.6.1. **(Added-OFFUTTAFB)** A designated SMOKING AREA sign will indicate controlled smoking areas.

3.3.14.6.2. **(Added-OFFUTTAFB)** Commanders may designate smoking areas in non-hazardous areas. Smoking is prohibited in stairways, stairwells or other means of egress/evacuation. Smoking is also prohibited in mechanical/boiler rooms, and on the roof of buildings.

3.3.14.7. **(Added-OFFUTTAFB)** Open Flame Devices. The use of candles, incense, or any other devices that burn with an open flame or smolder, are not authorized in offices, warehouses, mercantile, dormitories, BOQ, VOQ, and transient living facilities (TLF).

3.3.15. **(Added-OFFUTTAFB)** Flammable/Combustible

Liquids. Flammable/Combustible liquid storage will be in accordance with AFOSH Standard 91-501, Chapter 22, Flammable and Combustible and NFPA 30, Flammable and Combustible Liquids Code.

3.3.15.1. **(Added-OFFUTTAFB)** Flammable/combustible liquids, and other hazardous materials, such as paints, thinners, gasoline, diesel fuel, etc., will be stored in approved storage rooms, or metal cabinets.

3.3.15.2. **(Added-OFFUTTAFB)** Flammable storage cabinets will be of the type approved by AFOSH Standard 91-501, Chapter 22:

3.3.15.2.1. **(Added-OFFUTTAFB)** Cabinet must be double walled with 2 inch sill, and a three point lock mechanism.

- 3.3.15.2.2. **(Added-OFFUTTAFB)** Cabinets will be stenciled “FLAMMABLE-KEEP FIRE AWAY”, legible up to 50 feet.
- 3.3.15.2.3. **(Added-OFFUTTAFB)** Ventilation ports will be capped when inside of buildings and uncapped when located outside of buildings.
- 3.3.15.3. **(Added-OFFUTTAFB)** Interior storage rooms will be constructed IAW NFPA 251 and the required fire rating for their use.
- 3.3.15.3.1. **(Added-OFFUTTAFB)** Rooms will be liquid tight where walls join the floor.
- 3.3.15.3.2. **(Added-OFFUTTAFB)** Self-closing doors meeting the requirements of NFPA 80 will be used.
- 3.3.15.3.3. **(Added-OFFUTTAFB)** Wood shelves, racks, dunnage, scuff boards, and floor overlays will be 1-inch thick.
- 3.3.15.3.4. **(Added-OFFUTTAFB)** Class I liquids electrical requirements will be Class 1, Division 1.
- 3.3.15.3.5. **(Added-OFFUTTAFB)** Class II and III liquids electrical requirements will be general purpose.
- 3.3.15.4. **(Added-OFFUTTAFB)** Flammable storage cabinet permit, OAFB Form 132 will be posted and maintained either inside or outside the door of all storage cabinets/facilities, listing contents, quantity, and class of liquid. Inventory sheets will be updated as contents and quantities change. Permits must be renewed annually.
- 3.3.15.5. **(Added-OFFUTTAFB)** Exterior flammable storage facilities will be located at least 50 feet from other buildings, or hazardous operations. Storage cabinets may be located adjacent to buildings having blank exterior walls with a 2-hour fire rating.
- 3.3.15.6. **(Added-OFFUTTAFB)** Flammable/combustible paints, oils and varnishes in 1- or 5-gallon original containers, used for building maintenance purposes, may be stored temporarily in their original closed containers outside approved storage cabinets or rooms for no more than 10 calendar days.
- 3.3.15.7. **(Added-OFFUTTAFB)** Work center kits of flammable/combustible liquids necessary to perform primary duty functions may be stored in their original containers and used in the work area. Containers shall be stored at the end of each workday in a noncombustible box or other suitable receptacle. These containers shall be identified and plainly marked.
- 3.3.15.8. **(Added-OFFUTTAFB)** Products that are not compatible with flammable/combustible liquids, as determined by the wing safety (55 WG/SEG), Bioenvironmental Engineering (55 AMDS/SGPB), and Fire Prevention Element (55 CES/CEFP) will not be stored in same area or cabinet.
- 3.3.15.9. **(Added-OFFUTTAFB)** Gas cylinders such as propane and butane shall not be stored in flammable storage rooms and cabinets.

3.3.15.10. **(Added-OFFUTTAFB)** Flammable/combustible liquids will not be dispensed or transferred between containers inside any facility or inside a room of any facility unless area has been approved from Wing safety, Bioenvironmental Engineering and the Fire Prevention Element.

3.3.15.11. **(Added-OFFUTTAFB)** Dip tanks or bench washing vats using flammable/combustible solvents will be of metal construction, equipped with self-closing lids and a fusible link. Lids will not be wired or propped in the open position.

3.3.16. **(Added-OFFUTTAFB) Flammable Gases.** Storage of flammable gases in buildings, inside rooms, or outside areas will be in compliance with NFPA 1, The Uniform Fire Code; NFPA 55, Standard for Storage Use, and Handling of Compressed and Liquefied Gases in Portable Cylinders; NFPA 58, Standard for Liquid Petroleum Gas; and NFPA 99, Standard for Health Care Facilities.

3.3.16.1. **(Added-OFFUTTAFB)** Smoking and open flames will not be permitted in storage areas or within 50 feet of storage areas.

3.3.16.2. **(Added-OFFUTTAFB)** All compressed gas cylinders, full or empty, when not in storage will be secured to a wall.

3.3.16.3. **(Added-OFFUTTAFB)** Liquid petroleum gas (LPG) cylinders used for barbecues will be stored outdoors in a Factory Mutual approved lockable ventilated metal locker to prevent tampering with valve and the pilferage of cylinders.

3.3.17. **(Added-OFFUTTAFB) Heating and Cooking Appliances.** The use of heat-producing electrical appliances not listed by the Underwriters Laboratory (UL), the National Electric Code (NEC) is prohibited.

3.3.17.1. **(Added-OFFUTTAFB)** Heating and cooking appliances shall not be left on when unattended. Cooking of food in areas not specifically designed for use of cooking equipment is strictly prohibited.

3.3.17.2. **(Added-OFFUTTAFB)** Open flame heaters are prohibited, unless authorized in writing by the Fire Chief or his/her designated representative. Contact the Fire Prevention Element for approval, 294-5522.

3.3.17.3. **(Added-OFFUTTAFB)** Electric space electric heaters may be used, provided the building's electrical utilities will support the draw of power, they are UL approved, equipped with an automatic (tip-over) cutoff switch, and authorized by the facility manager. Heaters will not be left unattended. Heaters will have 36-inch clearance from combustibles.

3.3.17.4. **(Added-OFFUTTAFB)** Space heaters will not be plugged into extension cords, multiple type outlets such as power strips/surge protectors, or into system or modular furniture unless certified by a CE electrician craftsman.

3.3.17.5. **(Added-OFFUTTAFB)** Propane gas heaters will not be used in base facilities unless approved by the Fire Chief or his designated representative. Kerosene heaters are not authorized.

3.3.17.6. **(Added-OFFUTTAFB)** Space heaters will not be used in aircraft hangars, fuel maintenance or servicing areas unless designed for such use, and approved by the Fire Chief or his/her designated representative.

3.3.17.7. **(Added-OFFUTTAFB)** Space heaters will not be used in detention and correctional facilities.

3.3.17.8. **(Added-OFFUTTAFB)** Automatic start timers shall not be used in conjunction with space heaters, coffee makers, or any other type of cooking appliance.

3.3.17.9. **(Added-OFFUTTAFB)** Coffee makers may be used, if they are UL approved, authorized by the facility manager, and placed on a noncombustible surface. Coffee makers will be plugged directly into a wall receptacle. Relocatable power taps (surge protectors, power strips) and extension cords will not be used with coffee makers.

3.3.17.10. **(Added-OFFUTTAFB)** Facilities, other than dwelling units, that are provided with residential type range top cooking surfaces must be equipped with an approved residential range top extinguishing system. The range top extinguishing system must disconnect power to the cooking equipment.

3.3.17.11. **(Added-OFFUTTAFB)** Microwave ovens may be used in a controlled environment such as day room or break rooms. Electrical extension cords and power taps (power strips) will not be used to supply power to microwave ovens.

3.3.17.12. **(Added-OFFUTTAFB)** Microwave ovens, where approved by the unit's first sergeant or facility manager, may be authorized for use in individual rooms. Other cooking appliances are not authorized for use in building rooms/areas or individual dormitory rooms.

3.3.17.13. **(Added-OFFUTTAFB)** Gas and Charcoal barbecue grills, smokers, and turkey fryers when used will be kept at least 10 feet from all combustible structures. In no case will these outdoor cooking units be used under gazebos, carports, garages, under eaves or under any overhead combustible construction, inside buildings and hangars, and must be away from windows and doors.

3.3.17.14. **(Added-OFFUTTAFB)** Cooking with conventional high heat producing appliances, such as electric grills and skillets, toasters, sandwich makers, toaster ovens, and hot plates is prohibited in all buildings and office spaces.

Exception: Toasters may be used in designated break rooms/snack bars where smoke detectors are not installed on ceiling spaces. Toasters will not be left unattended while in use.

3.3.18. **(Added-OFFUTTAFB) Welding, Cutting, Brazing, and Grinding.** AF Form 592, USAF Welding, Cutting and Brazing Permit will be obtained from the Fire Protection Flight before any hot works (welding, cutting, brazing or grinding) are conducted outside an authorized shop area. All hot works operations will be in accordance with AFMAN 91-201, *Explosive Safety Standards*; AFOSH Standard 91-5, Welding, Cutting and Brazing; AFOSH Standard 91-25, Confined Spaces; NFPA 51, Design and Installation of Oxygen-Fuel Gas systems for Welding, Cutting and Allied Processes, NFPA 51B, Standard for Fire Prevention During Welding, Cutting, and Other Hot Work, and the Offutt AFB Welding, Cutting and Brazing Program.

3.3.18.1. **(Added-OFFUTTAFB)** When welding, cutting, brazing, or open flames torch operations are conducted outside approved welding shops, an AF Form 592, USAF Welding, Cutting and Brazing Permit, will be issued by the Fire Prevention Element or a permit authorizing individual prior to the start of any operation.

3.3.18.2. **(Added-OFFUTTAFB)** The supervisor in charge of the operation will be responsible for requesting the permit from the Fire Prevention Element, giving 24-hour prior notice.

3.3.18.3. **(Added-OFFUTTAFB)** The supervisor in charge of the operation is responsible for compliance of precautions and instructions outlined on the permit and as directed by the fire prevention inspector.

3.3.18.4. **(Added-OFFUTTAFB)** Prior to beginning a welding, cutting or brazing operation, personnel will ensure all combustible materials and vegetation within 35 feet of the operation have been removed, and the proper type and class of fire extinguisher is immediately available.

3.3.18.5. **(Added-OFFUTTAFB)** Where removal of combustible materials is impractical, a suitable fire resistive shield or welding blanket will be placed between the materials and the welding operation. A fire watch or Fire vehicle standby may be required.

3.3.18.6. **(Added-OFFUTTAFB)** Welding, cutting or brazing will not be permitted in the vicinity of flammable or explosive materials until the possibility of fire or explosion has been eliminated.

3.3.18.7. **(Added-OFFUTTAFB)** When welding, cutting, or brazing aircraft parts, the supervisor in charge of the operation will request a welding permit and a standby fire vehicle from the Assistant Fire Chief for Operations, 294-3582.

3.3.18.8. **(Added-OFFUTTAFB)** Welding operations in aircraft hangers will meet the requirements of NFPA 410, Aircraft Maintenance. Ventilation will be in accordance with AFMAN 48-155, Occupational and Environmental Health Exposure Controls.

3.3.18.9. **(Added-OFFUTTAFB)** Prior to welding or cutting flammable liquid tanks, cylinders or containers, the tank will be thoroughly washed, steamed, and filled with water or inerted with nitrogen. Extreme care will be taken to eliminate the accumulation of vapors by proper venting or positioning of the container during filling operations.

3.3.18.10. **(Added-OFFUTTAFB)** To ensure an explosive mixture does not exist, the area and/or container will be sampled using a flammable/explosive gas detector.

3.3.18.11. **(Added-OFFUTTAFB)** When welding, cutting or brazing operations are completed, the area will be thoroughly and carefully checked for hot spots to ensure no fire hazards exist.

3.3.18.12. **(Added-OFFUTTAFB)** Organizations involved in welding, cutting, brazing, grinding operations outside of authorized welding shops will be permitted to have a certification process whereby a certified permit authorizing individual will issue welding permits.

