



Shipboard Fire Prevention and Fire Marshal Tactics, Techniques, and Procedures (TTP)



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COAST GUARD TACTICS, TECHNIQUES, AND PROCEDURES 3-91.4

Subj: SHIPBOARD FIRE PREVENTION AND FIRE MARSHAL TACTICS,
TECHNIQUES, AND PROCEDURES

- Ref: (a) Shipboard Fire Prevention and Fire Marshal Instruction, COMDTINST 9091.1 (series)
(b) Surface Ship Survivability, CGTTP/NTTP 3-20.31 (series)
(c) Shipboard Regulations Manual, COMDTINST M5000.7 (series)
(d) Naval Engineering Manual, COMDTINST M9000.6 (series)
(e) Naval Ships' Technical Manual (NSTM), Chapter 074, Volume 3: Gas Free Engineering, S9086-CH-STM-030 (series)
(f) Naval Ships' Technical Manual (NSTM), Chapter 074, Volume 1: Welding and Allied Processes, S9086-CH-STM-010 (series)
(g) Naval Ships' Technical Manual (NSTM), Chapter 555, Volume 1: Surface Ship Firefighting, S9086-S3-STM-010 (series)
(h) Fire Performance Requirements and Approved Specifications for Interior Finish Materials and Furnishings (Naval Shipboard Use), MIL-STD-1623 (series)

1. PURPOSE. To provide Coast Guard tactics, techniques, and procedures (CGTTP) for cutter personnel in the prevention of shipboard fires.
2. ACTION. The provisions of this CGTTP publication apply to all U.S. Coast Guard cutters. Internet release is authorized.
3. DIRECTIVES/TTP AFFECTED. None.
4. DISCUSSION. This TTP publication addresses shipboard fire prevention procedures and various administrative tools. It also culminates a top-down fire marshal program review led by the Coast Guard Damage Control Working Group (DCWG) chaired by the Office of Naval Engineering (CG-45).
5. PROCEDURE. FORCECOM TTP Division posts an electronic version of this TTP publication to the CGTTP Library on CGPortal. In CGPortal, navigate to the CGTTP Library by selecting References, Tactics, Techniques, and Procedures (TTP), and then TTP Library. FORCECOM TTP Division does not provide paper distribution of this publication.

6. REQUEST FOR CHANGES. Submit recommendations for TTP improvements or corrections via email to FORCECOM-PI@uscg.mil or through the TTP Request form on CGPortal. In CGPortal, navigate to the TTP Request form by selecting References, Tactics, Techniques, and Procedures (TTP), and then TTP Request.

Info COMCOGARD FORCECOM NORFOLK VA//FC-P// on message traffic containing lessons learned applicable to this TTP publication.

7. RECORDS MANAGEMENT CONSIDERATIONS. Integrated Process Team (IPT) members thoroughly reviewed this publication during the TTP coordinated approval process and determined there are no further records scheduling requirements per Federal Records Act, 44 U.S.C. Chapter 31 § 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This publication does not have any significant or substantial change to existing records management requirements.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. While developing this publication, Integrated Process Team (IPT) members examined environmental considerations under the National Environmental Policy Act (NEPA) and determined they are not applicable.
9. FORMS/REPORTS. None.

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Captain, U. S. Coast Guard
Chief, FORCECOM TTP Division (FC-P)
By Direction of Commander,
Force Readiness Command

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1. Introduction

This TTP publication gives actionable, step-by-step procedures to prevent shipboard fires. It also provides fire marshal and duty fire marshal procedures to achieve this aim.

A shipboard fire can easily spiral out of control, jeopardizing a cutter's ability to perform missions while immediately endangering all personnel onboard. Preventing a fire is far less hazardous and less costly than engaging, extinguishing, and restoring damaged systems in a compartment that has been engulfed in flames.

Reference (a) establishes U.S. Coast Guard (USCG) policy for preventing shipboard fires. It also lists fire prevention responsibilities for all hands, as well as specific fire marshal and duty fire marshal responsibilities.

NOTE:

For cutters less than 210 feet in length, fire marshal duties fall to the engineer petty officer (EPO).

Reference (b) consolidates all military shipboard fire prevention and firefighting knowledge. While each ship might differ in the type and allowance of firefighting equipment, fire prevention policies and programs are universally applicable onboard all Coast Guard cutters.

