

Department of
Homeland Security
**United States
Coast Guard**



FIRE SAFETY, PREVENTION AND EMERGENCY RESPONSE SERVICES

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Subj: FIRE SAFETY, PREVENTION AND EMERGENCY RESPONSE SERVICES
MANUAL

- Ref: (a) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
- (b) Naval Engineering Manual, COMDTINST M9000.6 (series)
- (c) Marine Safety Manual, Volume VI, Ports and Waterways Activities, COMDTINST M16000.11 (series)
- (d) U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue (IAMSAR) National SAR Manual, COMDTINST M16130.2 (series)
- (e) Civil Engineering Manual, COMDTINST M11000.11 (series)
- (f) Shore Facility Emergency Action Plans, COMDTINST M5100.49 (series)
- (g) Code of Federal Regulations, 29 CFR 1915, Subpart P
- (h) Code of Federal Regulations, 29 CFR 1910.146
- (i) Life Safety Code, NFPA 101
- (j) Fire Code, NFPA 1
- (k) Liquefied Petroleum Gas Code, NFPA 58
- (l) National Fire Alarm and Signaling Code, NFPA 72
- (m) Management Guide for Refrigerants, Coolants and Fire Suppressants, COMDTPUB P6280.3
- (n) Standard for the Installation of Standpipe and Hose Systems, NFPA 14
- (o) Standard for Portable Fire Extinguishers, NFPA 10
- (p) Standard for Airport Fire Fighter Professional Qualifications, NFPA 1003
- (q) Department of Defense Fire and Emergency Services Program, DODI 6055.6 (series)
- (r) Standard on Industrial Fire Brigades, NFPA 600
- (s) Code of Federal Regulations, 29 CFR 1910.156
- (t) Emergency Medical Services Manual, COMDTINST M16135.4 (series)
- (u) Standard on Fire Department Occupational Safety and Health Program, NFPA 1500

DISTRIBUTION-SDL No. 160

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NON-STANDARD DISTRIBUTION: None

- (v) Standard for Health-Related Fitness for Fire Department Members, NFPA 1583
- (w) Standard on Comprehensive Occupational Medical Program for Fire Departments, NFPA 1582
- (x) Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments, NFPA 1710
- (y) Code of Federal Regulations, 29 CFR 1960
- (z) Standard on Live Fire Training Evolutions, NFPA 1403
- (aa) Standard for Automotive Fire Apparatus, NFPA 1901
- (bb) Standard for Aircraft Rescue and Fire Fighting Vehicles, NFPA 414
- (cc) Motor Vehicle Manual, COMDTINST M11240.9 (series)

1. PURPOSE. This Manual establishes Coast Guard-wide policy for fire prevention, protection, suppression, fire safety risk management and emergency response services as an element of the overall Coast Guard Safety and Environmental Health Program. These guidelines establish requirements for unit fire prevention, protection and operational parameters for Coast Guard fire departments and fire brigades.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with provisions of this Manual. Internet release authorized.
3. DIRECTIVES AFFECTED. Chapter 9 of reference (a), the Safety and Environmental Health Manual, COMDTINST M5100.47 (series), is hereby canceled.
4. REQUEST FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: Commandant (CG-113), U. S. Coast Guard, 2100 2nd Street S.W., Mail Stop 7902, Room JR 09-0221, Washington, D.C. 20593-7902.
5. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been evaluated for potential records management impacts. The development of this Manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S. C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial changes to existing management requirements.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE #33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M6475.1 (series).

Because this Manual contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard Categorical exclusion #33 is appropriate.

- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial changes to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating the the environment. All suture specific actions resulting from the general policies in the Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Manual.

- 7. FORMS/REPORTS. None.

M. K. DOLLYMORE /s/
Rear Admiral, U.S. Public Health Service
Director of Health, Safety and Work-Life
United States Coast Guard

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CHAPTER 1. POLICY AND GUIDELINES

- A. POLICY. It is the Commandant's policy that the Coast Guard shall actively strive for an environment safe from fire. Coast Guard personnel and employees shall not actively engage in structural fire fighting. The only exceptions to this policy are: trained individuals whose primary duty is fire fighting; isolated units with personnel trained to the standards of fire brigades defined by the National Fire Protection Association (NFPA) and the Occupational Safety and Health Administration (OSHA); to save a life; or in instances where a fire is in the early (incipient) stage and can be extinguished using a single portable fire extinguisher. This policy will enhance mission readiness by protecting Coast Guard personnel and property from fire loss.
- B. DEVIATIONS AND VARIANCES. Commandant (CG-11) is the sole authorizing agent for any deviation or variance from this Manual.
- C. SCOPE.
1. This Manual applies to all Coast Guard personnel when not aboard vessels or aircraft and to government owned, used or leased property ashore located on or off government property. Where multiple Coast Guard units are collocated, the host command will be responsible for a facility wide fire prevention program.
 2. This Manual does not apply to internal fire protection requirements aboard Coast Guard vessels or activities performed under the purview of Captains of the Port. Guidance for fighting fires aboard Coast Guard cutters and Coast Guard boats is contained in reference (b). Guidance for fighting fires aboard non-Coast Guard vessels is contained in reference (c) and (d).
 3. Coast Guard units having active Coast Guard fire departments where cutters are homeported, or where other government or private vessels are docked, shall support fire suppression services for the cutters and boats when they are in port.
- D. AUTHORITIES. The principal authorities governing Fire Safety and Emergency Response Programs are:
1. Occupational Safety and Health Act of 1970 (29 U.S.C. § 651 et seq.);
 2. The Fire Prevention and Control Act of 1974, as amended (15 U.S.C. § 2100 et seq.);
 3. National Fire Protection Association, National Fire Codes.
- E. PROGRAM ELEMENTS.
1. The Coast Guard seeks to minimize risks to personnel and property from fire by:

- a. Establishing operational risk management guidelines that are used to identify and control fire risks.
 - b. Requiring units to develop, implement, and maintain a written Fire Prevention Plan which includes fire safety practices, procedures, and periodic fire drills.
 - c. Installing and maintaining fire detection and alerting systems, automatic suppression systems and portable fire suppression equipment where required by National Fire Codes and this Manual.
 - d. Developing a fire safety training program to provide personnel periodic training on the use of portable suppression equipment and emergency procedures.
 - e. Providing fire departments, in accordance with NFPA standards, this instruction and other applicable regulations, references and directives at facilities where personnel and property risks warrant properly trained and equipped fire and emergency response services.
 - f. Coast Guard personnel ashore shall limit active engagement in fire fighting except for:
 - (1) Properly trained and equipped individuals whose primary duty is fire fighting;
 - (2) Properly trained and equipped members of a Fire Brigade (meeting NFPA and OSHA requirements);
 - (3) Instances where a fire is in the early stages and can be extinguished using a single portable fire extinguisher, while concurrently contacting local emergency personnel; and
 - (4) Life saving purposes, while concurrently contacting local emergency personnel.
 - g. Establishing alternative facilities or protected areas within a facility at remotely isolated shore unit locations where there is no mutual aid support from municipalities or federal facilities to provide a means of safe refuge until personnel can be evacuated by rescue personnel. Alternative safe refuge facilities shall be incorporated into facility engineering design and support funding. These facilities shall be fire rated and equipped to be capable of sustaining personnel with food, water, sanitary facilities, HVAC, communications and electrical power for one week.
2. Standards. The National Fire Codes published by the National Fire Protection Association (NFPA) are consensus standards that are widely accepted as good management/best management practices (GMPs/BMPs) for safety of personnel and protection of property. Compliance with applicable NFPA standards is required wherever practicable. In the case of structures, systems, facilities, vehicles, and equipment, the standard in effect at the time of purchase, manufacture, construction or

major renovation will be the applicable version, unless otherwise noted. In the event of a conflict between NFPA standards, laws, federal regulations, and published Coast Guard standards and regulations the most stringent applicable standard/code shall take precedence.