- 3.3.18.12.1. **(Added-OFFUTTAFB)** Permit authorizing individuals certified by the Fire Prevention Element may authorize welding, cutting, brazing and grinding operations using AF Form 592 and must inspect the area where hot works are to be performed.
- 3.3.18.12.2. **(Added-OFFUTTAFB)** The Fire Prevention Element will conduct an annual assessment of the organization's welding and training program.
- 3.3.18.12.3. **(Added-OFFUTTAFB)** Welding permit duration will be issued at the inspector's discretion, and filed for 30 days after completion of welding, cutting or brazing operation.
- 3.3.18.13. **(Added-OFFUTTAFB)** The Emergency Communications Center (ECC), 294-3582/4-3623 will be notified upon completion of all welding, cutting, brazing and grinding operations. The supervisor in charge of the operation will give the ECC operator the control number on the welding permit.
- 3.3.19. (Added-OFFUTTAFB) Hangars and Flight Line Areas.**
- 3.3.19.1. **(Added-OFFUTTAFB)** All electrical equipment used in aircraft maintenance facilities will be of the approved type. Electrical equipment used within the first 18 inches of the floor space will be rated for Class 1, Division 2 areas.
- 3.3.19.2. **(Added-OFFUTTAFB)** Catalytic converter-equipped vehicles are not permitted in hangars.
- 3.3.19.3. **(Added-OFFUTTAFB)** Vehicles shall not block fire lanes.
- 3.3.19.4. **(Added-OFFUTTAFB)** Fuel shall not be drained from an aircraft onto the ramp or allowed to run into sewer lines, ditches, etc. Drip cans and pans shall be used to catch fuel leaking from aircraft. Containers shall be bonded and grounded.
- 3.3.19.5. **(Added-OFFUTTAFB)** Aircraft should be parked to permit rapid removal or relocation.
- 3.3.19.6. **(Added-OFFUTTAFB)** Appropriate cables and guide bars will be kept in sufficient stock and readily available to facilitate removal of aircraft from hangars in case of emergency. Personnel shall be trained in their use. The aircraft maintenance officer will establish emergency procedures to remove aircraft from hangars in case of fire or other hazard.
- 3.3.19.7. **(Added-OFFUTTAFB)** Spray painting of aircraft will be accomplished according to T.O. 1-1-8. Deviations will be requested in writing to wing safety (55 WG/SEG), Bioenvironmental Engineering (55 AMDS/SGPB), and the Fire Prevention Element (55 CES/CEFP).
- 3.3.19.8. **(Added-OFFUTTAFB)** Areas around and under the aircraft will be kept free of flammable liquids and combustible waste.
- 3.3.19.9. **(Added-OFFUTTAFB)** Aircraft servicing inside hangars will be accomplished with electrical motor-driven ground power units. Gasoline or diesel motor-driven, ground powered equipment is prohibited inside the hangar.

3.3.19.10. **(Added-OFFUTTAFB)** Aircraft maintenance personnel will ensure a Halon 1211 flight line fire extinguisher is positioned inside each hangar or nose dock when maintenance is being performed on aircraft.

3.3.19.11. **(Added-OFFUTTAFB)** Refueling and defueling of aircraft in hangars is prohibited.

3.3.19.12. **(Added-OFFUTTAFB)** Aircraft maintenance stands and related equipment when used inside hangars shall be positioned as not to block flame detectors and fire suppression system nozzles.

3.3.19.13. **(Added-OFFUTTAFB)** Vehicles will not be parked in hangars without an approved parking plan. The parking plan must be developed in accordance with AFOSH STD 91-100 and approved by the Commander, 55th Maintenance Group or appropriate commander in coordination with wing safety, fire department and bioenvironmental.

3.3.19.14. **(Added-OFFUTTAFB)** Aircraft will not be placed in any hangar when the under-wing fire suppression system, overhead fire suppression system and/or fire detection systems are out of service without the approval of the HQ ACC fire protection engineer/fire protection manager in coordination with the base fire chief. The requesting organization will process a complete ORM/Risk Analysis utilizing ACC Form 167, ACC Operational Risk Management (ORM) Worksheet prior to requesting major command approval. The minimal acceptable mitigation steps will include a 24-hour fire watch and additional 150 lb Halon 1211 fire extinguishers until all systems are back in service. Higher risks, such as open fuel cell repair, shall require a standby tow team on site for immediate removal of an aircraft from a burning structure. The fire chief maintains authority to implement more stringent risk mitigation processes based upon the hazard at hand.

3.3.19.15. **(Added-OFFUTTAFB)** Storage of materials other than aircraft maintenance equipment is prohibited. Storage of materials in aircraft hangars shall be separated by a wall common to both areas having at least 1-hour fire resistance rating with openings protected by listed fire doors having a minimum rating of 45-minutes and actuated from both sides of the wall.

3.3.20. **(Added-OFFUTTAFB) Fuel Spills.**

3.3.20.1. **(Added-OFFUTTAFB)** Fuel spills are divided into three classes, each requiring specific action. All fuel spills will be reported immediately to the fire department. Report any spills by dialing 911 or report by radio.

3.3.20.1.1. **(Added-OFFUTTAFB)** Class I primary spills usually involve an area less than 2 feet in any plane or dimension. Using agency fireguards will determine if these spills create a fire exposure to the aircraft or equipment. Normally, these spills need only be monitored until the aircraft or equipment is dispatched.

3.3.20.1.2. **(Added-OFFUTTAFB)** Class II spills involve an area not over 10 feet in any plane or dimension, or not over 50 square feet in area, and not of a continuing nature. These spills require a using agency fireguard be posted and immediate notification to the fire department. Maintenance operations will cease, power equipment will be shut down, and the area will be cleared of personnel. The agency

responsible will take appropriate action to clean-up the spill with the assistance of the 55 CES spill team.

3.3.20.1.3. **(Added-OFFUTTAFB)** Class III spills involve an area over 10 feet in any plane or dimension over, 50 square feet in area, or of a continuing nature. These spills will require a using agency fireguard to be posted and immediate notification made to the fire department. These conditions on the flight line will be declared a ramp ground emergency. Maintenance operations will cease, power equipment will be shut down, and the area will be cleared of personnel within 100 feet. The fire department shall respond and take control of the scene. Once the leak has been mitigated, the Incident Commander (IC) shall declare the area safe and the 55 CES spill team will take appropriate action to clean-up the spill with the assistance of the agency responsible for causing the spill.

3.3.20.2. **(Added-OFFUTTAFB)** When reporting a fuel spill, give the location, size of spill, approximate quantity, type of aircraft or equipment exposed, and any other information that may expedite neutralization of the fuel.

3.3.20.3. **(Added-OFFUTTAFB)** Oil and hydraulic fluid spills are removed by the agency responsible for the spill. Immediately post a fireguard and notify the fire department. Fire protection equipment will not be used to remove oil and hydraulic fluid spills.

3.3.21. **(Added-OFFUTTAFB) Electrical Equipment.** Electrical equipment and installations will conform to NFPA 70, National Electrical Code and OSHA Regulations. Operation of all electrical equipment will be discontinued immediately upon recognition of an unsafe or hazardous condition.

3.3.21.1. **(Added-OFFUTTAFB)** Tampering with electrical wiring or fixtures is prohibited. Defective electrical items such as wiring, switches, cords, and fuses will be reported to the civil engineering customer service call desk for repair or removal of the item.

3.3.21.2. **(Added-OFFUTTAFB)** Extension cords will be UL approved and used only when flexible connections are necessary and will not be substituted for fixed wiring (temporary use only). Extension cords will be:

3.3.21.2.1. **(Added-OFFUTTAFB)** Used only in continuous lengths without taped or spliced sections.

3.3.21.2.2. **(Added-OFFUTTAFB)** Not tacked, stapled, or in any other manner fastened to woodwork.

3.3.21.2.3. **(Added-OFFUTTAFB)** Suitable for the purpose for which they are being used, or approved by the Civil Engineer Electric Shop.

3.3.21.2.4. **(Added-OFFUTTAFB)** Protected from damage and will not be placed under rugs or carpets.

3.3.21.2.5. **(Added-OFFUTTAFB)** Rated at or above the required amperage to operate the electrical equipment being used.

3.3.21.2.6. **(Added-OFFUTTAFB)** Not strung in series, one connected to another.

3.3.21.3. **(Added-OFFUTTAFB)** Extension cords will not be plugged into other extension cords or relocatable power taps (surge protectors, power strips). Relocatable power taps will not be plugged into other relocatable power taps (daisy chained).

3.3.21.4. **(Added-OFFUTTAFB)** All nonessential electrical appliance cords will be disconnected at the close of each workday. Circuit breakers will not be used to disconnect power in lieu of disconnecting the power cord or placing an electrical switch in the off position.

3.3.21.5. **(Added-OFFUTTAFB)** Electrical equipment used in the vicinity of flammable liquids or gases will meet applicable NFPA and AFOSH Standards for the particular application.

3.3.21.6. **(Added-OFFUTTAFB)** Fuses will not be bridged in any manner.

3.3.21.7. **(Added-OFFUTTAFB)** An 18-inch clearance will be maintained between electrical light fixtures and any combustible storage.

3.3.21.8. **(Added-OFFUTTAFB)** Clear, unobstructed access will be maintained to the main power switch of each facility.

3.3.21.9. **(Added-OFFUTTAFB)** Each fuse or circuit breaker will be clearly labeled and identified as to the specific area it services.

3.3.21.10. **(Added-OFFUTTAFB)** The use of multi-plug devices is prohibited, except surge protectors (power strips).

3.3.21.11. **(Added-OFFUTTAFB)** All electrical devices installed or used within 18-inches of floors in hazardous locations (aircraft hangars, repair garages, or similar areas) will be rated for Class I, Division 2 areas.

3.3.22. **(Added-OFFUTTAFB) Gasoline-Powered Lawn Mowers, Chain Saws, Weed Eaters, Etc.** In addition to the safety hazards involved when such equipment is used in a careless manner, a dangerous fire potential exists when such equipment is being operated, refueled, or improperly stored.

3.3.22.1. **(Added-OFFUTTAFB)** Do not refuel any power tools or special purpose equipment while engine is running. Allow at least 15 minutes to cool before refueling.

3.3.22.2. **(Added-OFFUTTAFB)** Fueled equipment will not be stored inside facilities. Empty and purge gas tanks if the equipment is stored inside buildings, other than those designated or approved by the fire prevention element, wing safety, and bioenvironmental engineering.

3.3.22.3. **(Added-OFFUTTAFB)** Gasoline powered equipment may be stored inside of buildings during off season use as long as the equipment has been thoroughly cleaned, fuel drained, and spark plug disconnected.

3.3.23. **(Added-OFFUTTAFB) Warehousing and Storage.** Warehousing and storage will be in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems (Chapter 12, Storage); and this instruction. Storage of materials will conform to prescribed practices to prevent fire from spontaneous ignition and/or the spread of fire.

3.3.23.1. **(Added-OFFUTTAFB)** All materials in storage will be placed on rack storage units, shelving units or on pallets. Aisles will be established and shall be kept clear to provide for the free and safe movement within the storage area.

3.3.23.2. **(Added-OFFUTTAFB)** Good housekeeping practices will be adhered to at all times. Storage areas will be kept neat and orderly, and free from accumulation of materials that may constitute a fire or explosion hazard.

3.3.23.3. **(Added-OFFUTTAFB)** Warehouse cargo and exit doors will not be blocked in any manner without approval of the Fire Chief or his/her designated representative. Blocked doors will be marked both interior and exterior by prominently painted signs with 4-inch black lettering on a white background, reading, "DOOR BLOCKED."

3.3.23.4. **(Added-OFFUTTAFB)** A clearance of 18 inches will be maintained between the storage material stacked under 15 feet, 36 inches between the storage materials stacked over 15 feet.

3.3.23.5. **(Added-OFFUTTAFB)** A clearance of 18 inches will be maintained between storage material and heat/smoke detector, sprinkler heads and electrical light fixtures.

3.3.23.6. **(Added-OFFUTTAFB)** Materials will not be stored to block or interfere with fire lanes, fire protection systems, extinguishers, escapes, exits, doors, or electrical switches.

3.3.23.7. **(Added-OFFUTTAFB)** Outside storage around buildings will be kept at least 15 feet from buildings.

3.3.23.8. **(Added-OFFUTTAFB)** Motorized materials handling equipment will not be serviced or refueled in warehouse or storage facilities.

3.3.23.9. **(Added-OFFUTTAFB)** Attics, spaces under stairways, stairwells, electrical/electronic rooms, and mechanical/boiler rooms will not be used for storage, and will be kept free of trash and debris.

3.3.24. (Added-OFFUTTAFB) Storage, Handling, Transportation, and Fire Safety Involving Munitions.

3.3.24.1. **(Added-OFFUTTAFB)** The munitions area supervisor will advise the Base Fire Chief of any irregularities or discrepancies found which may constitute a fire hazard and will promptly notify the fire department of any fire emergency.

3.3.24.2. **(Added-OFFUTTAFB)** The munitions access controller will ensure that fire department personnel and equipment are admitted to munitions storage areas without delay when there is a fire emergency.

3.3.24.3. **(Added-OFFUTTAFB)** Fire symbols on buildings and igloos will be posted according to AFMAN 91-201.

3.3.24.4. **(Added-OFFUTTAFB)** Smoking in the munitions area is allowed only in areas designated and approved by the Fire Chief or his/her designated representative.

3.3.24.5. **(Added-OFFUTTAFB)** The person in charge of the munitions operation will be responsible for advising the emergency control center of all explosive movements and when fire symbols change. Munitions Control will perform this function.

3.3.24.6. **(Added-OFFUTTAFB)** Anyone gaining access to the munitions storage area will not introduce flame or spark-producing materials into the area unless permission has been granted by the Fire Chief or his/her designated representative.

3.3.25. (Added-OFFUTTAFB) Vehicle Control.

3.3.25.1. **(Added-OFFUTTAFB)** Vehicles will not be driven over fire hoses.

3.3.25.2. **(Added-OFFUTTAFB)** Vehicles and trailers will not be parked in any manner that would prevent access by fire equipment to all sides of a building. Vehicles will not be parked within 15 feet of any building, unless a designated space has been identified.

3.3.25.3. **(Added-OFFUTTAFB)** Vehicles will not be parked in fire lanes (marked, implicit or otherwise) or within 15 feet of any fire hydrant, sprinkler or standpipe connection.

3.3.25.4. **(Added-OFFUTTAFB)** Vehicles will not be parked inside of buildings unless designated for this purpose. The fire chief or his/her designated representative must approve deviations.

3.3.25.5. **(Added-OFFUTTAFB)** Vehicles will not be parked in hangars without an approved parking plan. Approval will be in accordance with paragraph 3.14.13.

3.3.25.6. **(Added-OFFUTTAFB)** Motor cycles will not be parked under dormitory stairwells, or stored inside facilities.

3.3.25.7. **(Added-OFFUTTAFB)** Streets and passageways will not be barricaded or obstructed without prior notification of the fire department.

3.3.25.8. **(Added-OFFUTTAFB)** Fire lanes are restricted to fire department use and will remain unobstructed at all times.

3.3.26. (Added-OFFUTTAFB) Fire Extinguishers.