2. Notes, Cautions, Warnings

The following definitions apply to notes, cautions, and warnings found in TTP publications.

NOTE:

An emphasized statement, procedure, or technique.

CAUTION:

A procedure, technique, or action that, if not followed, carries the risk of equipment damage.

WARNING:

A procedure, technique, or action that, if not followed, carries the risk of injury or loss of life.

3. Fire Prevention and Precautions

Per reference (b), four basic principles must be observed to reduce shipboard fire hazards:

- Properly stow and protect all combustibles, and understand how various chemicals react with others.

- Make frequent and thorough inspections of all compartments, to include equipment, piping, and electrical cables/connections.
- Educate all personnel in the reduction of fire hazards.
- Enforce fire prevention policies and practices.

3.a. Combustible Storage

To minimize fires, commanding officers (COs) must eliminate nonessential combustibles, replace (whenever possible) combustible materials and equipment with less flammable items, and limit the amount of essential combustibles carried. Limiting the quantity of combustibles, and properly stowing all essential combustibles, greatly reduces the probability of them causing or contributing to a fire.

- Store paint, used brushes, rags, paint thinner, and solvents in the paint locker or designated flammable storage lockers.
- Store all used oily rags in approved metal containers designated for this purpose until disposal.

4. Fire Marshal Duties

Per reference (b), the fire marshal conducts training for fire teams, rescue and assistance (R&A) teams, and divisional damage control petty officers (DCPOs) stressing fire hazard awareness. Prior to overhauls or availabilities, the fire marshal develops a ship's fire watch and is responsible for their training and assignment.

5. Fire Marshal/
Duty Fire
Marshal
Designation

Per reference (a), designate the fire marshal and duty fire marshals in writing. Consult [Appendix B: Command Fire Marshal Designation Memorandum](#) and [Appendix C: Duty Fire Marshal Designation Memorandum](#) of this publication for sample designation memorandums.

6. Fire Marshal/
Duty Fire
Marshal Spot
Checks

Conduct a minimum of two spot checks evenly spaced throughout the workday.

Use [Appendix D: Standard Fire Marshal Spot Check Report](#) of this publication while conducting each spot check.

NOTE:

There is no need to complete all 11 pages of Appendix D during each spot check. Rather, Appendix D is provided as a comprehensive list of items to consider when deciding what to spot check.

- Pay particular attention to housekeeping as it affects fire prevention (e.g., trash receptacle covers in place, storeroom stowage, elimination of accumulated flammable materials, incinerator cleanliness, etc.).
- Ensure proper storage of all hazardous material (HAZMAT).

- Inspect firefighting equipment for missing items, condition of hoses, proper wrenches, nozzles, etc.
- Ensure fire safety precautions are properly posted, up-to-date, and complete, including proper fireplug labels and cutout valve identification, if applicable.
- Ensure flammable liquids are properly stowed, have adequate protection (e.g., carbon dioxide (CO₂), dry chemical, etc.), and have operable remote activation devices and alarms, if applicable.
- Verify smoking regulations in reference (c) are enforced.
- Ensure hot work and cold work coordination through proper routing and approval of work requests.

NOTE:

“Cold work” is a term used for operations involving inspections, cleaning, or minor repair where no hot work is conducted. Examples include compartment inspections, spray painting, chemical cleaning, and the use of any strippers, thinners, paints, or cleaners that produce vapors.

- Verify welding/burning, gas free, and/or hot work certificates are properly issued and posted per references (d), (e), and (f). Ensure fire watch assignments are made and posted, and that welding and burning leads or hoses are properly run and protected. Ensure adequate ventilation is installed and operating.
- Verify all compressed gas cylinders are secured in the vertical position (valve end up) by individual metal retaining collars. Also ensure valve covers are in place and free of other potential missile hazards.
- Ensure all explosion-proof lighting fixtures (including battle lanterns) have proper gaskets installed and, if capable, illuminate properly from both ship's service and emergency electrical power.
- Ensure the galley ventilation and grease traps are in clean and working order, with the cleaning schedule posted.
- Inspect watertight closures for clean knife edges, complete and pliable gaskets, properly packed and lubricated spindles and hinges, and evenly distributed wear on the wedges per the damage control preventive maintenance system (DC PMS).
- Verify all ventilation/air conditioning ducts and uptake spaces are clean, free of obstructions or unauthorized materials, and serviced per the cutter maintenance plan or as otherwise warranted, with all inspection covers and draft gauges properly installed and operating.

