

**BY ORDER OF THE COMMANDER
JOINT BASE LANGLEY-EUSTIS**

**JOINT BASE LANGLEY-EUSTIS
INSTRUCTION 32-2002**

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Civil Engineer

**JOINT BASE LANGLEY-EUSTIS (JBLE)
SUPPORT OF FIRE EMERGENCY
SERVICES OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Joint Base Langley-Eustis Instruction (JBLEI) implements Air Force Policy Direction (AFPD) 32-20, *Fire Emergency Services (FES)*. It also establishes policy and procedures, assigns responsibilities and requirements to ensure the proper training and required support from base agencies in supporting the fire-protection mission. It includes, but is not limited to; aircraft training, on-base medical responses, medical training-initial and continuing education, firefighter physicals, infection control management and legal support. This instruction is a cooperative agreement among base agencies to maintain a well-trained and physically capable FES operation. Ensure 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 the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>. Send comments and suggested improvements to this instruction on AF Form 847, "Recommendation for Change of Publication", through proper channels to 633d Civil Engineer Squadron (633 CES/CEF) (Fire Emergency Services - FES), 87 Sweeney Blvd, Joint Base Langley-Eustis VA 23665-2107. This instruction applies to all JBLE and tenant personnel as mentioned within.

SUMMARY OF CHANGES

This document has been substantially revised and requires a complete review of the entire document.

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1. General.

1.1. This JBLE Instruction (JBLEI) ensures Air Combat Command, Joint Base Langley-Eustis, 1st Fighter Wing, 192d Fighter Wing, 158th Fighter Wing, Bethel Manor Military Housing, tenant wings and organizations on JBLE maintain support to the FES with the expert knowledge afforded by the different JBLE agencies, which in turn allows the FES to provide the highest quality service to the JBLE military, civilian workforce, retired military, contract workers and visitors on a daily basis.

1.2. Joint Base Langley-Eustis FES (633 and 733 FES independently) respectfully request notification by each POC within each individual wing, group, squadron, flight or tenant organization allowing individual development/coordination of the support programs/procedures as required in this JBLEI.

2. Responsibilities.

2.1. Joint Base Langley-Eustis Fire Marshal. Langley AFB Fire Marshal is the 633 CES/CC and the Fort Eustis Fire Marshal is the 733 CED Director.

2.1.1. The Fire Marshal at each installation is responsible to the installation commander through the 633d Mission Support Group Commander (633 MSG/CC) or the 733d Mission Support Group Commander (733 MSG/CC) for oversight of FES programs and providing the Fire Chief with the resources available to execute the FES mission.

2.2. Emergencies: The Fire Chief or Senior Fire Officer (SFO) at both installations shall have full authority over all emergency operations when performing the duties of Incident Commander (IC).

2.2.1. In accordance with AFMAN 10-2502, Section 4.1.1. FES (Fire Chief or SFO) personnel will serve as Incident Commander (IC) for incidents that require two or more response agencies.

2.2.2. The IC sets priorities and defines the organization of the incident response teams and the overall Incident Action Plan in accordance with Air Force Incident Management System (AFIMS). The IC may, at their own discretion, assign officers who may be from the same agency, or from assisting agencies, to subordinate specific positions for the duration of the emergency.

2.2.3. Senior Military Representative (SMR) denotes an individual with the delegated authority of the installation commander, or the installation commander themselves, that has legal authority over all the resources on the installation and who is responsible for carrying out the mission of the installation.

2.2.4. The SMR should work within the ICS structure and advise the IC regarding what needs to be done to preserve the AF mission. In rare cases, the SMR may require operational changes to preserve mission continuity but this is not expected. Should changes be required, the IC still has authority to determine tactical operations based on those changes to avoid injury/loss of life.

2.2.5. Emergency Support: Any agency summoned in support of an emergency shall report directly to the IC or designated representative when arriving on scene of an emergency IAW AFIMS. This provides for accountability of all on scene to eliminate freelancing and providing for scene safety of all.

2.2.6. This applies to all personnel, whether they are First/Emergency Responders, or other support personnel.

2.3. Fire Chief: The Fire Chief is the FES Flight Chief and is responsible to their Fire Marshal for establishing and managing an effective FES program. In the absence of the Fire Marshal, the Fire Chief reports directly to 633 MSG/CC or 733 MSG/CC.

2.3.1. The Fire Chief or designated individual, may establish additional agreements with other on or off-base agencies in the support of FES mission.

2.3.2. Installation Commander. The installation commander is responsible for the FES safety of all personnel and property under their control.

2.4. The installation commander thus delegates the responsibility of initiating and maintaining the FES safety program to the 633 CES/CEF Fire Chief and 733 CED/CEF Fire Chief.

2.4.1. The 633 CES/CEF and 733 CED/CEF Fire Chiefs shall use applicable FES programs available and utilize the support of JBLE and off-base agencies.

3. Functional Manager.

3.1. The functional manager is the commander or senior “designated” official who exercises managerial control of an activity or operational control that supports the FES mission.

3.1.1. Functional managers are responsible to ensure that the agreements contained herein are complied with and notifies the FES Flight POC for coordination when any changes are needed and/or requested to the policy between their organizations and the 633 and/or 733 FES Flights independently.