3.3.26.1. **(Added-OFFUTTAFB)** Fire extinguisher shall be provided in accordance with NFPA 101, *The Life Safety Code*, NFPA 10, *Standard for Portable Fire Extinguishers*; AFOSH Standard 91-501, *Consolidated Safety Standard*; and applicable Technical Orders.

3.3.26.2. **(Added-OFFUTTAFB)** Facility managers and using organizations must budget for the purchase of new and replacement fire extinguishers. Fire extinguishers will not be procured without prior coordination with the Fire Prevention Element (55 CES/CEFP).

3.3.26.3. **(Added-OFFUTTAFB)** Aircraft maintenance personnel will ensure a Halon 1211 flight line fire extinguisher is positioned in each hangar or nose dock when maintenance is being performed on aircraft.

3.3.26.4. **(Added-OFFUTTAFB)** Aircraft maintenance personnel will check fire extinguishers used for protection of parked aircraft daily. Flight line fire extinguishers will be sealed. Extinguishers that have been used or require maintenance will be taken to designated points on the flight line and reported to the Fire Prevention Element at 294-5522.

3.3.26.5. **(Added-OFFUTTAFB)** Facility managers and supervisors will ensure the immediate return of all unserviceable fire extinguishers (excluding flight line type) to the Fire Extinguisher Maintenance Shop, for the required service.

3.3.26.6. **(Added-OFFUTTAFB)** The Fire Extinguisher Maintenance Shop will perform maintenance on all fire extinguishers located in real property facilities. Organizations will ensure maintenance is performed by an off-base authorized servicing agency on spare fire extinguishers, fire extinguishers mounted on vehicles and fire extinguishers stored in mobility kits.

3.3.26.6.1. **(Added-OFFUTTAFB)** Fire extinguishers must have a seal installed in such a manner that activation of the extinguisher will break the seal.

3.3.26.6.2. **(Added-OFFUTTAFB)** A fire extinguisher with a broken seal and/or gauge indicating an unserviceable condition should be brought to Fire Extinguisher Maintenance Shop for maintenance.

3.3.26.7. **(Added-OFFUTTAFB)** Portable fire extinguishers will be unobstructed at all times.

3.3.26.8. **(Added-OFFUTTAFB)** Portable fire extinguishers will be mounted in extinguisher cabinets or on walls.

3.3.26.8.1. **(Added-OFFUTTAFB)** Fire extinguishers weighing less than 40 pounds shall be mounted so that the top of the fire extinguisher is not more than 5 feet above the floor.

3.3.26.8.2. **(Added-OFFUTTAFB)** Fire extinguishers weighing more than 40 pounds shall be mounted so that the top of the fire extinguisher is not more than 3-1/2 feet above the floor.

3.3.26.8.3. **(Added-OFFUTTAFB)** In no case shall the clearance between the bottom of the fire extinguisher and the floor be less than 4 inches.

3.3.26.9. **(Added-OFFUTTAFB)** Facility managers shall ensure work center supervisors perform monthly inspection of all fire extinguishers and annotate the inspections on the reverse side of the fire extinguisher tag.

3.3.26.10. **(Added-OFFUTTAFB)** Personnel will not tamper with, relocate, or use any portable fire extinguishers or installed fire extinguishing systems in any base facilities except during an actual fire condition.

3.3.27. (Added-OFFUTTAFB) Population Education.

3.3.27.1. **(Added-OFFUTTAFB)** Newly assigned personnel will receive a fire prevention briefing within 30 days of assignment. This briefing will be accomplished through the 55th Wing Right Start Orientation.

3.3.27.2. **(Added-OFFUTTAFB)** Workplace supervisors are responsible for ensuring personnel under their supervision are trained in their fire prevention responsibilities as prescribed in AFI 91-301 and this instruction. This training will be recorded on AF Form 55, Employee Safety and Health Record and must include:

3.3.27.2.1. **(Added-OFFUTTAFB)** Fire safe practices in the work place.

- 3.3.27.2.2. **(Added-OFFUTTAFB)** Fire Reporting procedures.
 - 3.3.27.2.3. **(Added-OFFUTTAFB)** Building evacuation procedures.
 - 3.3.27.2.4. **(Added-OFFUTTAFB)** Procedures to sound the fire alarm.
 - 3.3.27.2.5. **(Added-OFFUTTAFB)** Location and use of fire extinguishers.
 - 3.3.27.2.6. **(Added-OFFUTTAFB)** Location and use of standpipe and hose systems.
 - 3.3.27.2.7. **(Added-OFFUTTAFB)** Manual activation of fire alarm and suppression systems.
- 3.3.27.3. **(Added-OFFUTTAFB)** All personnel will be educated upon assignment, and annually thereafter in the use of fire extinguishers. Supervisors or facility managers will conduct initial and annual training.
- 3.3.27.4. **(Added-OFFUTTAFB)** Supervisors will conduct initial extinguisher training for newly assigned personnel and annual refresher training for all personnel. Training will be documented on each individual's AF Form 55.
- 3.3.27.5. **(Added-OFFUTTAFB)** Aircraft maintenance and servicing personnel will receive training on the flight line 150-pound Halon 1211 fire extinguisher. Training will be conducted by the maintenance organization.
- 3.3.27.6. **(Added-OFFUTTAFB)** Billeting employees will receive fire prevention training as part of their general orientation in accordance with AFOSH Standard 91-1, *Billeting Operations*.
- 3.3.27.7. **(Added-OFFUTTAFB)** Mercantile and public assembly employees will receive fire prevention training in accordance with paragraph 3.8.2.
- 3.3.27.8. **(Added-OFFUTTAFB)** Personnel who work in facilities protected by AFFF fire suppression systems or total flooding Halon systems require initial and annual training. Initial and annual training will be scheduled by supervisors and conducted by the Fire Prevention Element.
- 3.3.27.9. **(Added-OFFUTTAFB)** Fire prevention lectures and demonstrations will be given to any functional or social group, upon request. Training may be requested from the Fire Prevention Element, 55 CES/CEFP, at 294-5522.
- 3.3.28. (Added-OFFUTTAFB) Concessions and Construction Projects.**
- 3.3.28.1. **(Added-OFFUTTAFB)** Contracting officers and the construction managers will ensure that fire prevention standards in Air Force publications, the National Fire Code (NFC), and the individual contract specifications are discussed at post award or pre-performance conferences as required. Specific fire prevention instructions will be covered in pre-construction conferences for construction projects.
 - 3.3.28.2. **(Added-OFFUTTAFB)** A representative of the fire prevention element will attend pre-construction or pre-performance meetings to coordinate fire prevention requirements with contractors.

3.3.29. (Added-OFFUTTAFB) Fire Hydrants, Fire Department Connections, and Water Mains.

3.3.29.1. **(Added-OFFUTTAFB)** Only members of the fire department or authorized representatives of civil engineering are authorized to turn on or use fire hydrants. Request for use shall be directed to the Assistant Fire Chief for Operations at 294-3582/3623.

3.3.29.2. **(Added-OFFUTTAFB)** Water mains will not be shut off or any maintenance performed on fire hydrants that will interfere with fire fighting water supplies without a 24-hour notification of the fire department.

3.3.29.3. **(Added-OFFUTTAFB)** Fire hydrants will not be blocked or obstructed from access at any time. Items such as trees, bushes, shrubs, signs, fences, or any other obstacles will not obstruct or conceal fire hydrants, post indicator valves (PIV), or fire department sprinkler connections.

3.3.29.4. **(Added-OFFUTTAFB)** Leaking or damaged fire hydrants will be reported to the fire department, 294-3778.

3.3.29.5. **(Added-OFFUTTAFB)** During the winter months, facility managers are responsible for clearing snow and ice from fire hydrants adjacent to their facilities or quarters.

3.3.30. (Added-OFFUTTAFB) Carpets and Decorative Materials.

3.3.30.1. **(Added-OFFUTTAFB)** The Engineering Flight (55 CES/CEC) and Operations Flight (55 CES/CEO) will review all requests for carpet installation or replacement and certify that the carpets conform to the requirements of Engineering Technical Letter (ETL) 00-6, Air Force Carpet Standard.

3.3.30.2. **(Added-OFFUTTAFB)** Decorative materials, such as wood paneling (which will be held to wainscot level) and vinyl wall covering, will comply with installation and flame-spread requirements. Class A material (0-25) will be used in high hazard areas, such as hallways, corridors, sleeping areas, and stairwells. Class B (26-75) may be used in other areas not requiring Class A. Class C paneling (76-200) is not authorized and will not be substituted for Class A or B paneling. Paneling will be held to a minimum to reduce fire load and flame-spread potential. Draperies and other window coverings in these areas will be of noncombustible materials or will be treated with fire retarding materials.

3.3.31. (Added-OFFUTTAFB) Open Burning and Fireworks.

3.3.31.1. **(Added-OFFUTTAFB)** Open fires, camp fires, burning of rubbish, and similar material within the limits of Offutt AFB will not be permitted without the approval of the Fire Chief.

3.3.31.2. **(Added-OFFUTTAFB)** The use of blowtorches or other flame devices to remove paint from any surface or to burn wood for decorative purposes is not permitted without the approval of the fire chief.

3.3.31.3. **(Added-OFFUTTAFB)** The use of open-flame devices such as candles and oil lamps is not permitted unless specifically authorized by the Fire Chief or his/her designated representative.

3.3.31.4. **(Added-OFFUTTAFB)** Candles and other open flame devices that have the potential for being left unattended are prohibited in offices, warehouses, industrial areas, dormitories, and lodging facilities.

3.3.31.5. **(Added-OFFUTTAFB)** The use of fireworks on Offutt AFB is prohibited.

3.3.31.6. **(Added-OFFUTTAFB)** Fireworks used during base sponsored activities will be setup and discharged by properly trained and qualified personnel from a licensed commercial firm. A permit must be obtained from the Fire Prevention Element (55 CES/CEFP) in accordance with NFPA 1, *The Uniform Fire Code* prior to displaying fireworks.

3.3.32. (Added-OFFUTTAFB) Fire Evacuation of Facilities.

3.3.32.1. **(Added-OFFUTTAFB)** Upon the sounding of fire alarm bells, horns, or sirens in any facility, all personnel will effect immediate evacuation and remain outside until cleared to re-enter by fire department personnel.

3.3.32.2. **(Added-OFFUTTAFB)** Personnel failing to evacuate the facility can endanger themselves as well as others. Violations will be reported to the respective commander for appropriate action.

3.3.33. (Added-OFFUTTAFB) Holiday Decorations.

3.3.33.1. **(Added)** Natural cut Christmas trees shall not be permitted in assembly, educational, health care, detention, correctional, mercantile, billeting, or dormitory occupancies.

Exception: Trees located in areas protected by an approved automatic sprinkler system.

3.3.33.2. **(Added-OFFUTTAFB)** Artificial Christmas trees shall be labeled or otherwise identified or certified by the manufacturer as being "flame retardant" or "flame resistant."

3.3.33.3. **(Added-OFFUTTAFB)** Christmas trees or decorations shall not obstruct corridors, exit ways, or other means of egress.

3.3.33.4. **(Added-OFFUTTAFB)** Only listed electrical lights and wiring for the appropriate application shall be used on Christmas trees and similar decorations.

3.3.33.5. **(Added-OFFUTTAFB)** Electrical lights are prohibited on metal artificial trees.

3.3.33.6. **(Added-OFFUTTAFB)** Natural cut Christmas trees will not be located near heating vents or other fixed or portable heating devices that could cause the tree to dry out prematurely or to be ignited.

3.3.33.7. **(Added-OFFUTTAFB)** In occupancies where natural trees are permitted, the bottom end of the trunk will be cut at an angle at least 1 to 2 inches above the end to help the tree absorb water. The tree will be placed in a suitable stand with adequate water. The water level will be checked and maintained on a daily basis.

3.3.33.8. **(Added-OFFUTTAFB)** Christmas trees will be fresh with no signs of drying. Trees found to be dry are highly combustible and will be removed from the facility.

3.3.33.9. **(Added-OFFUTTAFB)** Inside lighted displays and tree lights will be turned off when building is unoccupied.

3.3.34. **(Added-OFFUTTAFB) Self-help Projects.** All self-help projects, regardless of funding source, must have an approved AF Form 332 with the Fire Prevention Element's coordination before the work begins.

3.3.34.1. **(Added-OFFUTTAFB)** Work requests for the additions to building, erection and demolition of walls and partitions must be accompanied by a floor plan, drawing or diagram.

3.3.35. **(Added-OFFUTTAFB) Seasonal Campaigns.** The Fire Prevention Element will initiate seasonal campaigns to ensure a year-round fire safe environment.

3.3.36. **(Added-OFFUTTAFB) Fire Department Operations.**

3.3.36.1. **(Added-OFFUTTAFB)** The Fire Chief or senior fire officer has full authority over all fire suppression and rescue operations. The Incident Commander may establish priorities based on prevailing conditions; however, no one outside the fire protection flight will give orders or interfere with the Fire Chief or fire fighters in performance of fire suppression or rescue operations.

3.3.36.2. **(Added-OFFUTTAFB)** The Fire Chief or the senior fire officer in charge of a fire, rescue, crash, or hazardous materials incident may commandeer available military vehicles, equipment, materials, personnel, and/or other resources considered necessary and appropriate for the prompt control, extinguishment, or mitigation of the incident.

3.3.37. **(Added-OFFUTTAFB) Fire Equipment Priority.**

3.3.37.1. **(Added-OFFUTTAFB)** When responding to an emergency, all fire equipment has the right-of-way at all intersections, stop signs, and thoroughfares.

3.3.37.2. **(Added-OFFUTTAFB)** Vehicle operators will keep clear of intersections upon hearing or seeing a responding emergency vehicle.

3.3.37.3. **(Added-OFFUTTAFB)** Drivers will not pass or attempt to pass fire equipment that is responding to an alarm, nor will any vehicle follow closer than 300 feet behind fire equipment.