CAUTION:

Per reference (g), the fire marshal must routinely inspect to confirm that unauthorized combustible material is not stowed in uptake spaces or other potential chimney spaces.

- Verify material condition is properly set to inhibit the spread of fire or flooding, with exceptions entered in the damage control (DC) closure log per reference (d). Ensure compartment check-off lists (CCOLs) are properly posted at each entrance to a compartment, with damage control assistant (DCA) approval of any red-line changes.
- Inspect for unauthorized or unapproved wood, bedding materials, upholstery, plastics, fibrous materials, paints, coatings, tile and adhesives, paneling, and false bulkheads or overheads that do not comply with the fire performance requirements of reference (h).
- Ensure no unauthorized stowage of materials below raised floors.

CAUTION:

Raised floor spaces are a tempting location for ready stowage of supplies and personal articles. Such stowage significantly increases the fire threat to these compartments.

- Ensure no unauthorized stowage of materials in overheads.
- Ensure heat, fire, and smoke alarms, flooding indicators, and compartment cameras are working properly.

Present completed spot check reports to the officer of the deck (OOD), copy to the engineer officer (EO). Brief the executive officer (XO) on any discrepancies not corrected in a timely manner.

**7. Fire Marshal
Personal
Protective
Equipment
(PPE)**

To support a role on the rapid response team, reference (a) requires the fire marshal to wear or have on his/her person at all times approved shipboard boots and fire retardant coveralls or full Coast Guard operational dress uniform (ODU) (shirt and trousers).

**8. Local Fire
Department
Agreement**

Per reference (a), each cutter shall develop memorandums of agreement (MOAs) with local fire departments for when outside firefighting assistance is required in port. A local fire department can be a base, county, State, volunteer, or other fire department or organization as determined by the CO. The fire marshal provides input to these MOAs and reviews them annually.

At a minimum, the MOA should detail assistance required of the local fire department during fires and other emergency situations. It should also address arrangements for carrying out routine cutter familiarization and

hazard identification training with the local fire department at least every 6 months. Coordinate local fire department cutter familiarization with other cutters in port to minimize the impact on fire department assets.

Use [Appendix E: Cutter/Local Fire Department Agreement \(Example\)](#) when developing fire department MOAs.

9. Maintenance Availability Requirements

Per reference (a), prior to scheduled overhauls and planned or unplanned maintenance availabilities, the fire marshal shall:

- Properly train, qualify, and equip all fire watch personnel, emphasizing maintenance availability hazards.
- Ensure all fire watch personnel are issued appropriate PPE.
- Make rounds of all hot work being conducted onboard and in the vicinity of the cutter. Identify and address all safety issues.

CAUTION:

If hot work is being conducted on the outside hull or superstructure, ensure inspection of corresponding interior compartments is also conducted.

- Ensure all hot work certificates and appropriate DC plates are properly posted.
- Promptly notify the EO/XO of any safety issues identified.

As a best practice, also:

- Provide all hands training on procedures to follow during casualty response, particularly how rapid response roles and team composition might differ during the availability.
 - Obtain and familiarize all hands with the shipyard's visiting vessel information package. Post this package on the quarterdeck, within all repair lockers, and within DC Central as it contains emergency contact numbers and procedures to be implemented during shipyard emergencies.
-

Appendix A: Glossary and Acronyms

AFFF	Aqueous film forming foam.
AT	Airtight fitting.
CCOL	Compartment check-off list.
CFR	Code of Federal Regulations.
CO	Commanding officer.
CO2	Carbon dioxide.
Cold work	A term used for operations involving inspections, cleaning, or minor repair where no hot work is conducted. Examples include compartment inspections, spray painting, chemical cleaning, and the use of any strippers, thinners, paints, or cleaners that produce vapors.
DC	Damage control.
DCA	Damage control assistant.
DC PMS	Damage control preventive maintenance system.
DCPO	Damage control petty officer.
DCWG	Damage control working group.
EO	Engineer officer.
EPO	Engineer petty officer.
FM 200	A fire suppression agent used as an alternative to Halon 1301 in new ship design applications. Also known as heptafluoropropane (HFP). FM 200 is a colorless, odorless, and electrically non-conducting gas.
Halon 1301	A fire suppression agent. Known chemically as bromotrifluoromethane. For shipboard installation, Halon 1301 is super-pressurized with nitrogen and stored in gas cylinders as a liquid. When released, it vaporizes to a colorless, odorless gas with a density approximately five times that of air.