3.2. 1st Fighter Wing: The 1st Fighter Wing aircraft, aircrew and maintenance personnel are vital to the continued success of the JBLE FES Flight aircraft, rescue and firefighting capabilities.

3.2.1. By coordinating on this JBLEI; the 1 FW/CC is authorizing/assigning the following support items to the identified organizations within the 1st Fighter Wing.

3.2.2. Commander, 1st Maintenance Group and the Manager, Felker Army Air Field (FAAF) shall designate a POC(s) for coordinating FES flight aircrew rescue and extraction techniques on mission assigned aircraft training for all aircraft assigned to Joint Base Langley-Eustis in accordance with AFI 32-2001, “*Fire Emergency Services Program*”.

3.2.3. The Maintenance Group and FAAF POC will be contacted by the 633 and/or 733 FES Training Officer no later than the first week of each quarter to schedule aircraft for training during the upcoming quarter.

3.2.4. The 633 and/or 733 FES Training Officer(s) and the Maintenance Group or FAAF POC will coordinate the scheduling of aircraft and the selection of training date(s).

3.2.5. If aircraft are unavailable for a particular month/quarter, a memorandum for record shall be produced by the Maintenance Group and/or FAAF POC stating the reason the aircraft is not available and a copy sent through both agency commanders for signatures.

3.2.6. The Maintenance Group and/or FAAF POC and the FES Assistant Chief of Training will maintain the MFR on file for a 3-year (calendar) period.

3.2.7. This MFR will be made available to inspectors upon request of training records to explain the unavailability of aircraft for training during a specific timeframe.

3.2.8. All aircraft must be properly configured/safed to support FES training. This shall include, but is not all inclusive, making the ejection system safe in accordance with AFI 21-101, Aircraft and Equipment Maintenance Management, and applicable Technical Orders by marking the AFTO 781, Aircrew/Mission Flight Data Document, with a red "X" or by using an automated system as in the case of the F-22 aircraft ejection system.

3.2.9. If requested, the host fighter squadron will provide a properly equipped aircrew member to facilitate egress training. This request will usually be applied when preparing for or during inspections (i.e. Operational Readiness Inspection (ORI) IAW AFI 90-201 ACC Supplements).

3.2.10. Training should not be performed in hangars, nor should any maintenance be in progress when conducting such FES training.

3.2.11. The Maintenance Group and/or FAAF POC shall provide 633 FES personnel with initial and 24 month Egress/Cockpit Familiarization Training, in accordance with AFI 21-101 paragraph 16.10, by a qualified individual.

3.2.12. The Maintenance Group and/or FAAF POC shall provide a qualified instructor to explain/demonstrate the aircrew ensemble to include life-support equipment (including parachute).

3.2.13. The Maintenance Group and/or FAAF POC shall provide the FES Flight with aircrew ensembles to ensure adequate training is taking place when doing extrication training and the life support POC will not have to be in attendance at the quarterly training. (i.e. Flight suit, helmet, oxygen mask and comm equipment to hook up to air craft, ejection seat harness, etc).

3.2.14. The Maintenance Group and/or FAAF POC shall provide a qualified individual/crew for water-rescue training with appropriate devices for use in water rescue (to fit the weather conditions) to include wet suits and flotation devices.

3.2.15. The Maintenance Group and/or FAAF POC shall provide training with U.S. Coast Guard Helicopter to facilitate water-rescue with the FES Rescue Boat on a semiannual basis.

3.2.16. The Maintenance Group POC shall provide access to the AIRGO 8 ft vertical portable fans utilized in the aircraft hangers in the event of a situation that would require the FES to move large volumes of air. (i.e. windowless building full of smoke)

3.2.17. The Maintenance POC for PMP, Wheel and Tire, Crash Recovery shall provide access to the large air bags used for lifting aircraft when summoned to an emergency scene by the a JBLE Incident Commander.

3.3. Commander, 1st Operations Group shall designate a POC(s) for coordinating FES flight aircrew rescue/extraction training with transient aircraft and airfield training.

3.3.1. The Operations Group POC shall provide for airfield training to include BAK-12 on a monthly basis.

3.3.2. The 633 CES Power Production personnel or FES Training Officer will contact the Ops Group (Tower/Base Ops) to coordinate the training of the BAK-12 on a monthly basis.

3.3.3. The Operations Group POC shall provide training to the both 633 and 733 FES Airfield Drivers Training Program Managers annually so to allow the Unit Airfield Drivers Program Manager (UADPM) to instruct all FES and backfill firefighters from other bases airfield driving as needed to maintain competency.

3.3.4. The Operations Group POC shall collaborate with the 633 and 733 FES Training Officer to determine the most frequent transient aircraft meeting required criteria requiring semi-annual training

3.3.5. The Operations Group POC shall provide accessibility to transient aircraft collaborated on for aircraft familiarization, aircrew rescue and extraction training.

3.3.6. Non-fighter aircraft shall be accessible, safed and have a crewmember available. An aircraft crew chief may also be requested to provide technical information about the aircraft.