3.3.37.4. **(Added-OFFUTTAFB)** All drivers observing any fire vehicles approaching from their rear with lights or sirens operating will pull to the right of the roadway and stop until all fire vehicles have passed. Do not block any intersections.

3.3.38. **(Added-OFFUTTAFB) Privatized Family Housing.** The Fire Protection Flight provides fire and emergency services to all privatized housing under the management of the privatized housing contractor. Military sponsors in privatized family housing are responsible for fire-safe conditions in their quarters.

3.3.38.1. **(Added-OFFUTTAFB)** Each military sponsor is required to attend a fire prevention orientation within 30 days of occupancy. Spouses and dependents are encouraged to attend the orientation

3.3.39. **(Added-OFFUTTAFB) Conflict in Guidance.** When a conflict occurs between written directives, the most stringent directive will take precedence with the concurrence of the base fire marshal and the installation commander.

3.4. FES Training. The Fire Chief establishes a program that encompasses certification, and proficiency training requirements. All military AFSC 3E7XX, civilian GS-0081 and NSPS, GS-2151 (serving as FES Dispatchers) and contractor-operated fire department members will be certified according to DoD 6055.06-M, *DoD Fire & Emergency Services Certification System*, (FESCS).

3.4.1. FES personnel shall meet the training requirements IAW NFPA Std. 1500 Chapter 5 as specified in the FESAP. Trainers shall record all FES proficiency and certification training in ACES-FD.

3.4.1. (ACC) Refer to the FESAP for training requirements and frequencies.

3.4.2. Where foreign national/host nation firefighters are employed, fire chiefs with MAJCOM coordination and approval, have the authority to approve equivalent certification and training requirements according to specific job assignments and agreements with the host nation. Fire Chiefs will ensure certification requirements are equal to or exceed NFPA standards and those outlined in the FESCS.

3.4.3. Training to achieve FESCS certification is a personal responsibility. Supervisors facilitate certification by providing guidance, access to training materials, instruction, and through performance testing required for certification. Training to achieve FESCS certification is available to each AF employee at no cost to the unit or individual. Fire chiefs may approve attendance at AF/DoD formal training venues. Acquiring training for FESCS certification from external (non-AF/DoD) contract sources at government expense requires review and approval by the Command Fire Chief.

3.4.4. Certification in the FESCS will be granted only for skills required for the current duty position and the next-higher position to which an individual may be promoted (Exception: When directed by the Fire Chief, vehicle crew members may accomplish Fire Inspector II certifications to allow “crew inspections” of facilities as appropriate). Certifications will not be issued for training or testing more than five years old. Command Fire Chiefs may approve waivers based on unique mission needs. All MAJCOM approved waivers will be included in the individual certification package when submitted to AFCESA/CEXF for consideration.

3.4.5. Deployed firefighters will meet forward operating location proficiency training requirements and are exempt from home station proficiency training during the period of deployment. Upon return from deployment, home station proficiency training may be credited as current on the date of return to duty with approval of the Fire Chief. Training for recurring certifications must be completed based on required timelines, example: HazMat, Cardiopulmonary Resuscitation (CPR) etc.

3.4.5. (ACC) Add deployed fire fighters to proficiency training reports to show their attendance in ACES-FD, in order to track home station proficiency training. Type the word “DEPLOYED” in their signature block.

3.4.6. AFCESA/CEXF is responsible for approving and investigating effective and cost-efficient methods to provide proficiency, Phase 2 commissioning and certification training. AFCESA/CEOA maintains environmentally acceptable design plans and drawings for aircraft live-fire training facilities and is responsible for Phase 1 commissioning and design modifications. Aircraft live-fire training facilities will be maintained and operated in accordance with Technical Order (TO) 35E1-2-13-1, *Operation and Maintenance Instruction Manual Aircraft Fire Training Facility*. This TO is managed by the AFCESA/CEXF Technical Content Manager (TCM). Mobile fire trainers will be operated and maintained in accordance with manufacturer specifications and instructions. Structural fire training facility designs and commercially procured products must satisfy the performance test elements of Firefighter II, as specified in NFPA Std. 1001, *Standard for Firefighter Professional Qualifications*. Structural fire training facilities using liquid petroleum gas for fire training will meet national safety standards. All live-fire structural training shall be conducted in accordance with NFPA Std. 1500 and NFPA Std. 1403, *Standard on Live Fire Training Evolutions*.

3.4.6. **(ACC)** Home-Station Training Capability. Aircraft Live Fire Training shall be accomplished no less than twice a year in accordance with the FESAP. Additionally, AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*, identifies Aircraft Live Fire Training as SORTS reportable.

3.4.7. **(Added-ACC)** Establish a training program for incident safety officers according to the FESAP.

3.4.8. **(Added-ACC)** Establish a training program that complies with applicable standards for technical rescue teams and hazardous materials response teams that support the Fire Emergency Services (FES) flight core mission.

3.4.8.1. **(Added-ACC)** Where non-traditional plans include relying on regional hazardous materials teams, technical rescue teams or FES manpower is supported by other on base agencies for such incidents, to include on base medical responses, those agencies are required to train with the FES flight semi-annually to maintain compliance with applicable standards. The FES will schedule the training in advance to allow for outside agencies to schedule personnel. In addition, the FES flight will maintain a record of those individuals trained and dates of training. Agencies that have become delinquent in training will be reported to the Installation Commander.

3.4.8.2. **(Added-ACC)** The FES flight will attempt to conduct training with departments that respond under mutual aid agreements to support FES operations on a regular basis. The Fire Chief determines which departments provide regular assistance through the use of department historical records and mutual aid agreements. Training will be conducted not less than semiannually.

3.4.9. **(Added-ACC)** Aircraft arresting system rewind operations are a coordinated effort between the FES flight, Crash Recovery and Power Production personnel. To ensure the safety of all personnel on scene, the overall command of the operation falls under the FES flight incident commander who is responsible to coordinate the efforts of the other agencies on scene. All actions are managed according to the Air Force Incident Management System and coordinated through the on-scene incident commander. Power Production will provide

training on aircraft arresting systems at least quarterly and provide documentation for training.

3.4.10. **(Added-ACC)** Aircrew extraction training can only be conducted in hangars during inclement weather. Aircraft used for aircrew extraction exercises will be placed on the aircraft parking ramp, preferably in an area away from other aircraft, in order to simulate a total emergency response.

3.4.10.1. **(Added-ACC)** Maintenance personnel will provide towing of the aircraft in support of aircrew extraction exercises. Egress systems on aircraft used for aircrew extraction training will be safe in accordance with applicable Air Force instructions or technical orders and annotated on appropriate aircraft maintenance forms. Aircrew will be provided by the operations personnel, if required, for crew extraction training.

3.4.10.2. **(Added-ACC)** Installation commanders are encouraged to provide ground to aircraft radios for the FES command and control vehicles to assist the incident commander in the management of aircraft/airfield emergencies. Communications will be coordinated through air traffic control during emergencies once the aircraft has landed or the situation on the airfield warrants. The Emergency Communications Center will have the capability to monitor such communications.

3.4.11. **(Added-ACC)** FES flights will update the status of aircraft rescue and fire fighting, structural, confined space trainers and any planned repairs to each trainer to the ACC Fire and Emergency Services Branch (HQ ACC A7XF) on a quarterly basis and post the status in the ACC FES

3.4.12. **(Added-ACC)** FES flights will post the percentage of individuals current in live aircraft fires and structural live fire training on a quarterly basis to the ACC FES CoP.

3.5. FES Operations. The goal of this program is to intervene early at emergency events with appropriate resources according to response standards indicated in paragraph 2.6. Available resources dictate the level of service that is provided.

3.5.1. The core missions of the operations section include on-scene incident management, aircraft rescue and fire fighting (ARFF), structural firefighting, hazmat mitigation, technical rescue, and EMS support.

3.5.2. **Incident Management.** The Fire Chief manages emergency incidents according to the Air Force Incident Management System (AFIMS) defined in AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*. The Incident Command System (ICS) is a component of the AFIMS. ICS is a standardized on-scene emergency management structure used for managing all emergencies, large or small.

3.5.2.1. AFIMS shall serve as the installation standard for incident management for large events involving multiple organization responses. NFPA Std. 1561, *Standard on Emergency Services Incident Management System*, shall serve as the FES flight framework for single FES event responses.

3.5.2.2. The Incident Commander (IC) is the individual responsible for all incident activities, including firefighter safety, development of an Incident Action Plan, and utilization of all emergency resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident

operations at the incident site. An IC is required for each incident regardless of size or complexity.

3.5.2.3. All FES personnel that respond to FES emergencies will receive progressive IC training as indicated in the FESAP training section.

3.5.2.4. Incident Safety Officer (ISO). ISO responsibilities shall be accomplished at all incidents and during training evolutions involving fire. When responding off base, the Fire Chief will appoint an ISO to observe AF operations. If unsafe conditions are observed or encountered by AF firefighters, the ISO will mitigate the condition and inform the IC.

3.5.2.5. The Fire Chief, with the approval of the Installation Commander, will determine those agencies that are authorized transceiver access to the fire and crash radio networks. A minimum of two radio frequencies are required for use by the fire department to provide sufficient command and control. One frequency will be limited to fire department access only for tactical fire ground operations. A third frequency may be required to support mutual assistance operations. Ground-to-aircraft communication requirements are determined by the local commander.

3.5.3. Aircraft Rescue and Fire Fighting (ARFF). ARFF capabilities are based on the quantity of fire fighting agent, agent discharge rates, the number of fire fighting vehicles, availability of firefighters, and response times to perform initial fire ground operations for an installation's largest assigned aircraft.

3.5.3.1. It is a core mission to rescue aircrew members from aircraft involved in accident/fire incidents. At locations with a flying mission, rescue personnel designated by the Fire Chief must be trained in aircrew rescue and extraction techniques on mission assigned aircraft as identified in TO 00-105E-9, *Aerospace Emergency Rescue and Mishap Response Information (Emergency Services)*.

3.5.4. Structural Fire Fighting. Structural fire responses are based on life safety as well as the priority of the facility as it relates to mission criticality. Response times shall be IAW [Attachment 3](#).

3.5.5. HazMat and CBRNE. The Fire Chief will maintain a defensive capability to respond to HazMat and CBRNE incidents. The flight's core capability during these incidents include command, control, communications; accountability; fire suppression; rescue and extrication; emergency decontamination and preserving evidence performed by HazMat Operations certified responders.

3.5.5.1. Limited atmospheric monitoring, detection; mass decontamination and operations in the Immediately Dangerous to Life and Health (IDLH) locations will only be performed when qualified personnel and adequate resources to effectively mitigate the incident are available.

3.5.5.2. Neutralization, recovery, cleanup, and disposition of hazardous waste are accomplished by trained experts in related fields and are not a function of FES personnel. Follow requirements established by 29 CFR Part 1910.120, *Hazardous Waste Operations and Emergency Response*; DoDI 2000.18, *Department of Defense Installation Chemical, Biological, Radiological, Nuclear and High-Yield Explosive Emergency Response*

Guidelines; and NFPA Std. 472, Professional Competence of Responders to Hazardous Materials Incidents.

3.5.5.3. When day-to-day FES flight staffing is insufficient to accomplish offensive HazMat operations, the Fire Chief will work with the installation leadership to develop a non-traditional plan which may include options such as relying on regional HazMat teams, supplementing FES manpower with other on-base personnel who have been adequately trained and equipped (e.g., CE Waste Water Treatment Plant personnel, Bioenvironmental, Readiness/EM personnel, etc.).

3.5.5.4. Installation Commander shall identify properly trained personnel outside FES to provide medical support, chemical detection, personnel decontamination, and other tasks not specifically required to be accomplished by FES.

3.5.6. **Technical Rescue.** The Fire Chief will maintain a capability to perform rescues related to the FES core missions. This capability may be integrated with other functions through cross staffing or provided as a stand-alone capability. The Fire Chief determines the number and selects firefighters who require advanced rescue technician training and certification based on the mission needs of the installation.

3.5.6.1. Based upon installation-specific requirements, some FES personnel may require training in special operations such as confined space, high/low angle rope rescue, urban search and rescue, vehicle extrication and water rescue. Where possible, utilize mutual aid partners technical rescue capabilities to prevent unnecessary duplication of resources.

3.5.7. **Emergency Medical Services.** The EMS program and responsibility to deliver EMS services is owned by the medical group commander. The medical group commander recommends and the installation commander approves the level of care to be provided. In addition, the medical group commander establishes response time standards, standards of care, protocols, and provides training, resources and program oversight. At locations without a medical group commander, EMS guidance is provided by the MAJCOM/FOA/DRU Medical Authority.

3.5.7.1. FES flights may assist the installation's primary medical provider (Medical Group or contract) within the limits of training and resources and guidelines specified in Memorandum of Understanding/Agreement (MOU/A). This support role entails responding to EMS emergencies for early intervention with life-saving care. If first to arrive, firefighters transfer treatment to the EMS provider upon their arrival and are available to respond to other FES emergencies. Patient care can only be transferred when the primary EMS provider has an equal or higher level of training and certification.

3.5.7.1.1. Tenant Ambulance Crews (contractor and/or Medical Group). Due to the time response requirement for fire station locations, the FES flight serves as an ideal host for an ambulance crew staging area. FES flights hosting a non-fire managed ambulance service shall develop an MOA/U with the Medical Group and outline specific operational and safety requirements for tenant compliance. As a minimum, bio-hazard waste disposition, infectious disease control measures, and exposure protection practices shall be addressed. Whenever guidance is lacking regarding non-fire EMS crew policies, applicable NFPA standards shall be used.