HAZMAT	Hazardous material.
Hot work	A term used for operations involving a spark or flame, welding, cutting torch, use of open flame equipment (e.g., propane torch), or general heating of metal above 400° Fahrenheit.
MOA	Memorandum of agreement.
NA	Not applicable.
ODU	Operational dress uniform.
OOD	Officer of the deck.
PKP	Potassium bicarbonate powder (formerly purple-K powder).
PMS	Preventive maintenance system.
POC	Point of contact.
PPE	Personal protective equipment.
R&A	Rescue and assistance.
SCBA	Self-contained breathing apparatus.
TTP	Tactics, techniques, and procedures.
U.S.C.	United States Code.
USCG	U.S. Coast Guard.
USCGC	U.S. Coast Guard cutter.
WT	Watertight fitting.
XO	Executive officer.

Appendix B: Command Fire Marshal Designation Memorandum

U.S. Department of
Homeland Security



United States
Coast Guard

Commanding Officer
USCGC [Name] [WHUL 001]

FPO AP 12345-6789
Phone: (000) 111-2222

9091
[Date]

MEMORANDUM

From: Commanding Officer, USCGC [Name] [WHUL 001]

To: [DCC B. Prepared]

Subj: DESIGNATION AS COMMAND FIRE MARSHAL

Ref: (a) Shipboard Fire Prevention and Fire Marshal Instruction, COMDTINST 9091.1 (series)
(b) Shipboard Fire Prevention and Fire Marshal Tactics, Techniques, and Procedures, CGTTP 3-91.4 (series)
(c) Surface Ship Survivability, CGTTP/NTTP 3-20.31 (series)

1. Per reference (a), you are designated the USCGC [Name] [WHUL 001] command fire marshal.
2. Adhere to the guidance provided in references (a) through (c) in carrying out your duties. Ensure delegate fire marshals are competently trained and equipped to perform during your absence from the cutter. These delegate fire marshals must be approved by the engineer officer.

#

Appendix C: Duty Fire Marshal Designation Memorandum

U.S. Department of
Homeland Security



United States
Coast Guard

Commanding Officer
USCGC [Name] [WHUL 001]

FPO AP 12345-6789
Phone: (000) 111-2222

9091
[Date]

MEMORANDUM

From: Engineer Officer, USCGC [Name] [WHUL 001]

To: [DC3 I.M. Trusted]

Subj: DESIGNATION AS DUTY FIRE MARSHAL

Ref: (a) Shipboard Fire Prevention and Fire Marshal Instruction, COMDTINST 9091.1 (series)
(b) Shipboard Fire Prevention and Fire Marshal Tactics, Techniques, and Procedures, CGTTP 3-91.4 (series)
(c) Surface Ship Survivability, CGTTP/NTTP 3-20.31 (series)

1. Per reference (a), you are designated a USCGC [Name] [WHUL 001] duty fire marshal.
2. Adhere to the guidance provided in references (a) through (c) in carrying out your duties. Make timely reports to our command fire marshal, [DCC B. Prepared].
3. Do not hesitate to raise concerns about the cutter's safety to the fire marshal or, in his/her absence, directly to me.

#

Copy: [DCC B. Prepared], Command Fire Marshal

Appendix D: Standard Fire Marshal Spot Check Report

Date: _____

From: _____, Fire Marshal/Duty Fire Marshal

To: _____, Officer of the Deck

Copy: _____, Engineer Officer

Subj: FIRE MARSHAL/DUTY FIRE MARSHAL DAILY SPOT CHECK REPORT

Zone inspected: _____ Division responsible: _____

COMPARTMENT MARKINGS

Spot Check	Yes / No / NA	Comments
Are CCOLs located at each entrance to each compartment?	Yes / No	
Are bull's eyes visible from the entrance to each compartment?	Yes / No	
Do the bull's eyes list the correct frames?	Yes / No	
Is the parent division listed?	Yes / No	
Are the bull's eyes 15 inches in length and 12 inches in height?	Yes / No	
If photoluminescent fields are used, are the red and blue letters used correctly?	Yes / No / NA	
Are the photoluminescent fields for frame numbers per COMDTINST M10360.3 (series)?	Yes / No / NA	
Are the photoluminescent markings for ladders, hatch coamings, and doors per COMDTINST M10360.3 (series)?	Yes / No / NA	
Are areas visible from the weather deck clear of retro-reflective and photoluminescent markings?	Yes / No / NA	
Are the "EXIT/MEDICAL/DECON" per COMDTINST M10360.3 (series)?	Yes / No / NA	