- F. RESPONSIBILITIES. All Coast Guard members are responsible for safeguarding themselves, their families, fellow members and, as limited by this Manual, the government property entrusted to them, from fire.
1. Headquarters Responsibilities.
 - a. Director of Health, Safety and Work-Life, (CG-11). Commandant (CG-11) is the support program director for safety and environmental health and is responsible for developing, promulgating, and managing a Coast Guard-wide fire safety program.
 - b. Office of Safety and Environmental Health, (CG-113). Commandant (CG-113), under the general guidance of Commandant (CG-11), is the support program manager for fire safety, including fire prevention, fire suppression and emergency response services. Commandant (CG-113) is responsible for establishing and promulgating fire safety emergency response policies, instructions, and standards for shore facilities. Commandant (CG-113) will constitute the Authority Having Jurisdiction (AHJ) for the Coast Guard for approving fire prevention equipment, procedures, interpreting and waiving provisions of fire safety standards unless delegated to the Coast Guard Fire Chiefs. Commandant (CG-113) is responsible for approving waivers to the provisions of this Manual.
 - (1) Waivers are deviations from minimum requirements that may be requested by Commanding Officers or Officers-in-Charge when compliance with fire protection requirements cannot be met due to equipment/system failure. Requests for waivers will state the specific purpose and required duration of the waiver and shall be supported by a thorough risk analysis indicating interim procedures to provide protection from fire hazards. At locations served by a Coast Guard fire department, the fire chief may approve waivers as the AHJ, after concurrence by the Commanding Officer, Shore Infrastructure Logistics Center (SILC) and Commandant (CG-113). The Health, Safety and Work-Life Service Center (HSWL SC) shall evaluate and approve waiver requests at units without Coast Guard fire departments. A formal interim corrective action plan shall be documented in writing with a copy of the waiver forwarded to Commandant (CG-113).
 - (2) Commandant (CG-113) will designate a Coast Guard Fire Marshal who shall be the senior policy and technical manager for shore unit fire safety and emergency response operations. The Coast Guard Fire Marshal shall be considered the Chief of the Coast Guard Fire Service and is the central point of contact for all fire safety matters affecting Coast Guard shore facilities and a principal consultant for vessel and aviation fire safety upon request. The Coast Guard Fire Marshal will

act as the Coast Guard's liaison with federal, national and local agencies on matters of fire suppression and safety. He/she will coordinate or conduct periodic fire department operational assessments, and fire causal investigations when deemed necessary.

- c. Office of Civil Engineering, (CG-43). Commandant (CG-43) is the support program director for facilities and is responsible for managing, staffing, housing and equipping structural fire departments.
 - d. Office of Naval Engineering, (CG-45). Commandant (CG-45) shall provide support for the Coast Guard Shipyard fire department.
 - e. Assistant Commandant for Marine Safety, Security, Stewardship, (CG-5). Commandant (CG-5) shall ensure that all applicable training plans, course outlines, training manuals, and like documents contain acceptable fire safety procedures and practices. Further, in conjunction with Commandant (CG-4), Assistant Commandant for Engineering and Logistics, ensure that physical plants and equipment used in training meet or exceed all applicable fire safety standards.
 - f. Assistant Commandant for Marine Safety, Security, Stewardship, Commandant (CG-5) and Assistant Commandant for Engineering and Logistics (CG-4). Commandant (CG-4) and (CG-5) shall ensure that all relevant plans, programs, operations, facilities, and equipment meet the requirements of this and nationally recognized standards of good practice.
 - g. Assistant Commandant for Acquisitions, (CG-9). Commandant (CG-9) shall ensure that all procurements for commodities, systems, and equipment have been reviewed by the originator for compliance with the standards referenced in this Manual.
2. Field Responsibilities.
- a. Health, Safety and Work-Life Service Center (HSWL SC). HSWL SC is responsible for providing the necessary support and technical assistance for the development and implementation of an effective fire safety and emergency response program at all shore units such as the Shore Infrastructure Logistics Center (SILC), Training Centers, Air Stations, Boat Stations, Sectors and various other Area, District, Headquarters and HSWL SC units located within their area of responsibility. This includes, but is not limited to:
 - (1) Ensuring that units develop and implement fire safety programs focusing on the:
 - a. Identification and control of fire hazards.
 - b. Proper procedures for the protection of building occupants.
 - c. Proper use and storage and disposal of flammable and combustible materials.

- d. Utilization of appropriate fire suppression and firefighting equipment when provided.
 - e. Ensure appropriate fire extinguishers are properly placed and inspected, and that personnel are trained.
 - f. Training of appropriate personnel in fire suppression/fire fighting, fire prevention/inspection.
 - g. Proper maintenance and testing of fixed fire detection and suppression systems within their facilities.
- (2) Reviewing employee notices of fire hazards, investigating those notices as necessary and ensuring fire hazards are entered into the Hazardous Condition Management System (HCMS) or HSWL SC approved unit level tracking system and is tracked until abated. (Hazardous Condition Notifications (HCNs) generated around Fire Department operations and facilities are incorporated into the risk assessment survey of the parent command).
- (3) Evaluating unit monitoring of risks associated with known fire hazards.
- (4) Including fire safety in the unit safety and environmental health risk assessment surveys as required in Chapter 1 of reference (a).
- (5) At units with fire departments, auditing the operation and administration of the department using the applicable safety and environmental health checklists and reporting the results directly to Commandant (CG-113).
- (6) Ensuring that engineering plans, designs, construction projects and self-help projects originating through the Coast Guard's Shore Infrastructure Logistics Center (SILC), SILC field units, and unit Facility Engineering Departments are reviewed and are in compliance with relevant standards promulgated by the Occupational Safety and Health Administration (OSHA) regulations, National Fire Protection Association National Fire Codes, national model building codes, and reference (e).
- (7) Investigating mishaps involving fires as directed by Commandant (CG-113).
- (8) Providing or coordinating appropriate fire safety, prevention and suppression and emergency response training support to fire department, fire brigade, fire warden and similar emergency response personnel.
- b. Unit Commanding Officers/Officers-in-Charge are responsible for managing fire risks and complying with the requirements of this Manual to include:

- (1) Developing facility emergency fire action plans and fire evacuation diagrams to include provisions of Chapter 2-A of this Manual.
- (2) Developing and issuing fire safety instructions.
- (3) Ensuring workplace inspections, as outlined in Chapter 1-F-3-a of reference (a), include fire safety.
- (4) Ensuring applicable fire related sections of this Manual are implemented.
- (5) Conducting fire prevention awareness campaigns and providing fire prevention awareness training.
- (6) Ensuring installed fire detection and suppression systems are properly inspected, maintained and tested by a qualified individual in accordance with National Fire Protection Association (NFPA) standards.
- (7) Smoking areas shall be designated in writing by the Commanding Officer/Officer-in-Charge and shall be strictly limited to these designated areas which are outfitted with approved receptacles for the collection of smoking debris. Designated smoking areas shall be located 50 feet from building entrances, exits and combustible materials such as wood decks, attached to buildings and wood mulched and grassed areas.