3.4. 158th Fighter Wing/Detachment 1: The 158th Fighter Wing/Detachment 1 aircraft, aircrew and maintenance personnel are vital to the continued success of the JBLE FES Flight aircraft, rescue and firefighting capabilities.

3.4.1. By coordinating on this JBLEI the 158 FW/CC is authorizing/assigning these support items to the said organization within their Fighter Wing.

3.4.2. Commander, 158th Fighter Wing/Detachment 1 shall designate a POC(s) for coordinating FES training on aircrew rescue/extraction techniques, Egress/Cockpit familiarization, aircrew life support equipment, and hydrazine emergencies for Air Force aircraft assigned to JBLE in accordance with AFI 32-2001, "FES Program".

3.4.2.1. The 158th Fighter Wing/Detachment 1 POC will be contacted by the FES Training Officer no later than the first week of each quarter to schedule aircraft for training during the upcoming quarter.

3.4.2.2. The FES Training Officer and the 158th Fighter Wing/Detachment 1 POC will coordinate the scheduling of aircraft and the selection of training date(s).

3.5. If aircraft are unavailable for a particular month/quarter, a memorandum for record shall be produced by the 158th Fighter Wing/Detachment 1 POC stating the reason the aircraft is not available and a copy sent through both agencies commanders for signatures.

3.5.1. The 158th Fighter Wing/Detachment 1 POC and the FES Assistant Chief of Training will maintain the MFR on file for a 3 (Calendar) year period.

3.5.2. This MFR will be made available to inspectors upon request of training records to explain the unavailability of aircraft for training during a specific timeframe.

3.5.3. Fighter aircraft must be properly configured to support FES training. This includes making the ejection system safe in accordance to AFI 21-101, Aircraft and

Equipment Maintenance Management and applicable Technical Orders by marking the AFTO 781, Aircrew/Mission Flight Data Document, with a red "X" or by using an automated system.

3.5.4. If requested, the host fighter squadron will provide a properly equipped aircrew member to facilitate egress training. This request will be usually be applied when preparing for or during inspections (i.e. Operational Readiness Inspection (ORI) IAW AFI 90-201 ACC Supplements).

3.5.5. Training should not be performed in hangars, nor should any maintenance be in progress when conducting such FES training.

3.5.6. The 158th Fighter Wing/Detachment 1 POC shall provide for initial and 24 month Egress/Cockpit Familiarization Training by a qualified individual to FES personnel in accordance with AFI 21-101, paragraph 16.10.

3.5.7. The 158th Fighter Wing/Detachment 1 POC shall provide a qualified crew with life-support equipment including parachute to instruct FES personnel on life-support equipment.

3.5.8. The 158th Fighter Wing/Detachment 1 POC shall provide for hydrazine emergency training for the aircraft assigned to ensure protection of the aircrew, firefighters and personnel and property in the surrounding areas.

3.6. Third Port personnel are vital to the continued success of the JBLE FES Flight aircraft, rescue and firefighting capabilities.

3.6.1. Third Port Harbor Master Commander shall designate a POC(s) for coordinating FES training.

3.6.2. The 733 FES Assistant Chief of Training will contact the Third Port Harbor Master to contact the Active Duty Army unit for training on Army ships located at Third Port. The Harbor Master will be informed of all FES training conducted inside Third Port to include fire boat operations.

3.7. 633 ABW, the 633 ABW units, equipment and personnel are vital to the continued success of the Joint Base Langley-Eustis FES Flight FES capabilities.

3.7.1. Commander, 633d Medical Group, shall ensure support is provided to the 633 FES Flight and 733 FES Flight in the areas identified within this JBLEI.

3.7.1.1. By signing this JBLEI the 633 MDG/CC is authorizing/assigning these support items to the said organization within their group.

3.7.1.2. The Commander, 633d Medical Group shall acknowledge the 633 and 733 FES Health and Safety Officer and FES Assistant Chief's of Training as the officially designated Medical Liaisons with the 633d Medical Group.

3.7.2. The 633 MDG/CC shall officially designate a FES Physician for both the 633 and 733 FES, in writing, that shall be responsible for guiding, directing and advising the members of the FES Flight in person or through the FES liaison with regard to their health and fitness for various duties.

3.7.3. 733 FES Health and Safety Officer will continue to schedule annual physicals to include fit for duty evaluations through the Occupational Health office located at Fort Eustis.

3.7.4. The FES Physician should be provided by Aerospace Medicine and a licensed medical doctor or osteopathic physician qualified to provide professional expertise in the areas of occupational safety and health as they relate to emergency services.

3.7.5. 733 FES Health and Safety Officer will continue to schedule physicals through the Occupational Health office located at Ft. Eustis.

3.7.6. Exception: Air Force physicians who have completed Air Force specific courses in occupational medicine meet the intent of this section. The Occupational Health Installation Consultant will approve candidates before appointment as FD physician.

3.7.7. This appointment meets the intent of the National Fire Protection Association (NFPA) Standard 1500 "*Standard on Fire Department Occupational Safety and Health Program*", NFPA Standard 1582 "*Standard on Comprehensive Occupational Medical Program for Fire Departments*" and the Technical Information Guide (TIG) 1582-03, which has been approved by Chief, Air Force Fire Protection, HQ Air Force Civil Engineer Support Agency and the Chief Occupational Medicine Air Force Medical Support Agency.