Spot Check	Yes / No / NA	Comments
Are the piping systems properly stenciled as to the fluid?	Yes / No / NA	
Are there flow arrows on the piping?	Yes / No / NA	
Is the vent ducting properly stenciled with the type of system?	Yes / No / NA	
Are there flow arrows on the vent ducting?	Yes / No / NA	

WATERTIGHT (WT)/AIRTIGHT (AT) FITTINGS

Spot check one fitting for every three WT or AT fittings in each compartment.

Spot Check	Yes / No / Other Information	Comments
1. How many fittings open into the compartment?	Number of fittings:	
2. Type and number of fitting:		
Is the fitting classified?	Yes / No	
Is the fitting numbered?	Yes / No	
Is the knife edge clean?	Yes / No	
Are there gouges in the knife edge?	Yes / No	
Are the dogs adjusted properly?	Yes / No	
Are the wedges wearing evenly?	Yes / No	
Is there a clip for the handle(s)?	Yes / No	
Is there a dogging wrench or holder for a wrench?	Yes / No	
Are the appropriate EXIT signs on the fitting?	Yes / No	
Is there dirt, paint, or other foreign matter on the gasket?	Yes / No	
Is there a permanent indentation in the gasket?	Yes / No	
Is the gasket complete (no gap, permanent set no greater than 1/8 inch)?	Yes / No	

Spot Check	Yes / No / Other Information	Comments
3. Type and number of fitting:		
Is the fitting classified?	Yes / No	
Is the fitting numbered?	Yes / No	
Is the knife edge clean?	Yes / No	
Are there gouges in the knife edge?	Yes / No	
Are the dogs adjusted properly?	Yes / No	
Are the wedges wearing evenly?	Yes / No	
Is there a clip for the handle(s)?	Yes / No	
Is there a dogging wrench or holder for a wrench?	Yes / No	
Are the appropriate EXIT signs on the fitting?	Yes / No	
Is there dirt, paint, or other foreign matter on the gasket?	Yes / No	
Is there a permanent indentation in the gasket?	Yes / No	
Is the gasket complete (no gap, permanent set no greater than 1/8 inch)?	Yes / No	

PORTABLE EXTINGUISHERS

Spot check portable extinguishers in the zone.

Spot Check	Yes / No / Other Information	Comments
1. CO2 extinguisher:		
When was the last recorded monthly/semi-annual PMS performed?	Date:	
Is there a photoluminescent field on the bulkhead?	Yes / No	
If so, is it correct?	Yes / No	

Spot Check	Yes / No / Other Information	Comments
Is there tape between the hose and the extinguisher?	Yes / No	
Is the hose and horn connection taped per current DC PMS?	Yes / No	
Is the hydrostatic date within 5 years?	Yes / No	
Is the tamper seal intact?	Yes / No	
Is there a bellyband installed?	Yes / No	
2. PKP extinguisher:		
When was the last recorded quarterly/annual PMS performed?	Date:	
Is there a photoluminescent field on the bulkhead?	Yes / No	
If so, is it correct?	Yes / No	
Is the hydrostatic date within 12 years?	Yes / No	
Is the tamper seal intact?	Yes / No	
Is there PKP in the nozzle?	Yes / No	
Is there a pin to keep the extinguisher securely mounted?	Yes / No	
3. AFFF extinguisher:		
When was the last recorded monthly PMS performed?	Date:	
Is there a photoluminescent field on the bulkhead?	Yes / No	
If so, is it correct?	Yes / No	
Is the tamper seal intact?	Yes / No	
Is the pressure indicator arrow in the green area?	Yes / No	

FIRE STATIONS

Spot check fire stations in the zone.