3.5.7.2. Any role in EMS above the support role outlined above must be clearly articulated in a Memorandum of Understanding/Agreement (MOU/A), coordinated by the MAJCOM A7C and Surgeon General, and approved by AF/A7C and AF/SGO before assignment to the FES flight. The MOU/A must address medical dispatch, resource requirements, training/certification requirements, medical logistics, funding, medical authority, protocols, program oversight, command and control, insurance and billing procedures, and personal and organizational liability. Any contract or agreements with the local community is the responsibility of the medical group commander and is not tied to fire departments' mutual aid agreement. The FES flight will have no role in providing contract oversight, administration, QAE, etc. These functions are solely the responsibility of the medical group commander and will not be delegated to the FES flight.

3.5.8. **Hazardous Standbys.** FES will support aircraft hazardous standbys outlined in TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding* and other applicable aircraft technical orders as deemed necessary by the Fire Chief. Due to the necessity to cross staff emergency response vehicles and maintain the ready posture of the FES flight the focus should be to correct hazardous operations before they begin and limit support only to critical mission requirements.

Chapter 4

RESOURCES

4.1. Emergency Response Resources. Primary FES resources are fire vehicles, manpower and equipment. Fire vehicles are authorized to deliver command and control, emergency communications, fire fighting agent and equipment to FES events as needed. Manpower is authorized to accomplish tasks necessary to manage emergency operations, such as operating hose lines, operating vehicles and pumps; ventilating facilities; search and rescue; life-saving emergency care; and command and control. Fire Chiefs allocate available resources to manage FES events based on circumstances and local risk factors. Senior fire officers on scene ensure tasks are assigned to firefighters that can be performed safely with available resources.

4.1.1. Manpower authorizations determined by using Air Force Manpower Standard (AFMS) 44EF, *Fire Emergency Services Manpower Standard* are based on fire ground capabilities. The number of authorizations is predicated on managing one major FES event at a time. Assigning firefighters to duties outside the core missions negatively affects emergency response posture and are not recommended. Fire Chief's will approve duties outside the FES flight.

4.1.1.1. Ancillary Training and Additional Duties/Details. Firefighters shall not have additional duties, details, training, medical/dental appointments or other official duties assigned outside the normal 72-hour scheduled work week (except for disciplinary purposes). Off-duty time for firefighters will be treated in the same manner that weekends are treated for other AF members. Increasing the normal work hours is only acceptable to provide CLS capability.

4.1.2. Fire Vehicles are authorized in Allowance Standard (AS) 019, *Vehicle Fleet (Registered) All MAJCOM*. The type and size of vehicle is calculated based on the need to deliver fire fighting agents for aircraft and structure fires, specialized equipment, and command and control.

4.1.2.1. The AF has designated six Fire Fighting Vehicle Core Sets based on the overall length and external fuselage width of the installation's largest assigned aircraft. The larger the aircraft, the more fire fighting agent, discharge rates, fire fighting vehicles and firefighters required for an initial aircraft response.

4.1.2.1.1. Set 1 ARFF capabilities are adequate for small-frame aircraft such as F-15.

4.1.2.1.2. Set 2 ARFF capabilities are adequate for small-frame aircraft such as C-20.

4.1.2.1.3. Set 3 ARFF capabilities are adequate for medium-frame aircraft such as C-130.

4.1.2.1.4. Set 4 ARFF capabilities are adequate for large-frame aircraft such as C-17 and KC-135.

4.1.2.1.5. Set 5 ARFF capabilities are adequate for large-frame aircraft such as KC-10, VC-25.

4.1.2.1.6. Set 6 ARFF capabilities are adequate for large-frame aircraft such as C-5.

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

4.1.2.3. Service testing and annual inspections of all fire vehicle pump systems shall be accomplished IAW NFPA Std. 1911, *Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus and Records*. All worksheets and forms used in the testing process shall be maintained IAW Air Force Restoration Information Management System (AFRIMS) guidelines. Record inspection results electronically and/or into ACES-FD when available. All worksheets and forms used in the inspection process shall be maintained IAW AFRIMS guidelines.

4.1.2.4. Fire Chiefs will maintain sufficient stock levels of fire fighting support equipment. AS 490, *Civil Engineer Fire Protection Support and Aircraft Crash Rescue Equipment*, provides the primary basis of issue. Fire Chiefs determine the reserve levels of specialized equipment.

4.1.2.5. All ancillary fire ground and training equipment (ladder, self contained breathing apparatus, hose, rope, powered equipment, etc.) will be maintained IAW the applicable NFPA standards or technical data. Inspection, maintenance and testing records will be maintained in ACES-FD. All worksheets and forms used in the inspection process shall be maintained IAW AFRIMS guidelines.

4.1.3. Fire Chiefs will determine the quantity of reserve firefighting agents based on mission requirements and establish procedures to expediently transport agent to emergency incidents.

4.2. Personal Protective Equipment (PPE) and Uniforms. All military firefighters are issued PPE as outlined in [Attachment 8](#). PPE is permanently issued to military firefighters at the first duty location as professional gear. It is hand-carried between duty stations and reflected in Permanent Change of Station (PCS) orders. Upon PCS the Fire Chief will provide an AF Form 538, **Personal Clothing and Equipment Record**, annotating PPE issued; copies of Self Contained Breathing Apparatus (SCBA) mask fit test records, documentation of servicing, testing, and maintaining of the SCBA mask. All PPE is hand carried to the next duty station.

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

4.2.2. Station Work Uniforms. FES personnel who are issued PPE and all civilians receiving a uniform allowance must wear station work uniforms while assigned to an apparatus, conforming to the requirements in NFPA Std. 1975, *Station Work Uniforms*. For military firefighters, these uniforms are provided by the unit. For civilian employees who receive a uniform allowance, the work station uniform is purchased by the individual from sources approved by the Fire Chief.

4.2.3. Fire Protection Badge. AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and AFI 36-801, *Uniforms for Civilian Employees*, prescribe the wearing of the fire protection badge. There are four fire emergency services duty-badges: (1) Firefighter (one trumpet/scramble); (2) Assistant Chiefs (operations, prevention, and training) (gold shield with three trumpets); (3) Deputy Chief (gold shield with four trumpets); and (4) Fire Chief (gold shield with five trumpets). FES personnel shall wear the duty badge appropriate to their position within the FES flight if properly certified.

4.2.3.1. Fire Marshals may wear the Fire Chief duty badge after completing the Fire Marshal Course, X30ZR32E4 0F1A, and may continue to wear it in all subsequent duty positions that include FES management and oversight responsibilities.

4.2.3.2. The Commander, Louis F. Garland DoD Fire Academy shall wear the Fire Chief duty badge. Course supervisors shall wear the Assistant Chief duty badge. Fire instructors at all FES training sites shall wear the firefighter duty badge.

4.2.3.3. AFCESA/CEXF, Command FES, and 3E7XX Inspector General staff members MSgt and below and all MSgts shall wear the Assistant Chief duty badge if properly certified. All SMSgts shall wear the Deputy Chief, duty badge if properly certified.

4.2.3.4. The Air Force Fire Chief, Command Fire Chief's and all CMSgts, AFSC 3E700, shall wear the Fire Chief duty badge.

Chapter 5

EXTERNAL AGENCY COORDINATION

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

5.1.1. Mutual Aid Agreements. The Fire Chief manages mutual aid agreements in accordance with **Attachment 5** (US) and **Attachment 6** (Foreign) of this instruction. The format and substantive provisions for these agreements may be modified or supplemented, subject to a legal review by the Installation Staff Judge Advocate (SJA), and approval by the installation commander. If the AF provides fire fighting services at joint-use civilian airports, include a release and indemnification clause in accordance with **Attachment 7**. AF fire departments may be part of automatic response agreements with local communities when approved by the Installation Commander. Emergency responses to local communities must be approved by the Installation Commander and shall be in accordance with AFI 10-802, *Military Support to Civil Authorities*. Coordinate requests for reimbursement of emergency services support provided during responses with the installation financial management staff in accordance with DoD Directive 3025.1, *Military Support to Civil Authorities*, and AFI 65-601, Volume 1, *Budget Guidance and Procedures*.

5.1.1. (ACC) Mutual Aid Agreements. Mutual aid agreements will be reviewed every two years and updated as necessary.

5.1.2. Promulgation of mutual aid agreements with surrounding communities is encouraged to improve capability to manage large FES events. Requests for assistance under such agreements should be honored except when an actual FES event is in progress on the installation or when supporting the request would reduce AF capability below the CLS.

5.1.3. The CLS is an acceptable level of service when required to honor requests for assistance from mutual aid partners.

5.1.4. Defense Support to Civil Authorities (DSCA). Procedures for response to requests for assistance from civil authorities are prescribed in DoD Directive 3025.1 and AFI 10-802. DSCA responses include mutual aid responses and are reported to the Command Post. Costs associated with DSCA responses, other than support to mutual aid partners, may be reimbursable. Record expenses incurred for all DSCA responses in ACES-FD. Consult the local comptroller to develop procedures to seek reimbursement for FES support.

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

5.1.6. Off-Base Familiarization. FES personnel will become familiar, at least annually, with areas surrounding the base where they may provide mutual aid or assistance. Fire chiefs will maintain copies of civilian community fire department emergency response plans for high hazard areas when those communities maintain such plans and where permitted by host nation/local laws.

5.1.7. Fire Incident Investigations. Fire investigations are performed in accordance with AFI 91-204, *Safety Investigations and Reports*. For Class C incidents, the installation Fire Chief determines the most probable cause. For Class A & B incidents, the Safety Investigation Board President will request support from the MAJCOM FES staff to conduct the fire investigation. Any time FES tactics or competency is an issue, the convening authority will request investigative support from the MAJCOM FES staff.

5.1.8. FES Response Reporting. The Fire Chief reports FES responses as prescribed at [Attachment 2](#).

5.1.8. (ACC) FES Response Reporting. ACC FES flights shall notify the HQ ACC/A7XF of any incident where action was taken to mitigate any incident or any loss of property resulted; regardless of incident size, severity or monetary loss that was incurred. Information is provided as prescribed in AFI 32-2001 Attachment 2.

5.1.9. Pre-Incident Plans. The Fire Chief will develop pre-incident plans for facilities with large fire or life loss potential, hazardous operations, all assigned aircraft and any transient aircraft as the Fire Chief deems necessary. Facility pre-incident plans are recorded on AF Form 1028, **Facility Pre-Fire Plan**, or computer generated equivalent form and entered in ACES-FD. Aircraft pre-incident plans are recorded on AFTO Form 88, **Aircraft Pre-Fire Plan**, or computer generated equivalent form and entered in ACES-FD. AFCESA/CEXF is responsible for the development, maintenance, and web management of TO 00-105E-9, *Aerospace Emergency Rescue and Mishap Response Information (Emergency Services)*. This TO is managed by the AFCESA/CEXF Technical Content Manager (TCM). The TO provides aircraft emergency rescue, fire fighting, and hazardous materials information and procedures.

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

Chapter 6

RISK ASSESSMENT AND MANAGEMENT

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

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

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

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

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

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

6.2. Allocating Resources. Resources are authorized to provide the OLS; however it is reasonable to assume not all authorized resources will be continuously available. Consequently, the RLS is expected to occur frequently and for extended periods at most installations. During RLS the Fire Chief must ensure resources are allocated based on local risk factors, varying resources according to the risk periods while ensuring a CLS within the response time standards to each FDZ (see [Attachment 4](#)). Use local emergency response data and the following facts to allocate resources:

6.2.1. Many FES events 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, fire chiefs must actively manage FES events to reduce risk to firefighters and ensure rapid intervention teams are available.

6.2.2. Most FES events occur during normal duty hours or periods of normal activities.

6.2.3. Most FES events occur when/where people are present and rarely occur in unoccupied buildings or parked aircraft that are not being maintained.

6.3. Mitigating Risk. Fire chiefs have wide latitude to manage risk by allocating resources according to local risk factors, to provide capability within the limits of available resources.

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

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

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

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

6.3.3. To ensure firefighters are postured for emergency response, an AF CE goal was established to reduce hazardous standbys using CY06 data as the baseline. Unless prescribed in AF policy, standbys will be limited to temporary abnormal situations such as equipment failures, as determined by the Fire Chief and Installation Commander IAW TO 00-25-172.

6.4. Risk Management.

6.4.1. The Fire Chief will establish management plans addressing reduced operational capability during periods of time when the department will operate below OLS as determined using the guide described in [Attachment 4](#). The plan must include control measures implemented by the Fire Chief that describe both the probability and consequence of the potential risk. These components include predicting the consequence of the identified risk and the probability of the event occurring. 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:

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

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

6.4.2. Fire Chiefs are empowered to implement management actions necessary to continuously maintain the CLS for each FDZ. The Fire Chief develops ORM plans in advance for review by the Fire Marshal and approval by the installation commander. When shortages are not known in advance, previously developed management plans and response procedure will be executed by the Fire Chief as required.

6.5. Level of Service Capability Reporting.

6.5.1. CLS capability must be maintained at all times. Whenever CLS capability cannot be continuously provided resources shall be allocated to provide increased capability. Deviating below CLS requires the Fire Chief prepare an ORM IAW paragraph [2.10](#).

6.5.2. To ensure commanders are aware of reduced capability, fire chiefs will make the following notifications:

6.5.2.1. When the AMO or available agent is or will be reduced below 75 percent, the Fire Chief notifies the Fire Marshal.

6.5.2.2. When the AMO or available agent is reduced below 50 percent, the Fire Marshal or Fire Chief make appropriate notifications to inform the Installation Commander and MAJCOM FES Staff.

6.5.2.3. When the CLS is not or will not be available for any period of time within a FDZ, the Fire Marshal or Fire Chief makes appropriate notifications to inform the Installation Commander and MAJCOM FES Staff. Seven firefighters and the required agent for the assigned vehicle set is the CLS. See [Attachment 4](#).

6.6. Minimum Manning Standards. Except to provide the CLS for each FDZ, a minimum number of firefighters required to be available is not specified by this instruction. Minimum manning standards that prescribe a number of firefighters that prevent varying the LOS based on risk factors are prohibited. Fire Chiefs have wide latitude to allocate resources according to local risk factors. Such standards restrict the fire chief's ability to allocate resources according to risk factors; a fundamental tenet of FES risk management.