3.7.8. The FES Physician shall fulfill the following responsibilities IAW NFPA 1500 and 1582:

3.7.8.1. The FES Physician shall provide Occupational Health Exams IAW the National Fire Protection Standard 1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments* Technical Information Guide (TIG) and Air Force Physical Examination Schedule for Firefighters. To complete these exams the FES Physician shall identify the following items:

3.7.8.2. 733 FES Health and Safety Officer will continue to schedule physicals through the Occupational Health office located at Fort Eustis.

3.7.8.3. Understand the physiological, psychological and environmental demands placed on firefighters.

3.7.8.4. Evaluate fire department candidates and members to identify medical conditions that could affect their ability to safely respond to and participate in emergency operations.

3.7.8.5. Utilize the essential job task descriptions supplied by the fire department to determine a candidate's or a member's medical certification.

3.7.8.6. Identify and report the presence of Category A or disqualifying Category B medical conditions if present in candidates.

3.7.8.7. Inform the fire chief or his/her designee whether or not the candidate or current member is medically certified to safely perform the essential job tasks.

3.7.8.8. Report the results of the medical evaluation to the candidate or current member, including any medical condition(s) identified during the medical evaluation,

and the recommendation as to whether the candidate or current member is medically certified to safely perform the essential job tasks.

3.7.8.9. Forward copies of any abnormal results along with patient instructions regarding primary care follow-up to candidates or current members who were instructed to seek (as appropriate) medical follow-up to address any medical conditions, or lab abnormalities, identified during the medical evaluation.

3.7.8.10. Review results of the annual occupational fitness evaluation as described in Chapter 8 of NFPA 1582.

3.7.8.11. Provide or arrange for a prescriptive rehabilitation and/or fitness program when indicated to aid a member's recovery from illness or injury and enhance his/her ability to safely perform essential job tasks.

3.7.8.12. When medical evaluations are conducted by a physician or medical provider other than the fire department physician, the evaluation shall be reviewed and approved by the fire department physician.

3.7.8.13. The fire department physician shall review individual medical evaluations and aggregate data from member evaluations in order to detect evidence of occupational exposure(s) or clusters of occupational disease.

3.7.8.14. The fire department physician shall be a member of the Fire Department Occupational Safety and Health Committee chaired by the health and safety officer as required by NFPA 1500.

3.7.8.15. The fire department physician shall provide medical supervision for the fire department fitness, return-to-duty rehabilitation and physical conditioning programs as required by NFPA 1583, *Standard on Health-Related Fitness Programs for Firefighters*.

3.7.8.16. The fire department physician shall ensure adequate on-scene medical support at the incident scene rehabilitation sector for members during emergency operations as required by NFPA 1500 and NFPA 1561, *Standard on Emergency Services Incident Management System*.

3.7.8.17. The FES Physician shall provide supervision for the fire department infection control program as required by NFPA 1581, *Standard on Fire Department Infection Control Program*.

3.8. The FES Physician may appoint the 633d Medical Group Infection Control Officer (ICO), as the subject matter expert, to supervise and assist with the management of the FES Infection Control Program.

3.8.1. The ICO shall review and approve the FES Infection Control Program once coordination of the plan has been completed on an annual basis.

3.8.2. The ICO shall coordinate with both the 633 and 733 FES Infection Control Officers with additional/improved guidance and policies when changes are established.

3.8.3. Ensure the FES Liaison is made aware of and invited when the Occupational Health Working Group (OHWG) meeting pertains to FES requirements.

3.9. The 633 MDG/CC shall designate a POC for coordinating FES training within the 633 MDG Education and Training Flight.

3.9.1. The 633 MDG Education and Training POC shall assist in the training and continuing education of the FES emergency medical technician program for both the 633 and 733 FES.

3.9.2. The assistance pertains, but is not limited to, equipment support, Basic Life Support, initial and refresher type EMT classes, EMT-BLS and Self Aid Buddy Care Instructors.

3.9.3. The Education and Training Flight shall keep the FES Training Officer informed of any available training classes.

3.9.4. To maintain proficiency and continuously certify personnel the 633 FES Training Officer and 733 FES Health and Safety Officer shall maintain the USAF EMT Instructor classification and a Training Site Faculty certification in the Military Training Network (MTN) of American Heart Association (AHA).

3.10. The 633 MDG/CC shall designate a POC for coordinating FES glucometer training.

3.10.1. The 633 MDG Point of Care Coordinator shall provide Train-the-Trainer (T-t-T) and oversight for a select few FES personnel to ensure the initial and refresher training are maintained up-to-date.

3.10.1.1. The 633 MDG Point of Care Coordinator shall provide supplies for the AccuChek Glucometer (or other glucometer as approved) used by the FES on a continuous basis.

3.10.1.2. This training shall be provided for initial and refresher training on a continuous basis.

3.10.2. The 633 MDG/CC shall designate a Bioenvironmental Engineering Flight (BEF) POC for coordinating FES training, compliance and exercises.