Spot Check	Yes / No / NA Other Information	Comments
1. Fire station:		
Is the fire station operational?	Yes / No	
When was the last recorded monthly PMS performed?	Date:	
Is the fire station correctly labelled per COMDTINST M10360.3 (series)?	Yes / No	
Are there two spanner wrenches at the station?	Yes / No	
Are the proper number of hoses available?	Yes / No	
Are the hose hydrostatic dates within 12 months?	Yes / No	
Are the hoses stowed at least 6 inches off the deck?	Yes / No	
Does the nozzle function freely?	Yes / No	
If required, are two nozzles on station?	Yes / No / NA	
If equipped, is wye-gate aligned properly?	Yes / No / NA	
If equipped, is a hose connected to the wye-gate?	Yes / No / NA	
2. Fire station:		
Is the fire station operational?	Yes / No	
When was the last recorded monthly PMS performed?	Date:	
Is the fire station correctly labelled per COMDTINST M10360.3 (series)?	Yes / No	
Are there two spanner wrenches at the station?	Yes / No	
Are the proper number of hoses available?	Yes / No	

Spot Check	Yes / No / NA Other Information	Comments
Are the hose hydrostatic dates within 12 months?	Yes / No	
Are the hoses stowed at least 6 inches off the deck?	Yes / No	
Does the nozzle function freely?	Yes / No	
If required, are two nozzles on station?	Yes / No / NA	
If equipped, is wye-gate aligned properly?	Yes / No / NA	
If equipped, is a hose connected to the wye-gate?	Yes / No / NA	

FIXED FIRE SUPPRESSION SYSTEMS

Spot Check	Yes / No	Comments
1. FM 200/Halon 1301:		
Are white power-available lights operational?	Yes / No	
Do red and amber lamps illuminate when the test button is depressed?	Yes / No	
Are manual reset knobs on pressure switches set?	Yes / No	
Are actuation stations clear of obstructions?	Yes / No	
Is the manual bypass valve closed?	Yes / No	
2. CO2:		
Are white power-available lights operational?	Yes / No	
Do red lamps illuminate when the test button is depressed?	Yes / No	
Are manual reset knobs on pressure switches set?	Yes / No	
Are actuation stations clear of obstructions?	Yes / No	

COMPRESSED GAS CYLINDERS

Spot Check	Yes / No	Comments
Are oxygen and fuel storage racks separated as far from each other as practical?	Yes / No	
Is each cylinder individually secured in the vertical position (valve end up) by a metal collar?	Yes / No	
Are all metal collars tight?	Yes / No	
Are cylinder valve protective caps securely in place?	Yes / No	
Are protective cap threads free of tape and any type of petroleum product?	Yes / No	
Are all oxygen cylinder hydrostatic dates within 5 years?	Yes / No	

DECK DRAINS

Spot check deck drains in the zone.

Spot Check	Yes / No / NA	Comments
1. Deck drain:		
Does deck drain, if numbered, match the CCOL?	Yes / No / NA	
Is deck drain properly classified?	Yes / No	
Are there wrenches available for all drains in each compartment?	Yes / No	
Does deck drain work freely and properly?	Yes / No	
Are there four screws securing deck drain?	Yes / No / NA	
2. Deck drain:		
Does deck drain, if numbered, match the CCOL?	Yes / No / NA	
Is deck drain properly classified?	Yes / No	
Are there wrenches available for all drains in each compartment?	Yes / No	

Spot Check	Yes / No / NA	Comments
Does deck drain work freely and properly?	Yes / No	
Are there four screws securing deck drain?	Yes / No / NA	
3. Deck drain:		
Does deck drain, if numbered, match the CCOL?	Yes / No / NA	
Is deck drain properly classified?	Yes / No	
Are there wrenches available for all drains in each compartment?	Yes / No	
Does deck drain work freely and properly?	Yes / No	
Are there four screws securing deck drain?	Yes / No / NA	

BATTLE LANTERNS

Spot check battle lanterns in the zone by operating the test switch for 15 seconds. Is the rubber boot on each power switch intact? List non-operational battle lanterns:

Compartment Number	Lanterns With Discrepancies

MISCELLANEOUS FITTINGS

Spot check miscellaneous fittings for the following items:

Spot Check	Yes / No / NA	Comments
1. Casualty power terminals:		
Are the correct cables located in the compartment?	Yes / No	
Are there two wrenches present? [older “non-Viking” terminals only]	Yes / No / NA	