Chapter 7**PRESCRIBED AND ADOPTED FORMS****7.1. Forms Prescribed.**

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

AF Form 538, **Personal Clothing and Equipment Record**

AF Form 1027, **Water Flow Test Record**

AF Form 1028, **Facility Pre-Fire Plan**

AF Form 1071, **Inspection Maintenance Record**

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

AF Form 1085, **Fire Protection Training Report**

AF Form 1487, **Fire Prevention Visit Report**

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

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(ACC)

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Commander

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DONALD J. BACON
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Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References***DoD Publications**

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

DoD 6055.06-M, *DoD Fire and Emergency Services Certification Program*, 23 Feb 2006

(Added-OFFUTTAFB) NFPA 1, *The Uniform Fire Code*

(Added-OFFUTTAFB) NFPA 10, *Standard for Portable Fire Extinguishers*

(Added-OFFUTTAFB) NFPA 101, *The Life Safety Code*

(Added-OFFUTTAFB) NFPA 1123, *Code for Fireworks Display*

(Added-OFFUTTAFB) NFPA 13, *Standard for the Installation of Sprinkler Systems*

(Added-OFFUTTAFB) NFPA 291, *Fire Flow testing and Marking of Hydrants*

(Added-OFFUTTAFB) NFPA 30, *Flammable and Combustible Liquids Code*

(Added-OFFUTTAFB) NFPA 410, *Aircraft Maintenance*

(Added-OFFUTTAFB) NFPA 51, *Design and Installation of Oxygen-Fuel Gas systems for Welding, Cutting and Allied Processes*

(Added-OFFUTTAFB) NFPA 51B, *Standard for Fire Prevention during Welding, Cutting, and Other Hot Work*

(Added-OFFUTTAFB) NFPA 55, *Standard for Storage Use, and Handling of Compressed and Liquefied Gases in Portable Cylinders*

(Added-OFFUTTAFB) NFPA 58, *Standard for Liquid Petroleum Gas*

(Added-OFFUTTAFB) NFPA 70, *National Electrical Code and OSHA Regulations*

(Added-OFFUTTAFB) NFPA 96, *Ventilation Control and Fire Protection of Commercial Cooking Operations*

(Added-OFFUTTAFB) NFPA 99, *Standard for Health Care Facilities*

Unified Facilities Criteria (UFC) 3-600-01, *Fire Protection Engineering for Facilities*, 26 Sep 2006

Unified Facilities Criteria (UFC) 3-600-02, *Operations and Maintenance: Inspection, testing, and Maintenance of Fire Protection Systems*, 01 Jan 2001

Air Force Publications

(Added-OFFUTTAFB) AFMAN 33-363, *Management of Records*, 1 March 2008

(Added-OFFUTTAFB) AFMAN 91-201, *Explosive Safety Standards*, 12 January 2011

(Added-OFFUTTAFB) AFMAN 48-155, *Occupational and Environmental Health Exposure Controls*, 1 October 2008

(**Added-OFFUTTAFB**) AFOSH Standard 91-1, Billeting Operations, 1 August 1997

(**Added-OFFUTTAFB**) AFOSH Standard 91-5, Welding, Cutting and Brazing, 1 May 1997

(**Added-OFFUTTAFB**) AFOSH Standard 91-25, Confined Spaces, 1 February 1998

(**Added-OFFUTTAFB**) AFOSH Standard 91-100, Aircraft Flight Line - Ground Operations and Activities, 1 May 1998

AFI 10-206, *Operational Reporting*, 01 Jan 2001

AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*, 01 Mar 2008

AFI 10-802, *Military Support to Civil Authorities*, 19 Apr 2002

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

AFH 10-2502, *USAF Weapons of Mass Destruction (WMD) Threat Planning and Response Handbook*, 30 Oct 2001

AFI 11-301V1, *Aircrew Life Support (ALS) Program*, 19 Jul 2002

AFI 21-112, *Aircraft Egress and Escape Systems*, 07 Sep 2001

AFPD 32-20, *Fire Emergency Services*, 05 Aug 2003

(**Added-OFFUTTAFB**) AFI 32-1001, *Operations Management*, 1 September 2005

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

(**Added-OFFUTTAFB**) AFI 32-9005, *Real Property Accountability and Reporting*, 14 August 2008

AFI 36-801, *Uniforms for Civilian Employees*, 29 Apr 1994

AFI 36-2903, *Dress and Personal Appearance of Personnel*, 02 Aug 2006

(**Added-OFFUTTAFB**) AFI 40-102, *Tobacco Use in the Air Force*, 03 June 2002

AFI 65-601, Volume 1, *Budget Guidance and Procedures*, 03 Mar 2005

AFI 90-201, *Inspector General Activities*, 22 Nov 2004

AFI 91-301, *Inspector General Complaints Resolution*, 15 May 2008

AFOSH STD 91-25, *Confined Spaces*, 01 Feb 1998

AFMAN 33-363, *Management of Records*, 1 March 2008

AFMAN 91-201, *Explosive Safety Standards*, 18 Oct 2001

AFI 91-204, *Safety Investigations and Reports*, 14 Feb 2006

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*, 01 Jun 1996

AFOSH STD 91-501, *Air Force Occupational Safety and Health Standard*, 07 Jul 2004

TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, 15 May 2008

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

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

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

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

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

FES CONOPS, *Concepts of Operations for Fire Prevention and Consequence Management, 15 Jun 2007*

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

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

NFPA 1002, *Standard on Fire Apparatus Driver/Operator Professional Qualifications, Current Edition*

NFPA 1006, *Standard for Rescue Technician Professional Qualifications, Current Edition*

NFPA 1061, *Standard for Professional Qualifications for Public Safety Telecommunicator, Current Edition*

NFPA 1201, *Standard for Providing Emergency Services to the Public, Current Edition*

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

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

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

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

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

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

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

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

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

Abbreviations and Acronyms

ACC—Air Combat Command

ACES-FD—Automated Civil Engineer System-Fire Department

AEF—Air Expeditionary Forces

AF—Air Force

AFCESA—Air Force Civil Engineer Support Agency

AFCESA/CEXF—Office of the Chief, Air Force FES

(Added-OFFUTTAFB) AFFF—Aqueous Film Forming Foams

AFI—Air Force Instruction

AFIMS—Air Force Incident Management System

AFMS—Air Force Manpower Standard

AFOSH—Air Force Occupational Safety and Health

(Added-OFFUTTAFB) AFOSH STD—Air Force Occupational Safety and Health Standard

AFRIMS—Air Force Restoration Information System

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRL—Air Force Research Laboratory

AFSC—Air Force Specialty Code

AFTO—Air Force Technical Order

AHJ—Authority Having Jurisdiction

ALS—Aircrew Life Support

AMO—Adjusted Manpower for Operations

ANG—Air National Guard

AOSWG—Air Operations and Services Working Group

ARFF—Aircraft Rescue and Fire fighting

ART—Aggregate Response Time

AS—Allowance Standard

BAS—Basic Allowance for Subsistence

BCE—Base Civil Engineer (Fire Marshal)

BEEF—Basic Engineer Emergency Force

CBRNE—Chemical, Biological, Radiological, Nuclear, and High Yield Explosives

CE—Civil Engineer

CECP—Civil Engineer Career Program

CEFP—Civil Engineer Fire Panel

CEPC—Civil Engineer Policy Council

CEO—Civil Engineer Operations

CEP—Civil Engineer Programs

CES—Civil Engineer Squadron

CFM—Career Field Manager

CFR—Code of Federal Regulations

CFRP—Crash Fire Rescue Panel (NATO)

CLS—Critical Level of Service

CoP—Community of Practice

CPR—Cardiopulmonary Resuscitation

(Added-OFFUTTAFB) DD—Department of Defense (as used on forms); Doctrine Documents (as used in short title)

DOD—Department of Defense

DoDI—Department of Defense Instruction

DRU—Direct Reporting Unit

DSCA—Defense Support to Civil Authorities

ECC—Emergency Communications Center

EM—Emergency Management

EMS—Emergency Medical Services

EMT-B—Emergency Medical Technician - Basic

ETL—Engineering Technical Letters

ETRC—Engineer and Training Review Council

FAD—Force Activity Designator

FDZ—Fire Demand Zone

FES—Fire Emergency Services

FESAP—Fire Emergency Services Assessment Program

FESCP—Fire Emergency Services Certification Program

F&ESWG—Fire and Emergency Services Working Group

FFVMP—Fire fighting Vehicle Modernization Plan

FOA—Field Operating Agency

FRD—Fire Response District

FSD—Fire Safety Deficiencies

GS-0081—Fire Protection and Prevention Series

HazMat—Hazardous Materials

(Added-OFFUTTAFB) HQ ACC—Headquarters Air Combat Command
(Added-ACC) HQ ACC/A7XF—ACC Fire and Emergency Services Branch
HSPD-5—Homeland Security Presidential Directive 5
IAW—In Accordance With
IC—Incident Commander
ICS—Incident Command System
IDLH—Immediately Dangerous to Life and Health
IFSAC—International Fire Service Accreditation Congress
IG—Inspector General
IMS—Incident Management System
ISO—Incident Safety Officer
LOS—Levels of Service
(Added-OFFUTTAFB) LPG—Liquid Petroleum Gas
MAJCOM—Major Command (includes representative of the ANG)
MAJCOM/A7C—Major Command Civil Engineer
MAJCOM CC—Major Command Commander
MOA—Memorandum of Agreement
(Added-OFFUTTAFB) MRC—Maximum Repair Cost
NATO—North Atlantic Treaty Organization
(Added-OFFUTTAFB) NEC—National Electric Code
(Added-OFFUTTAFB) NFC—National Fire Code
NFIRS—National Fire Incident Reporting System
NFPA—National Fire Protection Association
NIMS—National Incident Management System
NWCG—National Wildfire Coordinating Group
OLS—Optimum Level of Service
OPR—Office of Primary Responsibility
ORM—Operational Risk Management
OSHA—Occupational Safety and Health Administration
(Added-OFFUTTAFB) OSS—Operations Support Squadron
PCS—Permanent Change of Station
(Added-OFFUTTAFB) PIV—Post Indicator Valves

PMF—Position Manpower Factor
PPE—Personal Protective Equipment
ProBoard—National Professional Qualifications Standards Board
(Added-OFFUTTAFB) RAC—Risk Assessment Code
RDS—Records Disposition Schedule
RIT—Rapid Intervention Team
RLS—Reduced Level of Service
SCBA—Self-Contained Breathing Apparatus
SECAF—Secretary of the Air Force
SFO—Senior Fire Official
SORC—Standard of Response Coverage
SJA—Staff Judge Advocate
STANAGs—Standardization Agreements
Std—Standard
TIG—Technical Implementation Guide
TM—Technical Manager
TO—Technical Order
(Added-OFFUTTAFB) UCMJ—Uniform Code of Military Justice
(Added-OFFUTTAFB) UFC—Union Fire Company
(Added-OFFUTTAFB) UL—Underwriters Laboratory
USAF—United States Air Force
USAF/A7C—The Civil Engineer
USAF/A7CX—Readiness Plans Division
VTAC—Vehicle Transportation Acquisition Council
WFPM—Wildland Fire Management Program
WMD—Weapons of Mass Destruction
WR-ALC—Warner Robins Air Logistics Center

Terms

Adjusted Manpower for Operations (AMO)—is the total number of operations personnel needed to accomplish all fire ground tasks without multi-tasking. AMO is determined by dividing the total authorizations for operations by the manpower availability factor 2.64. The result is the number of personnel expected for duty when all authorized personnel are available. The AMO is based on typical structural and aircraft firefighting tasks.

Aggregate Response Times (ART)—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.

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

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

Automated Civil Engineer System – Fire Department (ACES-FD)—A comprehensive and automated dispatch system, and data collection and retrieval system mandatory for use in all AF FES flights excluding expeditionary flights.

(Added-OFFUTTAFB) Civilian Personnel—General Managers, general schedule and federal wage employees, and non-appropriated fund (NAF) employees.

(Added-OFFUTTAFB) Contractors and Concessionaires—Any individual or organization performing services, or selling goods on Offutt Air Force Base.

Critical Level of Service (CLS)—The level of capability when resources available provide at least one appropriate vehicle and crew to each FDZ within the response time standard. Although acceptable, CLS is the absolute minimum level of service and should only be allowed for short durations. At this level firefighting forces can provide rescue and quick fire attack operations for a short duration. Firefighting crews may provide limited search and rescue, and property conservation during this period; however, these operational capabilities cannot be sustained without additional resources.

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

DoD Fire Emergency Services Certification System (FESCS)—A nationally accredited system that validates training received by DoD emergency responders and issues certifications.

(Added-OFFUTTAFB) Facility Managers—Appointed by functional managers to ensure a sound fire prevention program is enforced in each facility under their jurisdiction.

Fire Demand Zone (FDZ)—A specific area within a fire district that demands similar resources, tactics and strategy to manage FES events.

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

(Added-OFFUTTAFB) Fire Hazard—A condition, procedure, or practice if not corrected, could result in fire, injury, loss of life, or property.

(Added-OFFUTTAFB) Fire Protection Devices—A feature or device which aids in the suppression, detection, reporting, or limiting the spread of fire in a facility. These features include, but are not limited to the following: sprinklers, detection systems, chemical extinguishing systems, fire extinguishers, and fire doors.

(Added-OFFUTTAFB) Fire Safety Deficiency (FSD)—A condition which reduces fire safety below the acceptable level, including noncompliance with standards, but by itself cannot cause a fire to occur.

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

(Added-OFFUTTAFB) Functional Managers—Commanders or senior operating officials exercising managerial control of an activity or operation. These individuals are usually those officials who can acquire and commit resources for the correction of fire hazards and deficiencies.

(Added-OFFUTTAFB) Hazard Abatement—The elimination or permanent reduction of a hazard or deficiency by bringing it into compliance with applicable fire safety, fire prevention, and fire protection requirements or by taking equivalent protective measures.