G. MUTUAL AID AGREEMENTS. Mutual Aid Agreements and Memoranda of Agreement provide for reciprocal fire and emergency service support between the Coast Guard and one or more non-Coast Guard fire fighting organizations. Federal law allows government agency fire fighting organizations to enter into such agreements. Mutual aid agreements are usually beneficial to all parties because they allow for a virtual expansion of available fire and emergency service resources at little or no cost and are, therefore, encouraged for all Coast Guard units. A written Memorandum of Agreement covering the obligations and the extent of authorized action of each of the parties is an essential element of a mutual aid agreement. Each party shall outline in the Agreement compensation/reimbursement that is not covered due to loss, damage, personnel injury, or death occurring as a result of the performance of such Agreement. A sample Memorandum of Agreement is provided as enclosure (2).

H. ANNUAL FIRE DEPARTMENT DATA CALL AND COAST GUARD WIDE AWARDS. Each command having responsibility for an organized fire department shall submit a detailed report using the DOD awards program criteria by 31 March of each year when submitting for an award. This data call shall include at least one nomination for each of the applicable categories and should highlight major accomplishments and/or initiatives which support the Coast Guard's core values. Commandant (CG-43) and (CG-113) will review and select an award winner from each category. Award winners will be nationally recognized at the annual DOD Fire Chief's Training Workshop and will represent the Coast Guard in the DOD Fire and Emergency Services annual award competition.

CHAPTER 2. RISK MANAGEMENT

- A. INTRODUCTION. All units shall implement a fire risk management program appropriate for the fire risks identified at their unit. Implementation of the program shall be performed by the responsible Coast Guard fire department, Unit Safety Coordinator or a designated unit Fire Warden.
- B. PROGRAM ELEMENTS. Fire risk management programs shall be comprised, at a minimum, of the following elements and/or actions:
1. Facility Emergency Action Plans (FEAP). Each unit shall develop and implement a Facility Emergency Action Plan (FEAP) per reference (f) that includes a fire action plan. The FEAP shall provide essential immediate information for responding to emergencies, including fire, medical, severe weather, flooding, loss of utilities, bomb threats, chemical and any other reasonably possible emergency. All personnel shall be familiar with the contents of the FEAP.
 2. Fire Evacuation Diagram. Each unit shall post a fire evacuation route diagram at all strategic locations (exit corridors, stairwells, and berthing areas/rooms if applicable). Evacuation diagrams shall contain the following information:
 - a. Telephone numbers and procedures for reporting a fire.
 - b. Address and/or building number of the structure in which posted.
 - c. Floor plan depicting two evacuation routes and the locations of nearest telephone, manual fire alarm pull stations, fire extinguishers and first aid equipment.
 3. Notification of Fire. The following actions shall be taken upon discovering a fire:
 - a. Individuals discovering a fire shall initiate the alarm, warn the building occupants, evacuate the facility, notify the operations center, fire department and appropriate agency and guide emergency responders to the scene of the fire.
 - b. All fires shall be reported, regardless of the size or nature, including those that have been extinguished. Fire incidents shall be entered into the Coast Guard e-mishap system.
 - c. Once the facility has been evacuated, no person shall reenter the facility until approval has been given by the Fire Department Official in Charge.
 4. Fire Inspections. All shore facilities shall conduct fire safety inspections to identify fire hazards and initiate measures to reduce fire risks. Units shall determine the frequency of fire inspections, specifically addressing high hazard areas as follows:

- a. Annual Fire Safety Inspection and Prevention Program. All shore units shall develop and implement an annual fire inspection and prevention program. The program shall be performed as part of the annual unit safety inspection using the Unit Safety Assessment Tool (USAT).
- b. Routine Unit Fire Inspections. The following fire prevention inspections shall be conducted and documented by the Fire Prevention Officer, Fire Warden, Building Manager, Unit Safety Coordinator or other designated qualified unit personnel.
 - (1) Weekly. Visual inspections shall be conducted in hazardous occupancies or areas where the fire loading or routine activities present a high risk to life, safety, or severe fire potential. These include industrial areas, refueling areas, aircraft maintenance facilities, ship overhaul facilities, and major construction and renovation projects.
 - (2) Monthly. Monthly inspections shall be conducted in barracks; dormitories; maintenance, transportation and recreation areas; ship building, breaking and repair facilities; ordnance and flammable gases and liquids storage; welding; health care facilities; dependent schools; child daycare centers; automated data processing and communication equipment facilities; and commissaries.
 - (3) Quarterly. Quarterly inspections shall be conducted of common areas including multi-family housing, administration, adult schools, and all other structures, including mobile facilities that are not inspected weekly or monthly, except buildings containing low hazard contents and single family housing.
 - (4) Annually. Annual inspections shall be conducted in low hazard buildings and single family housing (including privately owned and government owned mobile homes on Coast Guard property).
5. Emergency Evacuation/Fire Drills. Emergency evacuation/fire drills, including post evacuation musters, shall be conducted and documented in all structures. Normally a Fire Officer, Fire Warden or Unit Safety Coordinator shall observe fire evacuation drills. Minimum evacuation drill frequency is as follows:
 - a. In industrial buildings and in structures in which personnel are quartered, excluding family housing, drills shall be conducted semi-annually.
 - b. In child development centers, drills shall be conducted monthly.
 - c. In all other buildings, drills shall be conducted as often as the Commanding Officer/Officer-in-Charge deems necessary, but at a minimum of once every 12 months.
6. Training. All personnel shall receive training necessary to ensure familiarity with the unit FEAP/Fire Action Plan; the use of any fire fighting equipment they are expected to

use, such as portable fire extinguishers; evacuation and mustering procedures; and Coast Guard policy on who may fight fires ashore. Training shall be coordinated through the Unit Safety Coordinator. Training resources, such as training aids and videos, may be available through the HSWL SC web site and the video lending library.

7. Public Fire Prevention Education Promotion. Public fire prevention education programs shall be developed to inform and motivate Coast Guard personnel and dependents who reside or work on Coast Guard facilities as to their individual responsibilities in fire prevention. Fire prevention and/or safety materials may be an authorized expenditure of funds in promoting fire prevention and safety awareness as a part of the public fire education program. Units should contact their procurement/contracting officer for guidance on authorized material purchases.
8. Pre-fire Planning. At units without Coast Guard fire departments, the local agency or volunteer organization having responsibility for fire protection in the jurisdiction where the unit's buildings and housing are located shall be invited to prepare and biennially review a pre-fire plan for the unit's structures in accordance with Public Law 102-522, the Fire Identification Standardization Act of 1992. The local agency or volunteer organization shall be granted access to all structures, consistent with national security concerns, to facilitate the pre-fire plan preparation and review. If such agency or organization declines an invitation to prepare and review pre-fire plans, such action shall be documented in a memorandum for the record and retained at the unit.
9. Hot Work. All Coast Guard units shall establish a written hot work program consisting of the following procedures:
 - a. Before welding and/or cutting is permitted for Coast Guard operations, other than designated shops on Coast Guard facilities, the area shall be inspected by a Fire Inspector, Unit Safety Coordinator, Fire Warden or Competent Person responsible for authorizing cutting and welding or other hot work operations. Hot work permits shall be issued daily for each work site where hot work is to be performed.
 - b. Determine if area where work is to be performed involves a confined space and requires testing under requirements of references (a), (g) and (h).
 - c. Establish designated precautions to be followed and issue a written hot work permit granting authorization to proceed, indicating limitations on work operations and times.
 - d. Require one or more fire watch personnel be assigned with ABC fire extinguishers if conditions warrant.
10. Fire Watches. Fire watches shall be required whenever hot work involving open flame, spark or heat producing work such as welding, cutting, brazing or grinding is performed in the presence of combustible materials or flammable liquids and residues.