Spot Check	Yes / No / NA	Comments
Is there a cover on the terminal? [older “non-Viking” terminals only]	Yes / No / NA	
2. Remote operators:		
Is the remote operator in good working condition?	Yes / No	
Is the correct T-handle wrench located near the cap?	Yes / No	
Is the remote operator labeled?	Yes / No	
Is the remote operator classified?	Yes / No	
3. Sounding tubes:		
Is the correct T-handle wrench located near the cap? [for flush sounding tubes only]	Yes / No / NA	
Is the sounding tube labeled?	Yes / No	
Is the sounding tube classified?	Yes / No	
4. Air test fittings:		
Is the air test fitting labeled?	Yes / No	
Is the air test fitting classified?	Yes / No	
5. Sensors/Alarms:		
Is the installed smoke alarm in normal operating mode per the embedded status light?	Yes / No	
Is closed circuit TV camera operational and unobstructed?	Yes / No / NA	
6. Self-contained breathing apparatus (SCBA) charging station:		
Is the charging station operational?	Yes / No	
Are spare cylinders charged?	Yes / No	
7. Repair lockers:		
Are repair lockers properly stowed?	Yes / No	

FIRE HAZARDS

Inspect the compartment for alpha and bravo flammable materials:

GENERAL COMMENTS

Inspect the compartment for general stowage, safety issues, and gear adrift:

The original report is maintained by the command fire marshal and is available for review. Correct all discrepancies within five (5) days from the date of the spot check.

****CORRECT MAJOR DISCREPANCIES ON THE DAY OF THE SPOT CHECK.****

Examples of Major Discrepancies: Improperly stowed or stockpiled combustibles; inoperative/damaged or missing firefighting equipment; flooding hazards; trash, fuel, and lubricants in drip pans; inoperative/damaged alarms and indicating panels; and damaged or missing ladder rungs or handrails.

When all discrepancies have been corrected, the responsible division damage control petty officer (DCPO) completes the section below and then contacts the fire marshal for verification and compliance. The fire marshal is available to assist the divisional DCPO, if required.

Very respectfully,

Fire Marshal/Duty Fire Marshal

Date: _____

From: _____ Division Damage Control Petty Officer

To: _____ Division Officer

Via: _____ Division Chief Petty Officer

Subj: FIRE MARSHAL/DUTY FIRE MARSHAL DAILY SPOT CHECK DISCREPANCY
CORRECTIONS

1. All discrepancies have been corrected.

Very respectfully,

Division DCPO

Appendix E: Cutter/Local Fire Department Agreement (Example)

**MEMORANDUM OF AGREEMENT
BETWEEN
UNITED STATES COAST GUARD
AND
[FIRE DEPARTMENT]
REGARDING FIRE PROTECTION AND EMERGENCY SERVICES**

1. **PARTIES.** The parties to this memorandum of agreement (MOA) are the United States Coast Guard (USCG) and the [Fire Department] (collectively, the Parties).
2. **AUTHORITY.** The authority for this agreement is found in 14 U.S.C. § 141 and the Shipboard Fire Prevention and Fire Marshal Instruction, COMDTINST 9091.1 (series).
3. **PURPOSE.** The purpose of this MOA is to set forth the terms and conditions under which the [Fire Department] shall provide fire protection and emergency medical, hazardous material, and confined space rescue services to United States Coast Guard Cutter (USCGC) [Name], located at [unit's location].
4. **RESPONSIBILITIES.**

Coast Guard

- a. A designated representative of USCGC [Name] shall request fire or emergency medical equipment and personnel by telephone at [number]. If the primary telephone number is inoperative or unavailable for any reason, 911 is the alternate number.
- b. Any request for aid under this agreement shall include a description by USCGC [Name] representative of the type and nature of the fire or emergency to which response is requested, and shall specify the location to which the equipment and personnel are to be dispatched; however, the amount and type of equipment and number of personnel responding shall be determined by the [Fire Department].
- c. A designated USCGC [Name] representative shall provide an escort to meet the equipment and personnel and guide the [Fire Department] to the location where the emergency services are to be rendered.
- d. As an aid to implementing this agreement, members of the [Fire Department] will be allowed to tour USCGC [Name] and any structures for the purpose of preparing pre-fire plans. Access to the facility structures will be granted at least every 6 months for the purpose of reviewing and updating pre-fire plans. Access must be arranged in advance with the commanding officer of USCGC [Name] or his/her designated point of contact listed below.