(Added-OFFUTTAFB) Military Personnel—All military personnel on active duty including Reserve and Air National Guard personnel on active duty on Offutt Air Force Base.

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

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

(Added-OFFUTTAFB) Notice of Hazard—A written warning of a condition, procedure, or practice which constitutes a hazard. As used in the context of this instruction, "Notice of Hazard" refers to AF Form 1118.

Optimum Level of Service (OLS)—The level of service available when 90 to 100 percent of AMO required resources (vehicles set to provide required agent, required discharge capacity; and required manpower for fireground capability) are available. At the OLS, a maximum level of service can be continuously provided, when determined appropriate by the Fire Chief. During OLS, firefighting forces are capable of providing all services continuously throughout an event with reasonable expectation of successful offensive fire attack operations, search and rescue, and property conservation.

(Added-OFFUTTAFB) ORM. Operational Risk Management—ORM is a continuous process designed to detect, assess, and control risk while enhancing performance and maximizing combat capabilities.

Reduced Level of Service (RLS)—The level of FES capability that exceeds the critical but is less than the optimum level of service. During this level adequate firefighting capability can be provided by utilizing cross staffing, selective response and sound fireground tactics. At the RLS, firefighting forces should be successful in offensive fire attack operations, search and rescue, and property conservation; however, operations may not be sustainable throughout an event without additional resources.

(Added-OFFUTTAFB) Risk Assessment Code (RAC)—An expression of the degree of risk associated with a hazard or deficiency that combines hazard severity and mishap probability into a single numeric identifier.

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

Attachment 2

FES RESPONSE REPORTING

A2.1. Initial Notification:

A2.1.1. Within 6 hours of the beginning of a significant FES emergency event, provide notification to AFCESA/CEXF and Command FES office by phone (after duty hours) or email (during duty hours). Significant FES emergency events result in:

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

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

A2.1.1.3. Loss of life or lost time injury due to a fire related event.

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

A2.1.1.5. Adverse public reaction.

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

A2.1.1.7. Any event that that generates OPREP 3.

A2.1.2. Initial notification methods:

A2.1.2.1. During normal duty hours (0700-1600 Central Standard Time), the MAJCOM, FOA, or base FES office will up-channel information by email (designate as high importance) to afcesa.cexf@tyndall.af.mil. Attach the report generated by the Fire Emergency Response Notification System (FERNS) (available at the AF FES CoP). When email is not immediately available, summarize the FERNS report by phone to a AFCESA/CEXF staff member at DSN 523-6151/6112/6159/6214/6221 or commercial (850) 283-6151/6112/6159/6214/6221, using priority precedence.

A2.1.2.2. After normal duty hours (1600-0700 Central Standard Time), the MAJCOM, FOA, or base FES office sends an email as indicated in A3.1.2.1, then summarizes the FERNS report to a AFCESA/CEXF staff member using the division cell phone at (850) 691-7637.

A2.1.2.2.1. If unable to make contact via cell phone, contact the 325th Fighter Wing Command Post, Tyndall AFB FL, DSN 523-2155/2023 or commercial (850) 283-2155/2023, and request contact with the AFCESA FES representative.

A2.1.3. AFCESA/CEXF notifies USAF/A7CX, DSN 664-3942 or 664-3849 of significant FES events when appropriate.

A2.2. Interim Updates. The Fire Chief, ensures that a AFCESA/CEXF staff member is notified of significant events in progress for more than six hours, or when such events have not concluded within 12 hours.

A2.3. Final Notification by Email. Within 12 hours following a significant FES event, the Fire Chief through the Fire Marshal, will coordinate an email and forward to the Command FES office and AFCESA.CEXF@tyndall.af.mil. Attach the complete FERNS report to this email.

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

A2.5. Saves Report. The Fire Chief will evaluate each emergency operation to determine if a save resulted. A save is when the direct action of firefighters saved a life, prevented further injury or made a rescue, saved property from fire or prevented/avoided a direct loss to the AF. More specific instructions and the Saves Report are available at the AF FES CoP. Complete the Saves Report and forward to the Command FES office who in-turn will forward to AFCESA.CEXF@tyndall.af.mil no later than 72 hours after the event.

Table A2.1. QUICK REFERENCE CHART:

WHAT/WITHIN	REPORT TO	MEANS	CONTACT INFO
Initial notification within 6 Hours	AFCESA/CEXF Command FES Staff	Phone	(850) 691-7637
Interim update every 6 Hours during emergency operations	AFCESA/CEXF Command FES Staff	Phone	(850) 691-7637
Final notification within 12 Hours after the FES operations conclude	AFCESA/CEXF Command FES Staff	Email with FERNS report attached	Fire Marshal, Command FES Office, AFCESA.CEXF@tyndall.af.mil
Final Report within 5 Business days	National Fire Incident Reporting System	ACES-FD	N/A

Attachment 2 (OFFUTTAFB)
FIRE PREVENTION CHECKLIST

A2.1. (OFFUTTAFB) SMOKING CHECKLIST

- A2.1.1. **(OFFUTTAFB)** Are “NO SMOKING” signs posted in proper locations and clearly visible?
- A2.1.2. **(OFFUTTAFB)** Are designated smoking areas free of combustible materials?
- A2.1.3. **(OFFUTTAFB)** Are smoking receptacles labeled for contents?
- A2.1.4. **(OFFUTTAFB)** Are smoking receptacles properly wetted and emptied as necessary?
- A2.1.5. **(OFFUTTAFB)** Are “NO SMOKING” restrictions enforced?

A2.2. (OFFUTTAFB) ELECTRICAL CHECKLIST

- A2.2.1. **(OFFUTTAFB)** Are cords and plugs free from defect, fraying, etc.?
- A2.2.2. **(OFFUTTAFB)** Is wiring installed in the proper manner (not nailed or fastened over hooks, pipes, etc.)?
- A2.2.3. **(OFFUTTAFB)** Are covers on all electrical controls and electrical equipment in place?
- A2.2.4. **(OFFUTTAFB)** Are regular inspections made to prohibit unauthorized use of electrical appliances?
- A2.2.5. **(OFFUTTAFB)** Are fuses and switch boxes kept closed?
- A2.2.6. **(OFFUTTAFB)** Are light bulbs kept clear of combustible materials?
- A2.2.7. **(OFFUTTAFB)** Do appliances and accessories bear the stamp or label of a recognized testing laboratory?
- A2.2.8. **(OFFUTTAFB)** Do personnel disconnect all electrical appliances not essential to the operation before leaving the building?
- A2.2.9. **(OFFUTTAFB)** Are emergency lights in operation?
- A2.2.10. **(OFFUTTAFB)** Is there free access to electrical switches and controls?

A2.3. (OFFUTTAFB) HOUSEKEEPING CHECKLIST

- A2.3.1. **(OFFUTTAFB)** Are oily mops, cleaning cloths, sweeping compounds, paints, oils, grease and cleaning equipment stored in a non-combustible container or cabinet?
- A2.3.2. **(OFFUTTAFB)** Are sofa cushions removed and lounge chairs inspected for smoldering smoking material?
- A2.3.3. **(OFFUTTAFB)** Are trash receptacles emptied daily?
- A2.3.4. **(OFFUTTAFB)** Are clear areas maintained around heaters, boilers, motors, hot air ducts, etc.?
- A2.3.5. **(OFFUTTAFB)** Are cooking hoods and ducts cleaned and maintained?

A2.3.6. **(OFFUTTAFB)** Are stairwells free of storage?

A2.3.7. **(OFFUTTAFB)** Are clearances of at least 36 inches maintained below sprinkler heads of highly combustible materials or flammable liquids? Are clearances for other stored materials no less than 18 inches?

A2.3.8. **(OFFUTTAFB)** Are accumulations of trash (cardboard, paper, cleaning rags, etc.) in storerooms, janitor closets, offices, etc. eliminated?

A2.3.9. **(OFFUTTAFB)** Are all sources of heat (steam pipes, space heaters, electric motors, etc.) clean and is proper clearance maintained from combustible materials or disconnected where appropriate?

A2.4. (OFFUTTAFB) FLAMMABLE LIQUID CHECKLIST

A2.4.1. **(OFFUTTAFB)** Are containers for such liquids (ether, alcohol, gasoline, acetone, duplication inks, cleaning fluids, etc.) kept covered?

A2.4.2. **(OFFUTTAFB)** Are safety cans used for handling flammable liquids?

A2.4.3. **(OFFUTTAFB)** Are storage areas for such liquids clean and orderly?

A2.4.4. **(OFFUTTAFB)** Are flammable liquids limited to “working amounts” and the rest kept in bulk storage away from the main building in a storage area?

A2.4.5. **(OFFUTTAFB)** Are flammable storage lockers constructed and located IAW AFOSH 91-43?

A2.5. (OFFUTTAFB) FIRE EXTINGUISHER CHECKLIST

A2.5.1. **(OFFUTTAFB)** Are fire extinguishers in readily accessible and known locations?

A2.5.2. **(OFFUTTAFB)** Are fire extinguishers in good operating condition?

A2.5.3. **(OFFUTTAFB)** Are fire extinguishers inspected monthly?

A2.5.4. **(OFFUTTAFB)** Are personnel trained in the use of fire extinguishers?

A2.6. (OFFUTTAFB) EMERGENCY CHECKLIST

A2.6.1. **(OFFUTTAFB)** Do your personnel know how to report fire hazards?

A2.6.2. **(OFFUTTAFB)** Is your emergency action plan reviewed within one year?

A2.6.3. **(OFFUTTAFB)** Are your personnel trained in their emergency duties?

A2.6.4. **(OFFUTTAFB)** Is the fire reporting telephone number posted on each telephone instrument?

A2.6.5. **(OFFUTTAFB)** Are fire exits (aisles, hallways, doors) unobstructed?

A2.6.6. **(OFFUTTAFB)** Are fire doors unobstructed and not wedged open?

A2.6.7. **(OFFUTTAFB)** Do you and your personnel know the nearest fire alarm box location?

A2.6.8. **(OFFUTTAFB)** Do you and your personnel know the location of all exits from your area?

A2.6.9. **(OFFUTTAFB)** Do you and your personnel know the location of the nearest fire extinguisher and its proper use?

A2.7. (OFFUTTAFB) KITCHEN AREA CHECKLIST

A2.7.1. **(OFFUTTAFB)** Are permanently wired cooking appliances (deep fat fryer, ranges, grill, etc.) turned off and deep fat fryers covered when not in use?

A2.7.2. **(OFFUTTAFB)** Have the thermostats on each deep fat fryer been calibrated within the past year and is each tagged with the test date?

A2.7.3. **(OFFUTTAFB)** Is a Class K fire extinguisher positioned within 30 feet of deep fat fryers?

A2.7.4. **(OFFUTTAFB)** Are exhaust hoods cleaned daily to avoid excessive accumulation of grease?

A2.7.5. **(OFFUTTAFB)** Are exhaust hood ducts and fans cleaned at regular intervals by contractor?

A2.7.6. **(OFFUTTAFB)** Are the kitchen exhaust hood and grease filters free of excessive grease accumulation?

Attachment 3

RESPONSE TIME AND LEVELS OF SERVICES FOR FES OPERATIONS¹

PROGRAM ELEMENT	O =OLS ² R =RLS ³ C =CLS ⁴	ART (minutes) ⁵	RATE (%) ⁶	COMPANIES ⁷	STAFF
Structural Fire					
First Arriving Company	C	7	90	1	4
Initial Full Alarm Assignment	O	12	90	3	13
Other Fire Response/Investigative Response					
First Arriving Company	C	7	90	1	4
HazMat/CBRNE					
First Arriving Company (Defensive Operations)	C	7	90	1	4
Full Alarm Assignment (Offensive Operations)	O	22	90	3	15
Emergency Medical					
⁸ First Arriving Company (basic life support (BLS) with automatic external defibrillator (AED)) (no EMT)	O	7	90	1	2
Transport Unit (BLS with AED)	N/A	10	90	1	2
Advanced Life Support (ALS) Capability	N/A	12	90	1	2
ARFF					
Unannounced First Arriving Company	C	5	90	1	3
⁹ Announced First Arriving Company	C	1	90	1	3
Additional Units – should arrive at 30-second intervals		-	-	-	-
Technical Rescue					
First Arriving Company	C	7	90	1	4
Full Alarm Assignment	O	22	90	3	13
Wildfire					
As required to meet Installation Wildland Fire Management Plan		-	-	-	-

PROGRAM ELEMENT	O =OLS ² R =RLS ³ C =CLS ⁴	ART (minutes) ⁵	RATE (%) ⁶	COMPANIES ⁷	STAFF
Other Response					
¹⁰ As required to meet NFPA standard, other consensus standard or installation standard of cover		-	-	-	-

¹ This table may deviate from NFPA standards based on historical risk profile of DoD installations.

²OLS is the Optimum Level of Service (see paragraph 2.7)

³RLS is the Reduced Level of Service (see paragraph 2.7)

⁴CLS is the Critical Level of Service (see paragraph 2.7)

⁵ Aggregate response time (ART) consists of dispatch time, turnout time and travel time.

⁶ Percent of responses completed within the ART.

⁷ Indicates the minimum number of companies and personnel required to safely and effectively perform initial operations for the respective program element. These resources may not provide sustainment capability and or sufficient resources for major incidents. A company consists of firefighters and vehicles that arrive together and are under the same leadership.

⁸ EMS support is provided if resources are available

⁹ Assumes pre-positioned units for an announced emergency; ARFF apparatus will be capable of responding to any incident on the runways within 1 minute.

¹⁰ Non-core missions that reduce capability below the CLS must be supported by an ORM plan approved by the installation commander

Attachment 4

DETERMINING RISK PERIODS

A4.1. Method to determine the higher risk response periods:

A4.1.1. Step 1: Using response data from NFIRS, determine highest number of responses in an hour: 5171 in the example below.