- a. Fire Watch personnel shall be trained to identify potential hazards (e.g., smoldering materials, cutting slag, etc.) from hot work operations. Multiple fire watches shall be required when hot work may transmit fire hazards to adjoining spaces, connecting decks, overhead or bulkhead; fire watches shall be provided on both sides of the hot deck, overhead or bulkhead.
 - b. Fire watches shall be equipped with and trained in the use of personal protective equipment (PPE) as required for the operation being conducted (e.g., goggles or helmet, NIOSH-approved respirators and fire-retardant clothing) and fire extinguishing equipment.
 - c. Fire watches shall be trained on the proper selection and use of fire extinguishers and emergency alarm signals to alert employees. Fire extinguishing equipment shall be provided which is suitable for the nature of the operation being conducted and the amount of flammable/combustible material present.
 - d. Fire watches must remain on site with their extinguishing equipment at least 30 minutes after completion of hot work or until the hot work area is cool to the touch, in order to detect and extinguish smoldering fires.
11. General Fire Safety and Housekeeping. General fire safety and good housekeeping conditions shall be maintained at all times. Each unit shall follow general fire safety and housekeeping practices to reduce the potential fires and life safety hazards. Fire safety and housekeeping practices shall include, but are not limited to, the following (also see references (i) and (j)):
- a. Fire exits shall be kept accessible, properly identified and illuminated at all times.
 - b. Smoking areas shall be designated in writing by the Commanding Officer/Officer in Charge and shall be strictly limited to these designated areas which are outfitted with approved receptacles for the collection of smoking debris. Designated smoking areas shall be located a sufficient distance away, approximately 50 feet, from building entrances, exits and combustible materials such as wood decks attached to buildings, and wood mulched and grassed areas.
 - c. All sources of ignition shall be prohibited in areas where flammable and combustible liquids are stored, handled and/or processed. Appropriate “NO SMOKING, MATCHES, or OPEN FLAME” signs shall be posted in all such areas as required.
 - d. Flammable and combustible liquids shall not be used in areas where open flames or heating devices are present and shall be properly stored in approved lockers at the end of the workday. Flammable and combustible liquids shall not be stored in areas used for exits, stairways or safe passage of people.
 - e. A good housekeeping program that provides for the prompt removal and disposal of accumulations of combustible scrap and debris shall be implemented at the unit. To

- prevent spontaneous combustion fires, self closing metal safety containers shall be used to collect waste saturated with flammable or combustible liquids or soiled shop rags. Only non-combustible or UL-labeled fire safe nonmetallic containers may be used to dispose of such waste and rubbish. Trash receptacles located in shop or industrial areas shall be emptied when they are full or near full to avoid over-accumulation or spillage of combustible materials. Containers accumulating waste saturated with flammable or combustible liquids shall be emptied at the end of each workday in accordance with applicable hazardous waste management regulations.
- f. The burning of candles or incense within berthing rooms and in Coast Guard facilities is prohibited.
 - g. Fire-rated doors located in a means of egress shall not be blocked in the open position. However, doors equipped with an automatic release mechanism connected to the building smoke detection system may remain open. Release mechanisms for these doors shall be tested during building fire detection system tests.
 - h. Fire sprinkler heads shall not be painted or obstructed. Materials shall not be stored within 18 inches of a sprinkler head or within 36 inches in hazardous material storage areas. No materials shall be hung from sprinkler heads.
 - i. Electrical disconnect cabinets shall be properly labeled as to the circuits controlled. The working space in front of electrical equipment may not be fewer than 30 inches and shall not be used for storage.
 - j. Portable fire extinguishers and fire alarm pull stations shall be identified as to their location and have unobstructed visibility.
 - k. Measures shall be taken to control the growth of tall grass, brush and weeds adjacent to facilities. A break between facilities and such growth of at least three feet (0.9 meters) shall be maintained around all facilities.
 - l. Storage, handling, installation and use of liquefied petroleum (LP)-gases shall be in accordance with reference (k).

CHAPTER 3. SHORE FACILITIES: FIRE DETECTION, ALARM, AND SUPPRESSION SYSTEMS

- A. INTRODUCTION. Coast Guard shore facilities shall be protected by fire detection, alarm and suppression systems as required by NFPA standards, OSHA regulations and reference (e). Fire systems will be installed in accordance with NFPA standards. Fixed installed systems shall be maintained in an operable condition at all times in accordance with NFPA standards. Systems shall not be disabled other than during times of maintenance, unless disabled by properly trained fire department personnel or a fire alarm electrician. When these systems are disabled, a fire watch shall be posted by the occupant. Fire systems shall be inspected and tested annually or more frequently as required by NFPA standards. Maintenance and testing shall be performed by personnel meeting NFPA certification requirements.
- B. DETECTION AND ALARM SYSTEMS.
1. Smoke Detectors/Carbon Monoxide (CO) Detectors. The Federal Fire Prevention Control Act of 1974 (FFPCA), as amended by the Fire Administration Authorization Act of 1992, Public Law 102-522, requires permanently wired, AC powered smoke detector systems for all housing and buildings with sleeping areas for personnel. This requirement includes new Coast Guard-owned property and property to be leased by the Coast Guard. Hard-wired smoke detectors are required with battery backup in all Coast Guard housing. Installation, testing and maintenance of smoke detectors and carbon monoxide detectors shall be conducted in accordance with manufacturers' recommendations.
 2. Typical Carbon Monoxide (CO) Sources. There is the potential for creation of carbon monoxide and for carbon monoxide poisoning when any combustion source is not properly vented, installed, operated, and maintained. The following are some typical sources of CO:
 - a. Hot Air Furnace – oil or gas fired.
 - b. Hot Water Boiler – oil or gas fired.
 - c. Hot Water Heater – oil or gas fired.
 - d. Clothes Dryer – gas fired.
 - e. Kitchen Ranges and Ovens – gas fired.
 - f. Fireplaces and Wood Stoves – including gas logs, coal, cord wood, and wood-pellet fueled.
 - g. Kerosene Space Heaters – radiant or convection type, home or shop usage.
 - h. Engines - gasoline and diesel, including yard equipment, electric generators, sports equipment.
 - i. Outside Air Intakes - located near operating gasoline or diesel engines, stationary or mobile.
 3. Installation and Signal Transmission. Fire detection and alarm systems installed within Coast Guard facilities shall be in compliance with reference (l) and transmit to a central station service station or central center (off-base), Coast Guard fire department, local

municipal fire department or a continuously staffed watch station (e.g., operations center, etc.).

C. FIXED FIRE SUPPRESSION SYSTEMS.

1. Residential Automatic Sprinkler Systems. Residential sprinklers systems shall be provided in newly acquired/built housing with three or more housing units under one roof, in accordance with the Fire Administration Authorization Act of 1992, Public Law 102-522.
2. Non-Mission Critical Fixed Halon Systems. Replacement of all non-mission critical fixed Halon fire systems, including total flooding systems, shall be with non-Halon extinguishing agents. The replacement shall be on an attrition basis as per reference (m).
3. Fixed Fire Suppression Systems. Fixed fire protection system designs shall be reviewed by a Fire Protection Engineer and shall be installed in new construction and renovation projects and existing systems maintained in accordance with reference (e) and NFPA standards.
4. Standpipe Hand Hose Line Systems. Hand hose line systems shall only be installed in Coast Guard shore facilities where an active Coast Guard fire brigade exists. Only trained fire brigade members shall use hand hose line systems. Where installed, standpipe hand hose line systems shall be tested, inspected and maintained in accordance with reference (n) standards.
5. Carbon Dioxide (CO₂) Hose Reel Systems. CO₂ hose reel extinguishing systems shall be removed from all Coast Guard shore facilities unless the unit has a trained fire brigade in accordance with Chapter 4 of this Manual.
6. Maintenance. Inspection, testing and maintenance of fire detection/alarms, automatic sprinkler systems and other fixed fire protection systems shall be conducted only by personnel qualified in accordance with applicable NFPA standards.