3.10.2.1. The BEF POC shall provide the equipment and training necessary to conduct respirator fit-testing of all type respirators at the 633 and 733 FES Flights.

3.10.2.2. BEF shall provide training, when coordinated, on items such as radiation identification, detectors, etc.

3.10.2.3. BEF shall participate in co-training with FES, CEX, SFS, etc to be prepared for real-world incidents and exercises as needed.

3.11. The 633 MDG/CC shall ensure that Mental Health has qualified counselor/team available for members involved in any type of incident that may require the need for a Critical Incident Stress Debrief (CISD).

3.12. The 633 MDG/CC shall ensure that a POC is assigned from the 633 MDG Medical Maintenance.

3.12.1. The MDG Medical Maintenance POC shall maintain/test all medical equipment used by the FES Flight that is required maintenance per an applicable standard for both agencies.

3.13. The 633 MDG/Emergency Department (ED) will establish and provide the 633 MDG Emergency Medical Care Protocols approved and signed by the 633 MDG Medical Director of Emergency Services to the 633 and 733 FES Flights.

3.13.1. The ED shall provide emergency medical equipment as required by the Virginia Office of Emergency Medical Services initially and as a replacement after each response, including oxygen, to the FES flight.

3.13.2. The ED will coordinate on the Memorandum of Agreement (MOA) for the procedures involving dual response to emergencies. The agreement will include training, response guidelines, supplies and implementation of the Air Force Incident Management System (AFIMS) IAW AFI 10-2501 “*Air Force Emergency Management (EM) Program Planning and Operations*”.

3.14. The Commander, 633d Logistic Readiness Squadron (633 LRS) will provide support to the FES Flight by appointing a POC to coordinate semiannual training to the FES flight regarding petroleum, oils and lubricants, tanks, fueling stations and storage areas with the FES Training Officer. The Manager, Felker Army Air Field (FAAF) will provide support to the FES Flight by appointing a POC to coordinate semiannual training to the FES flight regarding petroleum, oils and lubricants, tanks, fueling stations and storage areas with the FES Training Officer.

3.14.1. The 633 LRS POC shall also coordinate training/familiarization of the refueling vehicle used at JBLE. The FAAF POC shall also coordinate training/familiarization of the refueling vehicle used at JBLE.

3.15. The Commander, 633 JA shall provide support to the 633/733 FES Flight by appointing a POC/attorney for the purpose of consulting in matters affecting the FES flight operations.

3.15.1. The POC/attorney should be knowledgeable in hazardous materials (Code of Federal Regulations), OSHA Standards and the National Fire Protection Association (NFPA) Standards.

3.15.2. The name of the POC/attorney will be provided to the Fire Chief in writing.

3.16. The Commander, 633d Civil Engineer Squadron will provide support to the 633/733 FES Flights in the following areas.

3.16.1. The Explosive Ordnance Disposal (EOD) Flight will provide training on explosive safety in accordance with AFMAN 91-201, *Explosive Safety Standards* at least annually, and FES flight support of EOD operations.

3.16.2. The Operations Flight Chief (CEO) shall appoint a POC for aircraft arresting systems (AAS) training/maintenance and a POC for generator training.

3.16.2.1. The AAS POC shall provide both classroom and practical exercises on AAS “barriers” monthly for both shifts by giving detailed training on how to inspect and maintain proper operational conditions of the barriers and then validating the training by running practical exercises/training.

3.16.2.2. In the event of an actual IFE with a barrier engagement, and if AAS POC is satisfied with the operation, the actual engagement and rewind may be used as the

training for that month if the engagement is documented in ACES-FD as AAS Training.

3.16.2.3. The AAS POC shall coordinate with the Assistant Chief of Training for scheduling the AAS training on a monthly basis.

3.16.2.4. The AAS POC will create and coordinate any changes to the CES Standard Operating Guidelines 32-111, "*Operation and Maintenance Procedures for Aircraft Arresting Systems (AAS)*" with the FES Flight.

3.16.2.5. The Generator POC from the 633 CES and 733 CED Flights will provide semi-annual emergency generator training for the FES flights on the emergency generators at the FES facilities.

3.17. The Operations Flight shall provide reoccurring maintenance (or provide funds for contract maintenance) as requested to the entire firefighting training area (Facility 1303), which includes the 633 CES/CEF Structural Fire Training Facility, Aircraft Fire Training Facilities (Small or Large Frame), Confined Space Trainer, pits, gravel roads, training room building, etc. to ensure FES personnel have the proper facilities to become and remain complaint with applicable instructions, codes, standards, etc.