A4.1.2. Step 2: Determine 50 percent of Step 1: 2586 in the example below.

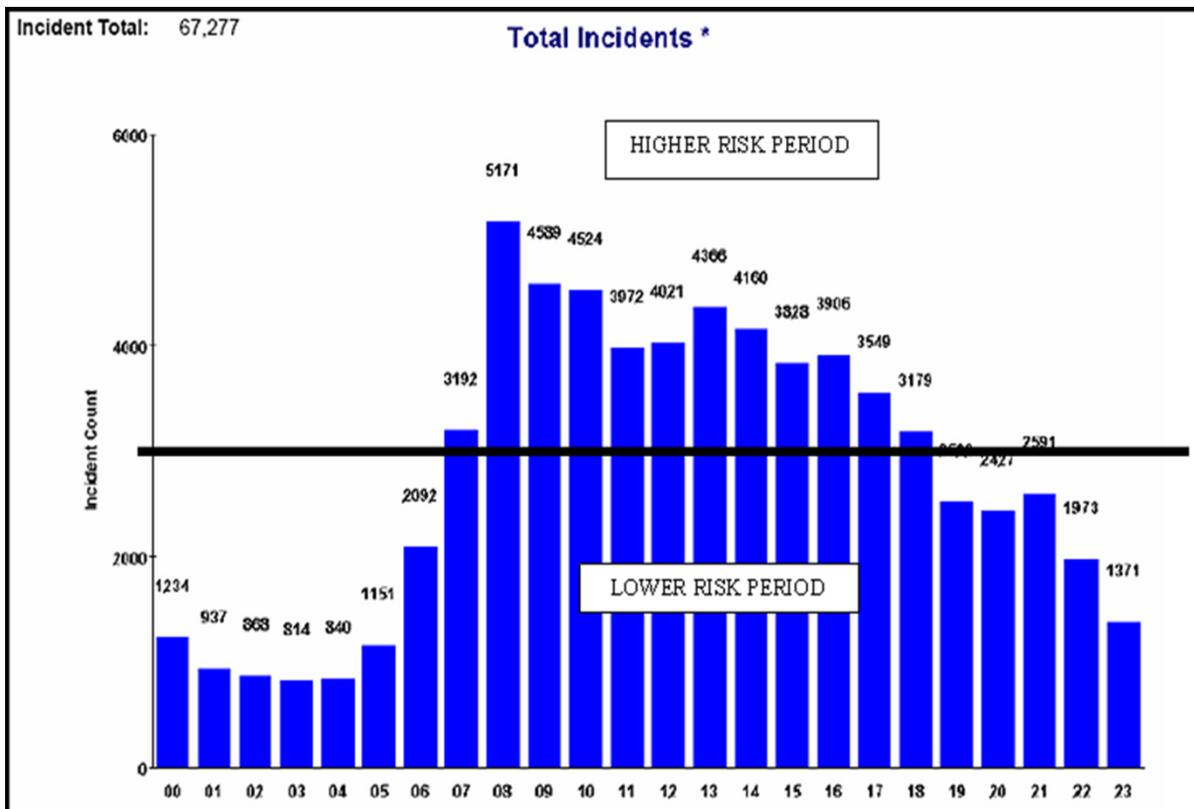
A4.1.3. Hours with 2586 responses or more are in the higher risk period.

A4.1.4. Hours with less than 2586 responses are in the lower risk period.

A4.2. Black line indicates break point in this example.

A4.2.1. In this example, the period from 0700 – 1800 is the higher risk period and accounts for over 67 percent of the total emergency responses. Note that this chart represents the average responses for a year, which includes holiday periods. Considered separately, holiday periods are very low risk.

Figure A4.1. Risk Response Period.



A4.3. FES Capability Charts. The following chart illustrates the variation in capability according to the number of firefighters available to respond to an incident within a Fire Demand Zone (FDZ). The Incident Commander (IC) determines the required vehicles and manpower based on the type and magnitude of the incident. Further, the IC determines the type of resources

needed, when and where they are deployed, and personnel required to accomplish fire ground tasks. The following list of positions and capabilities shall be considered at each FES event:

- A4.3.1. **Incident Commander**
- A4.3.2. **Rapid Intervention Team (RIT)**
- A4.3.3. **Scene Safety Officer**
- A4.3.4. **Accountability Officer**
- A4.3.5. **Vehicle Operators**
- A4.3.6. **Attack Lines**
- A4.3.7. **Back Up Handlines**
- A4.3.8. **Truck Company (Rescue/Ventilation/etc).**

Figure A4.2. FES Capabilities.

PERSONNEL LEVELS OF SERVICE											
STRUCTURAL	AMO	OLS	RLS							CLS	
Fire Fighters in FDZ	14	13	12	11	10	9	8	7			
ARFF SET 1-3	AMO	OLS	RLS							CLS	
Fire Fighters in FDZ	15	14	13	12	11	10	9	8	7		
ARFF SET 4	AMO	OLS	RLS							CLS	
Fire Fighters in FDZ	18	17	16	15	14	13	12	11	10	9	8
ARFF SET 5	AMO	OLS	RLS							CLS	
Fire Fighters in FDZ	19	18	17	16	15	14	13	12	11	10	9
ARFF SET 6	AMO	OLS	RLS								CLS
Fire Fighters in FDZ	20	19	18	17	16	15	14	13	12	11	10

VEHICLE LEVELS OF SERVICE			
ARFF Agent	OLS	RLS	CLS
ARFF Agent Available	Q3 to 90%	89% to 50% Q3	49% to 0% Q3
Structural GPM	OLS	RLS	CLS
Agent Available	Q3 to 90%	89% to 50% Q3	49% to 0% Q3

NOTE:

1. The adjusted manpower for operations (AMO) is based on personnel assigned to operations on a 72 hour work week. The position manpower factor (PMF) 2.634 is multiplied against the number of firefighters required to perform fire ground operations based on structural firefighting, aircraft category and the vehicle set. It further factors the .634 as unavailable personnel due to Kelly-days and other absences. Example: AMO 20 x 2.634 = 53 FF.

2. Management/Administration = 11 FF
Total Authorization = 64 FF

3. At the optimum level of service (OLS) 90% to 100% of the AMO and agent required for Q1+Q2+Q3 (NFPA 403) is available. At this level, sufficient capability exists to accomplish all tasks required to manage typical FES incidents.

4. At the reduced level of service (RLS), essential tasks can be accomplished but multi-tasking will be required and sustaining operation will become increasingly difficult as manpower decreases and/or the incident escalates

5. The critical level of service (CLS) is the minimum capability that must be maintained at all times. At this level of capability, firefighters can accomplish quick attack (two hose lines) but cannot sustain operations beyond the initial agent capacity of fire vehicles. This level of service is reserved for only short-durations necessitated by unanticipated personnel absences and equipment failure and/or very low risk periods such as holidays. CLS is further defined as the first arriving company at remote and outlying areas where additional resources may not arrive within 12 minutes.

Attachment 5**SAMPLE FORMAT FOR AGREEMENT FOR MUTUAL AID IN FIRE PROTECTION AND HAZARDOUS MATERIALS INCIDENT RESPONSE (US)**

This agreement, entered into this XX day of XXX 20XX, between the Secretary of the (insert name of DoD Component) acting pursuant to the authority of 42 U.S.C. 1856a and (insert name of fire organization) is securing to each the benefits of mutual aid in fire prevention and hazardous materials incident response, in the protection of life and property from fire, hazardous materials incident and in fire fighting. It is agreed that:

- a. On request to a representative of the (insert name of installation) fire department by a representative of the (insert name of fire organization), fire fighting equipment and personnel of the (insert name of installation) fire department will be dispatched to any point within the area for which the (insert name of fire organization) normally provides fire protection or hazardous materials incident response as designated by the representatives of the (insert name of fire organization).
- b. On request to a representative of the (insert name of fire organization) by a representative of the (insert name of installation) fire department, fire fighting equipment or hazardous materials incident response and personnel of the (insert name of fire organization) will be dispatched to any point within the fire fighting or hazardous materials incident response jurisdiction of the (insert name of installation) fire department as designated by the representative of the (insert name of installation) fire department.
- c. Any dispatch of equipment and personnel pursuant to this agreement is subject to the following conditions:
 - (1) Any request for aid hereunder shall include a statement of the amount and type of equipment and personnel requested and shall specify the location to which the equipment and personnel are to be dispatched, but the amount and type of equipment and the number of personnel to be furnished shall be determined by a representative of the responding organization.
 - (2) The responding organization shall report to the officer in charge of the requesting organization at the location to which the equipment is dispatched, and shall be subject to the orders of that official.
 - (3) A responding organization shall be released by the requesting organization when the services of the responding organization are no longer required or when the responding organization is needed within the area for which it normally provides fire protection.
 - (4) In the event of a crash of an aircraft owned or operated by the United States or military aircraft of any foreign nation within the area for which the (insert name of fire organization) normally provides fire protection, the chief of the (insert name of installation) fire department or his or her representative may assume full command on arrival at the scene of the crash.
 - (5) here local agencies do not assign an incident safety officer, an Air Force representative will be assigned to act as the incident safety officer for (insert name of installation) to observe Air Force operations.

d. (Insert name of fire service) may claim reimbursement for the direct expenses and losses that are additional fire fighting or hazardous materials incident costs above the normal operating costs incurred while fighting a fire or hazardous materials incident response under this agreement as provided in 44 CFR Part 151, *Reimbursement for Costs of Fire Fighting on Federal Property*.

e. Both parties agree to implement the National Incident Management System during all emergency responses on and off installations in accordance with NFPA 1561.

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

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

For (insert name of fire organization);

For the Secretary of the (insert name of DoD Component)

(TITLE)

(COMMANDER)

Attachment 6**SAMPLE FORMAT FOR AGREEMENT FOR MUTUAL AID IN FIRE PROTECTION
(FOREIGN)****NOTE:**

In some overseas locations, the requirements listed in this mutual aid agreement may need to be incorporated in a Memorandum of Understanding in lieu of using this format.

This agreement, entered into this XX day of XXX 20XX, between the Secretary of the (insert name of DoD component) acting pursuant to the authority of 42 U.S.C. 1856a and (insert name of fire organization) is for securing to each the benefits of mutual aid in fire prevention, in the protection of life and property from fire, and in fire fighting. It is agreed that:

- a. On request to a representative of the (insert name of installation) fire department by a representative of the (insert name of fire organization), fire fighting equipment and personnel of the (insert name of installation) fire department will be dispatched to any point within the area for which the (insert name of fire organization) normally provides fire protection as designated by the representative of the (insert name of fire organization).
- b. On request to a representative of the (insert name of fire organization) by a representative of the (insert name of installation) fire department, fire fighting equipment and personnel of the (insert name of fire organization) will be dispatched to any point within the fire fighting jurisdiction of the (insert name of installation) fire department as designated by the representative of the (insert name of installation) fire department.
- c. Any dispatch of equipment and personnel pursuant to this agreement is subject to the following conditions:
 - (1) Any request for aid hereunder shall include a statement of the amount and type of equipment and personnel requested, and shall specify the location to which the equipment and personnel are to be dispatched, but the amount and type of equipment and number of personnel to be furnished shall be determined by a representative of the responding organization.
 - (2) The responding organization shall report to the officer in charge of the requesting organization at the location to which the equipment is dispatched and shall be subject to the orders of that official.
 - (3) A responding organization shall be released by the requesting organization when the services of the responding organization are no longer required, or when the responding organization is needed within the area for which it normally provides fire protection.
 - (4) In the event of a crash of an aircraft owned or operated by the United States or military aircraft of any foreign nation within the area for which the (insert name of fire organization) normally provides fire protection, the chief of the (insert name of installation) fire department or his or her representative may assume full command on arrival at the scene of the crash.

d. Each party waives all claims against every other party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this agreement.

e. No party shall be reimbursed by any other party for any costs incurred pursuant to this agreement.

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

For (insert name of fire organization);

For the Secretary of the (insert name of DoD Component)

(TITLE)

(COMMANDER)

Attachment 7**SAMPLE FORMAT FOR RELEASE OF CLAIMS AND INDEMNIFICATION CLAUSE
FOR CIVIL AIRPORT JOINT-USE AGREEMENTS**

(Insert Name of Airport Operator) agrees to release, acquit, and forever discharge the United States, its officers, agents, and employees, for all liability arising out of or connected with the use of United States equipment or personnel for fire control, crash, and rescue activities at or in the vicinity of (insert name of airport), and (insert name of airport operator) further agrees to indemnify, defend, and hold harmless the United States, its officers, agents, and employees against any and all claims, of whatever description, arising out of or connected with such use of United States equipment or personnel. The agreements contained in the preceding sentence do not extend to claims arising out of or connected with services rendered solely for the protection of United States property or personnel, or to claims for damages caused solely by the negligence or willful misconduct of its officers, agents, or employees of the United States, without contributory fault on the part of any person, firm, or corporation; provided, however, that insofar as this paragraph may be inconsistent with the waiver or claims provisions contained in any reciprocal agreement for mutual aid in furnishing fire protection heretofore or hereafter entered into by the lesser with any agency of the United States pursuant to Public Law 84-46 (42 U.S.C. 1856, et seq.), the rights and obligations of the parties shall be governed by said waiver of claims provision and not by this paragraph.

Attachment 8

FIREFIGHTER PROFESSIONAL GEAR

Item	Quantity
Military Firefighters, NFPA 1975 Compliant BDUs/ABUs	4
Gloves, Firefighter, Aluminized	1
SCBA Mask	1
SCBA Mask Bag	1
Boots, Firefighter Structural	1
Boots, Firefighter ARFF	1
Helmet, Firefighter Modified Structural (ARFF)	1
Suspenders, Trousers	1
PPE Coat and Liner, Firefighter	1
PPE Trouser and Liner, Firefighter	1
Gloves, Structural	1
Gloves, Nomex	1
Hood, Heat Protective Flash Nomex	1
Bag Kit Flyers A-3	1