D. PORTABLE FIRE SUPPRESSION EQUIPMENT. Portable fire extinguishing equipment shall be provided in all Coast Guard facilities for the specific fire hazards involved. Portable extinguishers shall be placed in accordance with Table 3-A below.

1. Portable fire extinguishers shall be inspected monthly and a record of inspection maintained. Damaged, corroded or defective extinguishers shall be removed from service, repaired, and/or replaced with an equally rated extinguisher.
2. Extinguishers shall be tested and serviced by personnel qualified in accordance with reference (o).

3. Halon 1211 portable fire extinguishers shall be replaced with an approved agent extinguisher when the extinguisher fails, is used, or requires hydrostatic testing. Portable Halon fire extinguishers shall not be used for training.

**Table 3-A
PORTABLE FIRE EXTINGUISHER DISTRIBUTION**

Occupancy type	Location or travel distance (ft)	Extinguisher type and size	Per ft²
Family quarters	In Kitchen Areas In Garage Areas	One 2A-10 BC One 2A-10 BC	n/a
Hangers	50	One 4A-40 BC	1500
Shops, industrial areas w/o bulk flammable liquids	50	One 2A-10 BC	1500
Shops, industrial areas with bulk flammable liquids or flammable/combustible processes	50	One 4A-40 BC	1500
Storage facilities w/o flammables	75	One 2A-10 BC	3000
Storage facilities with bulk flammables	50	One 4A-40 BC	1500
Mercantile or general business	75	One 2A-10 BC	3000
Hospitals and clinics	75	One 2A-10 BC	3000
Barracks, hotels, motels	75	One 2A-10 BC	3000
Assembly	75	One 2A-10 BC	3000
Education	75	One 2A-10 BC	3000
Daycare	50	One 2A-10 BC	1500
Mooring docks	75	One 4A-40 BC	n/a

Note: Extinguisher placement should be placed near exits then evenly spaced throughout within the travel distance guidelines. The number of extinguishers must meet both square footage and travel distance requirements.

CHAPTER 4. ORGANIZED FIRE DEPARTMENTS, FIRE BRIGADES AND AIRCRAFT RESCUE AND FIRE FIGHTING CREWS

- A. INTRODUCTION. Organized, trained and equipped fire suppression forces shall be available to certain shore facilities in accordance with the following sections. Existing Coast Guard fire departments, aircraft rescue and fire fighting crews (ARFF) and fire brigades, shall provide fire protection. When there are no established Coast Guard fire departments, ARFF crews or fire brigades, these services may be provided by other fire fighting organizations under obligation to respond as a result of jurisdictional responsibilities, mutual aid agreements or contractual obligations, or by combined responses from Coast Guard fire departments and other organizations. Response assets of fire fighting organizations shall not count toward the minimum requirement unless they meet the apparatus, response time, staffing and training requirements set forth in this Chapter. These criteria shall be used only to determine the minimum level of fire protection required for Coast Guard installations. Staffing, equipping, training and operating Coast Guard fire service fire departments shall be in accordance with this Manual.
- B. COMMAND SUPPORT. Organized fire departments shall work directly for the unit Executive Officer, Facilities Officer or Emergency Services Division who reports to the Commanding Officer at the division level and be a member of the command Safety Committee. Commanding Officers at units with fire departments, fire brigades or aircraft rescue and fire fighting crews, shall properly support fire safety, prevention and response services through operational funding, manning and training in accordance with the appropriate sections of this Manual and other applicable directives.
1. Funding. Units with fire departments, fire brigades or ARFF crews shall have an operating budget and shall be funded by the command to ensure procurement and replacement of fire fighting support equipment, materials, and supplies necessary to perform fire safety, fire suppression and prevention missions and emergency response operations. Commandant (CG-43) is responsible to centrally manage a program to fund and replace fire apparatus at Coast Guard fire departments.
 2. Staffing. Units with organized fire services shall support staffing in accordance with Tables 5-A and 5-B of this Manual. In addition to these tables, each fire department shall have of no fewer than one GS-081 Fire Chief and one Deputy Chief or at least two Assistant Fire Chiefs. Secondary structural, ARFF and wild land apparatus may be cross-staffed, allowing fire fighters to respond to a structural, ARFF and wild land emergency (but not more than one at a time) while still maintaining initial primary ARFF and structural coverage. A Company Officer qualified to act as incident commander and coordinate the actions of several companies at once shall be available to respond within nine (9) minutes to all structural fires, HAZMAT incidents or other emergency response operations and within three (3) minutes to ARFF incidents. Personnel may be full-time, on-call, volunteer or any mix of the above, as long as they satisfy the response time and qualifications specified elsewhere in these criteria. Availability of volunteer and on-call fire fighters shall be documented with records of previous responses. Engines, rescue vehicles, Emergency Medical Service (EMS) units and other special purpose vehicles

may share staffing so long as the minimum response capability in Table 5-A is available in instances where no other responses are in progress.

- C. TRAINING AND CERTIFICATION. Units with structural fire departments, fire brigades and aircraft rescue and fire fighting crews shall ensure fire protection personnel are properly trained to the requirements of this Chapter. Training may include that provided by in-house, qualified and certified staff, on-line coursework, bringing qualified trainers to units or sending personnel to outside training facilities. Fire fighters assigned to Coast Guard fire departments shall be certified for their assigned duties in accordance with Table 4-A of this Manual. Fixed and rotary-wing ARFF personnel shall be trained in accordance with reference (p) on aircraft rescue and fire fighting. All personnel shall be thoroughly familiar with operating procedures of their departments and trained to operate apparatus, appliances and equipment with which they respond. Within two years of the promulgation date of this Manual, all full-time fire fighting personnel, with the exception of entry-level fire fighters, shall hold certifications from the Department of Defense Fire and Emergency Services Certification Program (DOD FESCP) or equivalent NFPA training qualifications for their primary duties in accordance with Table 4-A of this Manual. The DOD FESCP provides a flexible, cost effective means to train and certify fire fighters for increasing responsibilities. This program is accredited through the International Fire Service Accreditation Congress (IFSAC), allowing certifications to be recognized throughout the fire services. Much of the training can be conducted in-house through Career Development Courses, and certifications may also be obtained through the (now concluded) grandfathering process, attending the DOD Fire Academy, or by obtaining reciprocity certification for courses attended elsewhere. Reference (q) describes the procedures for obtaining DOD FESCP certifications. To protect this vital accreditation, all Coast Guard fire service personnel must strictly adhere to the procedures and requirements of the program as described in its manuals and directives. The Fire Chief of each department shall be personally responsible for ensuring compliance with program procedures and protecting the integrity of the program from compromise. In addition to Table 4-A, fire department personnel supporting wild land fire fighting operations shall also complete the National Wildfire Coordinating Group (NWCG) Crosswalk certification program.