KORVIN D. AUCH, Colonel, USAF
Commander, 633d Air Base Wing

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

AFI 10-2501, *Air Force Emergency Management Program Planning and Operations*, 1 May 2011

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 19 October 2011

AFI 32-2001, *Fire Emergency Services Programs*, 9 September 2008

AFI 90-201, *Inspector General Activities*, 31 August 2011

AFI 90-201_ACC SUP 1, *Addendum J Unit Compliance Inspection (UCI)*, 12 July 2010

AFI 90-201_ACC SUP 1, *Addendum Combat Aviation Operational Readiness Inspection (ORI)*, 3 March 2011

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

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

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

AFPD 32-20, *Fire Emergency Services*, 5 August 2003

NFPA 1500 “*Standard on Fire Department Occupational Safety and Health Program*”, 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 1582, *Standard on Comprehensive Occupational Medical Program*, Current Edition

NFPA 1583, *Standard on Health-Related Fitness Programs for Firefighters*, Current Edition

T.O. 00-105E-9, *Aerospace Emergency Rescue and Mishap Response Information*, 31 March 2011

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

Abbreviations and Acronyms

ABW—Air Base Wing

ACC—Air Combat Command

AFI—Air Force Instruction

AFMAN—Air Force Manual

AF Form—Air Force Form

AFJMAN—Air Force Joint Manual

AFOSH—Air Force Occupational Safety and Health

AFPD—Air Force Policy Directive

AFTO—Air Force Technical Order

AHJ—Authority Having Jurisdiction

CEF—Civil Engineer Fire

CES—Civil Engineer Squadron

CED—Civil Engineer Division

ECC—Emergency Communication Center

FAAF—Felker Army Air Field

FES—Fire Emergency Services

FE—Fort Eustis

FW—Fighter Wing

IAW—In Accordance With

IC—Incident Commander

ICO—Infection Control Officer

JBLE—Joint Base Langley-Eustis

LAFB—Langley Air Force Base

MFR—Memo Fore Record

MSG—Mission Support Group

NFPA—National Fire Protection Association

OI—Operating Instruction

POC—Point of Contact

SMR—Senior Military Representative

TIG—Technical Information Guide

TO—Technical Order

Terms

Aircrew—Extraction Training - The FES Flight will respond to a simulated ground emergency requiring the extraction of an aircrew member from a unit assigned or transient aircraft. Rescue/Fire personnel will demonstrate the critical steps of entry as outlined in T.O.00-105E-9, Aircraft Emergency Rescue Information (Fire Protection). Procedures include normal/manual entry, shutdown of aircraft engines (actual movement of aircraft controls will be observed), harness/restraining system release and removing aircrew member/s from disabled aircraft. This training will develop, improve and gain proficiency in aircraft rescue operations and firefighting procedures.

Dual Medical Response— Emergency medical responses involves units from the 633 CES/FES Flight and 633 MDG providing rescue and emergency medical assistance to members of the base population on the main base and Bethel Manor Housing.

Infection Control Program— An in-depth program utilized to identify and limit or prevent the exposure of members to infectious and contagious diseases in the performance of their assigned duties. This program shall meet the requirements of applicable AFI's and NFPA 1581 "*Standard on Fire Department Infection Control Program*".

Memorandum of Agreement— An agreement between two organizations, outlining roles and responsibilities regarding a common function.

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.

Point of Contact— An individual who has the authority to schedule and assign individuals as instructors to assist the FES in completing the training.

Water—Rescue Training - Training which involves the handling treatment and removal of an aircrew member involved in an ejection in the water. This training may take place in the base pool and/or the Back River area using the FES rescue boat.

Attachment 2**MEMORANDUM OF AGREEMENT BETWEEN 633D MEDICAL GROUP (MDG) AND 633D CIVIL ENGINEER SQUADRON (CES) FIRE EMERGENCY SERVICES FLIGHT (FES) FLIGHT**

A2.1. Purpose: This agreement establishes the policies and procedures between the 633d Medical Group (633 MDG) and 633d Civil Engineer Squadron (633 CES) Fire Emergency Services (FES) Flight required to maintain an efficient dual emergency medical response or other types of emergencies requiring medical assistance for Joint Base Langley-Eustis and Bethel Manor Housing.

A2.1.1. The policies and procedures in this agreement apply to emergencies which require preparation, dispatching, response and reconstitution on Joint Base Langley-Eustis and Bethel Manor.

A2.2. Responsibility: It shall be the responsibility of all 633 MDG and all 633 FES Flight personnel to ensure compliance with this agreement.

A2.3. Preparation: The 633 MDG shall establish and provide the 633 MDG Emergency Medical Care Protocols approved and signed by the 633 MDG Medical Director of Emergency Medical Services (EMS) to the 633 FES Flight.

A2.3.1. All will provide emergency medical care IAW the approved 633 MDG Emergency Medical Care Protocols established and signed by the 633 MDG Medical Director of Emergency Medical Services (EMS).

A2.3.2. The 633 MDG shall provide initial issue of emergency medical equipment as required by the Virginia Office of Emergency Medical Services for non-transport EMS Vehicles, including oxygen, to the FES flight to be sure initial equipment is available for EMS responses.

A2.3.3. Training:

A2.3.3.1. All personnel who may be assigned as an Emergency Medical Technician on an ambulance shall successfully complete and maintain currency in the Air Force Emergency Response Operations (AERO) "Introduction Course" Web-Based Training (WBT) on Advanced Distributed Learning Service (ADLS) Web-Site prior to being assigned.

A2.3.3.2. All personnel assigned to fire apparatus shall successfully complete and maintain currency in the AERO "Command and Control Course" WBT on ADLS Web-Site prior to being assigned.