[Fire Department]

- a. Upon receiving a call from USCGC [Name], the [Fire Department] shall dispatch fire fighting and emergency medical services equipment and personnel to USCGC [Name], as determined and directed by the [Fire Department].
- b. [Fire Department] equipment and personnel shall report to the location reported by USCGC [Name] representative, and shall be escorted by USCGC [Name] personnel to the location of the emergency.
- c. All actions of the [Fire Department] fire and rescue equipment and personnel in responding to the emergency shall be at the sole direction of the [Fire Department].
- d. All equipment used by the [Fire Department] in carrying out this agreement shall, at the time of action hereunder, be owned by and/or under the control of the [Fire Department], or shall be employed by the [Fire Department] in accordance with a Mutual Aid Agreement independent of this MOA. All personnel acting for the [Fire Department] under this MOA shall, at the time of such action, be an employee or volunteer member of the [Fire Department] or acting in accordance with an existing Mutual Aid Agreement independent of this MOA.
- e. Following all emergency responses under this MOA, the [Fire Department] shall forward a copy of the incident report in its customary format to USCGC [Name] point of contact shown below.

5. POINTS OF CONTACT. Points of contact (POCs) for each party to this MOA shall be:

For USCGC [Name]:	For the [Fire Department]:
[Name of POC]	[Name of POC]
[Title and/or position]	[Title and/or position]
[Address]	[Address]
[City, State]	[City, State]
[Phone]	[Phone]
[Fax]	[Fax]
[Email]	[Email]
[Website, if applicable]	[Website, if applicable]

6. OTHER PROVISIONS.

- a. Reimbursement to the [Fire Department] for the cost of firefighting on USCGC [Name] is governed by section 2210, title 15, United States Code (U.S.C.), and the implementing regulations set forth in title 44, part 151, of the Code of Federal Regulations (CFR). Any such claim for reimbursement for firefighting costs might also include costs associated with emergency medical services to the extent normally rendered by a fire service in connection with a fire.

- b. The USCG shall defend, indemnify, and hold its officers, employees, and agents harmless from and against any and all liability, loss, expense, or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the USCG, its officers, employees, or agents, and further, only to the extent provided by the Federal Tort Claims Act (28 U.S.C. § 2671 et seq.).
 - c. The USCG is an agency of the Federal government, and, as such, is self-insured for tort and contract liability or any other damages caused by the official activities of the U.S. Coast Guard.
 - d. The United States' liability for damage to or loss of property, personal injury, or death resulting from the official activities of the USCG shall be governed by relevant Federal statutes which might authorize a cause of action against the United States including the Federal Tort Claims Act (28 U.S.C. §§ 2671-2680), the Contract Disputes Act of 1978 (41 U.S.C. §§ 601-613), the Military Claims Act (10 U.S.C. § 2733), and the governing Federal Regulations found at 33 CFR part 25.
 - e. No agency relationship is created. [Fire Department] employees shall not be deemed Federal officers, or employees of the Federal government as defined and provided for in title 5, United States Code for any purposes. No employee of the [Fire Department] shall be deemed to be a Federal employee for the purposes of any law or regulation administered by the office of personnel management, nor shall any such [Fire Department] employee be entitled to any additional pay, allowance, or inducement from the Federal government. Nothing in this provision creates any employment status or requires the United States to provide any employment or disability benefits payable to any [Fire Department] employee.
 - f. Nothing in this agreement is intended to conflict with current law or regulation or the directives of the USCG or Department of Homeland Security or the [Fire Department]. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.
7. **EFFECTIVE DATE.** The terms of this agreement become effective upon the signature of the Parties.
8. **MODIFICATION.** This MOA can be modified by a written agreement signed by both original signatories, or their successors in office.
9. **TERMINATION.** This MOA can be terminated upon 30 days written notice by either party.

APPROVED BY:

UNITED STATES COAST GUARD

[FIRE DEPARTMENT]

[Name, Rank]
[Title and/or position, USCGC [Name]]

[Name]
[Title and/or position, Fire Department]

Date: _____

Date: _____

NOTE:

Typically, the original MOA remains with the cutter since the Coast Guard is the party requesting the MOA be entered into. However, the Fire Department should have a signed copy and a signed copy should also be provided to the cutter's servicing legal office.