Table 4-A
Certification Requirements for
U. S. Coast Guard Fire Fighters

Position	Certification Levels ¹
Fire fighter (GS-3, 4 and 5) ^{2,3}	EMT-Basic Life Support Fire fighter I & II Airport Fire Fighter ⁴ Hazmat Operations Shipboard FF for land-based fire fighters ⁵
Driver Operator (GS-5, 6 and 7) ^{2,3}	EMT-Basic Life Support EVOC Apparatus Driver Operator for: Pumpers ARFF ⁶ Aerials ⁶ Water Tenders ⁶ Shipboard FF for land-based fire fighters ⁵
Fire fighter/Driver Hazmat Tech (GS-6 and 7) ^{2,3}	EMT-Basic Life Support EVOC Apparatus Driver Operator for: Pumpers ARFF ⁶ Aerials ⁶ Water Tenders ⁶ Hazmat Technician Fire Officer I Fire Instructor I Fire Inspector I Airport Fire Fighter ⁴ Shipboard FF for land-based fire fighters ⁵
Fire fighter/Driver Intermediate Life Support (GS-8)	EMT-Intermediate Life Support EVOC Apparatus Driver Operator for: Pumpers ARFF ⁶ Aerials ⁶ Water Tenders ⁶ Hazmat Technician Fire Officer I Fire Instructor I Fire Inspector I Airport Fire Fighter ⁴

	Shipboard FF for land-based fire fighters ⁵
Lead Fire Fighter (Captain) (GS-7, 8 and 9) 2,3	EMT-Basic or Life Support or higher level of training Hazmat Technician Fire Officer I & II Fire Instructor I & II Fire Inspector I & II HazMat Incident Commander Airport Fire Fighter ² Shipboard FF for land-based fire fighters ⁵
Fire Inspector (GS-5, 6, 7 and 8) ^{2,3}	Fire Inspector I & II Fire Instructor I HazMat Awareness – Operations Level
Supervisory Fire fighter (Assistant Fire Chief, Deputy Chief) (GS- 8, 9, 10 and 11) 2,3	Fire Officer III Fire Instructor III ⁷ Fire Inspector III ⁸ HazMat Incident Commander Fire Investigator Airport Fire Fighter ⁴ Shipboard FF for land-based fire fighters ⁵
Fire Chief (GS-11, 12 and 13) ²	Fire Officer IV Fire Instructor I & II Fire Inspector I & II HazMat Incident Commander Fire Investigator Airport Fire Fighter ⁴ Shipboard FF for land-based fire fighters ⁵
Dispatchers/Alarm Room Operators	Telecommunicator I & II Hazardous Materials- Awareness
Military Auxiliary, Volunteer or On-Call Structural Firefighters ²	Basic Fire Course / 20 hour Hazmat 1 st Responder Confined Space Rescue course / 40 hr. EMT Basic Shipboard FF for land-based fire fighters ⁵
Military ARFF Fire Brigade ²	FAA Certification training / 40 hour NFPA Entry Level Fire fighter

Notes:

¹ Many certifications require lower level certifications as prerequisites, e.g., Fire Fighter II requires completion of Fire Fighter I and Fire Officer I requires Fire Instructor I.

² Military fire fighters may be assigned duties without regard for their military rank. Certification levels for military personnel shall be determined by their assigned duties and responsibilities.

³ Where Hazardous Materials incident response is an assigned department task or an individual is assigned as part of a HazMat response team, DOD Certification or equivalent to the appropriate level shall be required.

⁴ Not required at locations without an aviation mission

⁵ Training only required if fire department supports these firefighting operations

⁶ Not required if the fire department does not operate these vehicles

⁷ Fire Instructor III required if assigned as Assistant Chief of Training

⁸ Fire Inspector III required if assigned as Assistant Chief of Fire Prevention

** All Fire Department personnel shall complete ICS 100, 200, 300, IS-700, and 800 (FEMA) training to comply with NIMS training requirements.

- D. FIRE BRIGADES. Fire Brigades may be organized at remotely located Coast Guard installations where external fire fighting assistance is not readily available and the Commanding Officer has determined that a fire brigade is necessary to carry out the mission of the unit safely. The degree of potential exposure to a hazardous environment and the level of training shall determine the limits of fire brigade action and responsibility. Fire Brigades shall have a written organizational statement and standard operating procedures that clearly define the limits of action and responsibility. Fire Brigades shall meet or exceed training, equipment and other requirements of references (r) and (s) for all actions and responsibilities designated in the organizational statement and standard operating procedures. These procedures must integrate the National Incident Management System (NIMS) for emergency and training operations. NIMS shall be established with written procedures applying to all members involved in emergency or training operations and shall be used to manage all emergency and training operations. Personnel assigned to the Fire Brigade shall pass physical and medical capabilities of performing the required tasks.
- E. FIRE DEPARTMENT EMERGENCY MEDICAL SERVICES. Coast Guard fire departments will provide emergency medical services when directed by the unit Commanding Officers. These services may range from Basic First Aid to and including Advanced/Intermediate Life Support, so long as providers are adequately trained, certified and equipped for the level of service they deliver. All full-time Coast Guard civilian front line fire fighters providing emergency medical services shall meet State or National Registry requirements and be certified to at least the Emergency Medical Technician (EMT) Basic Level. Where the fire department is tasked to provide the primary emergency medical response, a minimum of two personnel shall respond to reported medical emergencies. Both personnel shall be trained and certified to at least the Emergency Medical Technician-Basic Level in accordance with reference (t) or applicable state requirements. Personnel requirements for staffing ambulances shall be over and above those required in Tables 5-A and 5-B of this Manual for staffing fire apparatus. Responders may serve as the primary

emergency care provider, first responder, or as a supplement to other emergency response organizations, providing additional staffing to assist in rescuing, extricating, treating and transporting patients, controlling crowds and traffic, and other related tasks. Standard operating procedures shall be developed and implemented with medical officers and clinics to ensure that the initial response departments providing emergency medical care operate under the formal direction of a medical officer. The medical officer will normally be assigned to the Medical Treatment Facility serving the command, but the officer in charge of the Medical Treatment Facility may delegate this authority to the medical director of the adjacent community.

- F. FITNESS AND WELLNESS. Fire Chiefs shall implement a physical fitness exercise and wellness program designed to maximize job performance for military and civilian fire fighters based on guidance from NFPA (references (u), (v), and (w)), and the International Association of Fire Chief's/International Association of Fire Fighters Fire Service Joint Labor Management Wellness/Fitness Initiative. Neither fitness initiative program nor the pack test shall be subject to duty restrictions, disciplinary action or grounds for termination if a member fails to meet the criteria set forth in either program. Members may be required to participate in either or both programs. Fitness programs shall include fitness assessment requirements as outlined in references (v) and (w). Military fire fighters shall also meet Coast Guard physical fitness standards.
- G. MEDICAL REQUIREMENTS FOR FIRE FIGHTERS. Coast Guard fire fighters shall meet the entrance and retention requirements of reference (w), as determined by a physical examination provided by the Coast Guard in accordance with reference (w). Coast Guard medical clinics shall provide funding for fire fighter physicals when Coast Guard medical facilities cannot accommodate testing requirements of physicals in accordance with reference (w).
- H. PERSONAL PROTECTIVE EQUIPMENT (PPE). All Coast Guard fire fighters shall be appropriately equipped for their assigned duties. Structural or ARFF fire fighters shall be provided with a full protective ensemble, to include, but not limited to: turnout coat, pants, gloves, helmet, hood and boots, specialized equipment for HAZMAT response and ARFF fire fighting. Safety glasses with side shields or goggles shall be worn when full-face respirators are not in use. A Self Contained Breathing Apparatus (SCBA) with a rated service time of no fewer than 30 minutes and Personal Alert Safety System (PASS) devices shall also be worn into all Immediately Dangerous to Life and Health (IDLH) atmospheres, including, but not limited to: interior structural fires, aircraft crashes, and vehicle fires. The Oxygen Breathing Apparatus (OBA) shall not be used when fighting structural fires ashore. When purchasing new SCBAs, strong consideration shall be given to selecting a model featuring an integrated PASS device. All personal protective equipment shall conform to applicable NFPA standards, in effect at time of manufacture. Fire fighting personnel shall meet grooming standards that ensure scalp, neck and facial hair does not interfere with the proper fit of the SCBA face piece and meet OSHA standards.