A2.3.3.3. All personnel assigned to Incident Command on emergencies shall be trained and certified to the appropriate level for the Federal Emergency Management Agency (FEMA) incident types and Air Force Instruction 10-2501 "*Air Force Emergency Management (EM) Program Planning and Operations.*"

A2.3.3.4. Incident commander for FEMA type 4 and 5 incidents are recommended by AFI 10-2501 to have completed the *Air Force Emergency Response Operations (AERO)*

“Command and Control Course” Web-Based Training and the Air Force ICS 300/400 Courses.

A2.3.3.5. Incident commanders for FEMA type 1-3 incidents are required to have completed AERO “Command and Control Course” Web-Based Training and AF ICS 300/400 Courses.

A2.3.3.6. Keeping within the intent of the recommendation in AFI 10-2501; incident commander shall be trained and certified to a minimum of AERO “Command and Control Course” Web-Based Training and AF ICS 300 for all type 4-5 incidents and for Type 1-3 incidents per A2.3.3.2.2.

A2.4. The 633 MDG Training and Education Department and the 633d Training Division shall provide for an EMT-B initial and refreshers classes as needed to maintain the appropriate amount of personnel required to effectively handle any type of emergency medical response.

A2.4.1. Once the FES establishes an EMD Training program with a certified EMD Instructor, the 633 MDG will be called upon for assistance with the EMD training. Certain areas within the EMD Program require a higher level of medical personnel than the FES Flight has, so the 633 MDG shall assist with this training when requested.

A2.4.2. The 633 FES will provide training to 633 MDG Emergency Services (ES) and flight medicine response personnel in Hazardous Materials, airfield driving, incident command, etc. when requested and scheduled through the FES Training Officer or FES HazMat/Safety Officer.

A2.4.3. The 633 MDG and 633 FES will coordinate familiarization of each other’s operations.

A2.4.3.1. The goal of the section is to make all emergency medical personnel aware of what the others do all day, at least a few hours, and become integrated into each other’s job for at least one-time familiarization.

A2.4.3.2. Both agencies will participate and conduct joint training/exercises on a regular basis (i.e. monthly is ideal) and as scheduled through the wing.

A2.4.3.3. The 633 MDG Emergency Medical Director, or designated representative (in writing), shall review the FES PCR’s on at least a quarterly basis.

A2.4.3.4. The 633 Emergency Department (ED) Flight Chief, 633 MDG Emergency Medical Director, FES Flight shall review this MOA at least annually.

A2.5. Dispatching:

A2.5.1. Emergency Communication Center (ECC) will receive, process and disseminate all calls (from on-base 911, off-base transfer of 911, radios, etc.) for medical assistance.

A2.5.1.1. All calls requesting emergency assistance will be handled according to FES Flight Operating Instruction (FOI) 33-2, 9-1-1 Operating Procedures.

A2.5.1.2. The FES ECC goal for receiving, processing and disseminating the request for emergency medical service from answering the call to dispatching each request within one minute 90% of the time per calendar year.

A2.5.1.3. The FES ECC will become a certified Emergency Medical Dispatch (EMD) Center by end of year 2012.

A2.5.1.3.1. The FES ECC Supervisor shall create and coordinate among FES Management a draft EMD Protocol and once successfully coordinated by FES Management submit the draft protocols to the 633 MDG Medical Director of Emergency Services for approval of the EMD Protocols.

A2.5.1.3.2. Once approved and personnel are trained and certified as EMD's the FES ECC shall receive, process and disseminate calls IAW the EMD Protocols when applicable.

A2.5.1.3.3. The FES ECC supervisor shall ensure that at least one certified EMD remains on duty at all times.

A2.5.2. The ECC Operator shall:

A2.5.2.1. The ECC Operator shall receive, process, and disseminate all calls received for medical assistance as an emergency until determined otherwise.

A2.5.2.2. The ECC Operator shall notify (usually direct phone line) the Emergency Room and available FES Units initiating a response to all medical assistance calls.

A2.5.2.3. The ECC Operator shall assign a National Fire Incident Reporting System (NFIRS) Run Number assigned to any response with FES support and the NFIRS shall be completed by FES personnel.

A2.5.2.4. Upon receipt of an emergency medical request from any of the on-base fitness centers for a sprain, strain, jammed appendages, minor cuts or abrasions without any other symptoms, the ECC Operator shall immediately contact the ED.

A2.5.2.4.1. The ED shall immediately answer the direct line from the ECC and make the determination as to the units that will respond to the emergency call.

A2.5.2.4.2. If the ECC Operator/EMD/ED cannot determine the extent of the injury, the ECC Operator shall dispatch both ED Ambulance Crew and FES Units.

A2.5.2.4.3. If the ED is unable to answer immediately (within 10-15 seconds) the ECC Operator will dispatch both the ED Ambulance Crew and FES Units.

A2.5.3. All units responding to emergencies shall report status changes to the ECC when there is a change to their status, updates to current status or when requested. (i.e. enroute, On-scene, patient assessment in progress, etc.)

A2.6. Emergency Responses:

A2.6.1. When dispatched to an emergency requiring medical assistance FES will:

A2.6.1.1. The FES will respond with at least one Emergency Medical Technician - Basic (EMT-B) and at least one type 4-5 incident commander.