CHAPTER 5. FIRE SUPPRESSION

A. STRUCTURAL FIRE SUPPRESSION. Where structural fire protection is provided at Coast Guard units, the required capabilities for structural fire and other emergencies are depicted in Table 5-A of this Manual. When combined with the fire and safety inspection frequency for Coast Guard structures, the general age and fitness of the Coast Guard population, and the presence and vigilance of watch standers who may discover and report fires in their early stages, the requirements in Table 5-A of this Manual are considered equivalent to those in reference (x).

1. Structural Fire Departments. Structural fire departments often respond to and mitigate a broad array of emergency situations. In addition to structural fires, they are commonly called to the scene of wild land fires, medical emergencies, and confined space incidents, situations requiring specialized rescue skills or equipment, hazardous materials emergencies, weapons of mass destruction, flooding, and motor vehicle accidents. Additionally, they are often assigned routine responsibilities such as fire hydrant testing, fire main flushing and firehouse self-help projects or other duties associated with GS-0081 occupational series. Normally, though, the need for and minimum capabilities of fire departments are based on the traditional and usually most demanding mission of controlling structural fires. Where required by the criteria in Tables 4-A and 5-A of this Manual, structural fire departments shall be equipped, trained and administered in accordance with references (q), (s), (y), as well as ANSI and NFPA consensus standards.
 - a. The National Incident Management System (NIMS) shall be used at the scene of fire and emergency operations, adapted as necessary to interface with procedures employed by local jurisdictions with which mutual aid agreements may be in effect.
 - b. Standard Operating Procedures shall be in effect that specify responsibilities for hazardous material, confined space, structural fire fighting, emergency medical service and other applicable emergency response activities.
 - c. The fire department shall review all construction projects, facility modernization or rehabilitation projects, and self-help projects, to assist in ensuring that they meet the requirements of the International Code Council (ICC). Reference (i), or the more stringent codes related to life safety, shall take precedence over any conflicting requirement. At units without fire departments, plans review shall be conducted by facilities engineering and environmental health and safety.
 - d. Fire department training shall be in accordance with Table 4-A of this Manual. Training shall be conducted and documented for all personnel assigned fire and emergency services duties. On-the-job training shall be in conformance with the objectives outlined in NFPA or DOD Fire Fighter Certification program (reference (q)) and shall be provided by fire department personnel meeting Fire Instructor I and II certification. All Coast Guard structural fire fighters shall participate annually in live fire training in accordance with reference (z). When feasible, Coast Guard fire departments shall be provided with a live burn training building. When not available

or not yet provided, the use of locally available training is strongly encouraged to provide realistic proficiency training at reasonable cost. Consideration shall be given to cooperative arrangements with state, county and local fire departments for realistic fire exposure and training.

- e. Coast Guard fire departments may evaluate their organization, administration and operations in accordance with the Commission of Fire Accreditation International Self Assessment Process. Where practicable, fire departments shall seek accreditation from the Commission of Fire Accreditation International.

**Table 5-A
Required Structural Response**

Apparatus	Response Time ⁽¹⁾	Staffing ⁽⁴⁾
First Pumper ⁽²⁾	5 minutes	4
Second Pumper ⁽²⁾	9 minutes	4
Third Company ⁽³⁾	9 minutes	4
Company Officer	7 minutes	1

Notes

1. Aggregate Response Time (ARG) shall be defined as the time from initial receipt of alarm to arrival at the scene of an emergency incident. Response time includes receipt of alarm at the public access point (dispatch center or fire department), dispatch of apparatus and personnel, turnout of apparatus and personnel, and travel time to the scene of the incident in accordance with applicable state and local statutes. Receipt and dispatch shall be assumed to be one minute, turnout shall be assumed to be 90 seconds, and road speed shall be calculated at 30 miles per hour in urban areas and 45 miles per hour in rural areas.
2. Pumpers shall be capable of pumping 1000 gallons per minute, shall carry at least 500 gallons of water and carry at least 400 feet of 1 ¾ or 2-inch attack hose line and 1200 feet of 2-½ inch or larger supply hose line. Credit is authorized for hybrid vehicles such as quints, rescue engines, squirts, etc., which meet the pumping and hose requirements for pumpers.
3. If the second company is an aerial device, then the third company can be provided through mutual aid.
4. The second company shall be equipped with an aerial device if the installation has a structure over 3 stories in height or aircraft hangars. If

the installation has no structures over 3 stories and no hangars, the third company may be equipped with a Pumper, aerial device, rescue squad vehicle or hybrid vehicle. In all cases, the third company shall be trained and equipped to conduct "truck company operations," including search and rescue, ventilation, salvage and overhaul, etc.

5. Apparatus staffing shall be in accordance with NFPA 1710 (ref (x)) and Staffing Standards Manual, COMDTINST M5312.11 (series).

2. Structural Fire Fighting Apparatus. Structural fire apparatus provided to meet the response requirements in Table 5-A of this Manual shall meet or exceed the requirements in reference (aa).
 - a. Structural fire apparatus shall be rated to at least 1000 gallons per minute, and carry a minimum of 500 gallons of water.
 - b. Departments that have buildings over three (3) stories and large aircraft hangers will have apparatus able to reach the highest floor.
3. Marking and identification. All major Coast Guard fire department vehicles shall be painted red, yellow or lime green. The words "U.S. COAST GUARD" shall be prominently displayed independently or as part of the department's or unit's name on both sides of the vehicle in letters appropriate for the vehicle's size but no smaller than three inches high. Unit identification shall also be placed on the top of all apparatus.
4. Vehicle Safety Equipment. Fire and emergency service response vehicles shall be equipped with appropriate visual (overhead lighting) and audible warning devices. The minimum types, numbers and placement of such devices (sirens) will be determined by the most stringent requirements in applicable Department of Transportation standards, local and state laws, and NFPA 1901-1904.
5. Communications Equipment. All vehicles assigned to Coast Guard fire departments shall be equipped with two-way radio communications meeting current Federal Communication Commission (FCC) regulations. All communications equipment shall be able to communicate with dispatchers, other fire, police, security departments and emergency service vehicles, mutual aid agencies and airfield controllers, as applicable.
6. Reserve Apparatus. At least one reserve pumper shall be maintained by structural fire departments for use when a primary apparatus is unusable due to breakdown or preventive maintenance. Reserve apparatus shall meet the requirements of reference (aa) or have been refurbished in accordance with Annex D of that NFPA standard. Reserve

apparatus not built to NFPA standards or was manufactured prior to 1979 shall be replaced if they cannot be upgraded to current NFPA apparatus standards. A thorough cost-benefit analysis of the “value” of upgrading or refurbishing a fire apparatus should be conducted. Personnel performing maintenance shall be certified in accordance with NFPA 1911 as an Emergency Vehicle Technician (EVT).