A2.6.1.1.1. The FES EMT-B shall be the lead medical person on-scene providing patient care and information to the IC until properly relieved by a 633 MDG member (or Mutual Aid EMS Personnel) personnel equal or higher in medical training.

A2.6.1.1.1.1. All personnel that will be utilized on-scene must be trained and

certified to at least Emergency Medical Technician – Basic to be in-charge of patient care and at least First Responder, trained and certified, to perform any emergency medical care, but all within their scope of practice.

A2.6.1.1.2. Provide emergency medical care IAW the approved 633 MDG Emergency Medical Care Protocols established and signed by the 633 MDG Medical Director of Emergency Services.

A2.6.1.1.3. Establish the incident command system with a qualified Type 1-5 Incident Commander, dependant on nature of incident complexity, upon arrival and maintain command throughout the emergency response IAW *Air Force Incident Management System (AFIMS)*.

A2.6.1.1.4. FES Personnel will transfer patient care to an arriving 633 MDG or Mutual Aid EMT, equal or higher in training, ONLY after proper transfer of patient signs, symptoms, and medical care information for continued medical care, transport or declination of care.

A2.6.1.1.5. If FES has provided medical intervention, the 633 MDG Ambulance Crew is not on-scene, and the patient wants to refuse medical care and transportation the FES shall contact the 633 MDG Medical Control to provide mental status of patient and the patient's signs and symptoms.

A2.6.1.1.6. Only after a unit with medical personnel of EMT-B or higher, after conducting an evaluation of the situation, may terminate the response with a completed declination of treatment form or transport.

A2.6.1.1.6.1. If the person is thought to be incompetent to make a rational decision, coordinate with Medical Control. Incompetent individuals are not qualified to refuse treatment. JAG involvement and mental status examinations (for adults) are imperative. Minors may have consent or refusal to transport given by their natural parent (not stepparents), legal guardian, or others with valid powers of attorney. If refusal to transport is inconsistent with life of the child, coordinate with Medical Control and Family Advocacy as appropriate.

A2.6.1.1.6.2. If the person has some illness or injury and, after evaluation by the EMTs, it is concluded that the person needs further medical attention, however the person appears incapable of making an informed decision regarding refusal (due to intoxication, head injury, etc.), then the person should be transported to the ER. If the person appears to require physical restraint, Medical Control will be contacted to authorize and Security Forces will be asked to assist.

A2.6.1.1.6.3. If Medical Control agrees with patient refusal, the patient shall need to sign the Patient Care Report (PCR)/Medical Declination of Care Form.

A2.6.1.1.6.3.1. A witness shall also sign the Medical Declination of Care Form (another EMT is recommended to be witness) and then the patient can be released under their own care.

A2.6.1.1.6.3.2. The FES will ensure the PCR has at least patient information and one set of vitals and completed declination of care form and then provide a copy of the signed PCR and declination of care form to Medical Control.

- A2.6.1.1.7. The Lead FES EMT, when providing medical care, will provide the IC with patient care reports, requests for additional assistance, when patient care has been transferred (and to whom) and if patient refusal is warranted/completed.
- A2.6.1.1.8. When available FES will provide assistance to the 633 MDG Ambulance Crew during medical emergencies, to include during transport.
- A2.6.1.1.9. When requested, provide the 633 MDG with a copy of the FES PCR and NFIRS Report.
- A2.6.2. When dispatched to an emergency requiring medical assistance 633 MDG Emergency Department (ED) will:
- A2.6.2.1. Provide any assistance to the ECC Operator as requested.
 - A2.6.2.2. Respond with a proper amount of personnel and trained individuals to all emergencies IAW Medical response, AFI 10-2501, and as defined in the MOA.
 - A2.6.2.2.1. All personnel that will be utilized on-scene must be trained and certified to at least Emergency Medical Technician – Basic to be in-charge of patient care and at least First Responder, trained and certified, to perform any emergency medical care, but all within their scope of practice.
 - A2.6.2.3. Ensure that the responding ambulance(s) is on the FES Crash A Radio Frequency or other frequency is directed by the ECC/Incident Commander, and notifies the ECC Operator (ECC) of their response actions and call sign.
 - A2.6.2.3.1. Ensure at least the lead EMT on-scene shall remain on the radio frequency for the assigned incident until directed to switch to a different frequency, termination of the ambulance response or termination of the incident by the Incident Commander.
 - A2.6.2.4. Operate on all emergencies IAW the *Air Force Incident Management System* (AFIMS) and under the direction of an Incident Commander throughout an incident.
 - A2.6.2.5. Determine if the patient will be transported to the Emergency Room or to an off-base medical treatment facility and inform IC on decision.
 - A2.6.2.5.1. If mutual aid is required, unless the EOC is stood-up, contact IC to request additional off-base assistance.

A2.7. Reconstitution:

- A2.7.1. The 633 MDG shall provide a one for one replacement of used or expired emergency medical equipment as required by the Virginia Office of Emergency Medical Services for non-transport EMS Vehicles, including oxygen, to the FES flight to be sure initial equipment is available for EMS responses.