B. STRUCTURAL FIRE DEPARTMENTS PROVIDING AIRCRAFT RESCUE AND FIRE FIGHTING (ARFF) PROTECTION. Coast Guard air stations with permanently assigned fixed wing aircraft shall be provided full-time ARFF protection for air operations. Coast Guard fire departments providing ARFF protection shall meet both ARFF and structural response requirements in Tables 5-A and 5-B of this Manual. Departments with an ARFF mission respond to aircraft crashes, standby for declared emergencies, hot refuels, hot defuels, medical evacuations, and potential crash situations and respond to other emergencies such as runaway batteries, fuel spills, hot brakes and hot engine starts to reduce the risk that a major mishap will develop. These departments shall be trained and equipped in accordance with Table 4-A of this Manual, based on the largest Coast Guard aircraft permanently assigned to the airfield. Staffing for such departments shall be provided to satisfy the greater of the requirements in Tables 5-A and 5-B of this Manual. Specific additional requirements for departments that provide ARFF protection include:

1. Aircraft Rescue and Fire Fighting Requirements. This section prescribes the minimum ARFF requirements for Coast Guard air stations. The primary duty of ARFF personnel is saving lives with a secondary responsibility to extinguish fires and limit damage to the aircraft and property. ARFF protection shall be provided for installations conducting an average of five or more flight operations (takeoffs, landings, practice stores drops, etc.) per day. The required level of ARFF protection, based on the heaviest assigned tenant aircraft, is depicted in Table 5-B of this Manual.
 - a. Coast Guard air stations shall have ARFF services available to meet operational needs and applicable requirements of the Naval Air Training and Operations Procedures Standardization (NATOPS) U.S. Navy Aircraft Fire Fighting and Rescue Manual (NAVAIR 00-80R-14) or NFPA 403 standards. In situations where NATOPS requirements cannot be met, the following shall apply:
 - (1) NATOPS can only be implemented at air stations where ARFF resources are under the operational and administrative control of the Coast Guard or the air station is a tenant unit of another military service. At locations where Coast Guard resources are not provided, or where the unit is a tenant of an airport not meeting NATOPS criteria, the Commanding Officer shall establish an agreement whereby adequate ARFF services shall be provided 24 hours a day to meet the criteria of NFPA 403 and 414 standards.
 - a. The apparatus and equipment specified to comply with these requirements are not designated for application to structural fire fighting and should not be used for that purpose. Equipment for ARFF operations shall be in addition to that required for structural fire protection.

- b. Fire fighters expected to provide ARFF protection shall be trained and certified as Airport Fire Fighters in accordance with reference (p). Airport Fire Fighters shall hold Department of Defense Fire and Emergency Services Certification Program (DOD FESCP) or equivalent certifications.
 - c. Fire fighters providing ARFF protection shall be equipped with a protective ensemble meeting the requirements of (NAVAIR 00-80R-14), NFPA 1976, 2000 edition, or the portions of NFPA 1971, 2007 edition applicable to proximity ensembles when responding to aircraft emergencies. SCBAs shall be worn when fighting aircraft fires, except when in the confines of an ARFF vehicle cab.
2. ARFF Apparatus. ARFF fire apparatus provided to meet the response requirements in Table 5-B of this Manual shall meet or exceed the standards of the applicable chapter of reference (bb), in effect at the time of manufacture.
3. ARFF Reserve Apparatus. At least one reserve ARFF vehicle of similar capacity shall be maintained by fire departments with an ARFF mission for use when a primary apparatus is unusable due to breakdown or preventive maintenance. Reserve apparatus shall meet the requirements of reference (bb) or have been refurbished in accordance with Annex D of reference (aa). Reserve apparatus not built to NFPA apparatus standards or manufactured prior to 1979 shall be replaced if they cannot be upgraded to current NFPA apparatus standards. A thorough cost-benefit analysis of the “value” of upgrading or refurbishing a fire apparatus should be conducted.
4. Cross Staffing. Coast Guard fire departments providing structural, wild land and ARFF protection may cross staff units. It is not the intention to allow Coast Guard fire departments to cross staff instead of providing adequate staffing to provide structural, wild land and ARFF response at the same time. Cross staffing is defined as using personnel to staff both structural and ARFF vehicles, but not depleting one or the other entirely at the same time. Cross staffing may not work at large air stations requiring multiple ARFF/rescue vehicles. When responding to mutual aid responses, units shall be allowed to be cross staffed. The capability shall be maintained on the facility to respond with one fully staffed vehicle to a structural, wild land or ARFF emergency. At no time shall primary ARFF or structural staffing be cross staffed. Where required, secondary ARFF and structural units may be cross staffed.
5. Rotary Wing Aircraft Rescue and Fire Fighting Crews. Coast Guard air stations permanently assigned only rotary-wing aircraft shall meet the requirements in Table 5-B appropriate for their largest aircraft. Full time personnel or collateral duty crash crews can provide staffing. Specific requirements include:
 - a. Personnel assigned fire suppression duties shall be trained in accordance with reference (p) standards on aircraft rescue and fire fighting. Personnel shall be trained on aircraft types, engines and systems, ARFF apparatus, equipment and personal protective equipment, including SCB and ARFF safety.

- b. ARFF apparatus shall be provided to meet the response requirements in Table 5-B and shall meet or exceed the standards of the applicable chapter of reference (bb) in effect at the time of manufacture.
- c. Rotary-wing crash crews shall be equipped with protective clothing meeting the requirements of NFPA 1976 (Standard for Protective Ensemble for Proximity Firefighting), including coats, pants, helmets, gloves and boots. They shall wear and use SCBAs when engaged in firefighting except when in a fully enclosed cab of a vehicle.
- d. Each person assigned rotary-wing crash duties shall participate in a monthly drill and at least one live fire drill each year.

**Table 5-B
Required ARFF Response**

Type of Aircraft Assigned	Mobile Apparatus Characteristics	Response Time	Staffing
HH-65A	One vehicle with 150 gallons of AFFF Premix OR One Twin Agent Unit (TAU)	Primary 3 min	3
HH-60J HU-25 VC-4A VC-20A	Two vehicles, One Primary and One Secondary with a total of 2000 gallons of water capable of producing AFFF and discharging AFFF solution at a combined rate of at least 1000 Gallons Per Minute (GPM) OR One TAU AND one vehicle with 1500 gallons of water capable of producing AFFF and discharging AFFF solution at a rate of at least 500 GPM	Primary 3 min Secondary 5 min 3 min	3 each Or 2 and 3
HC-130 H, J HC-114A	Two vehicles with a total of 2000 gallons of water capable of producing AFFF and discharging AFFF solution at a combined rate of at least 1000 GPM	Primary 3 min Secondary 5 min	3 each
All Fixed Wing Aircraft	One additional structural pumper or water supply vehicle with either of the capabilities to establish a supplemental water supply, or to provide medical support. These assets can be provided through mutual aid provided they meet this standard. AND One command officer	5 min 5 min	1 each 1

- C. ROTARY-WING LANDING PADS OR HELISPOTS. Coast Guard facilities that provide a designated landing area for routine rotary-wing landings and takeoffs but have no aircraft permanently assigned shall not require manned crash, fire and rescue equipment. Each such facility shall have at least one 150-pound Halon replacement agent, 150 pound Compressed Air Foam or 150-pound Potassium Bicarbonate Powder (PKP) wheeled extinguisher available for fire protection of routine operations. Fire departments at these facilities with such a landing pad shall have the capability to respond to an emergency at the landing area and shall meet the flow requirements of Table 5-B of this Manual. Structural apparatus for landing pads may be used to meet these requirements. The decision to man the wheeled extinguisher described above with a trained operator on an as-required basis rests with the commanding officer/officer-in-charge of the facility operating the landing pad. Personnel required to perform this duty shall receive training as outlined in Annex D to reference (o). This training may be obtained from a local fire organizations or extinguisher manufacturer training videos.
- D. APPARATUS REPLACEMENT. Replacement of fire apparatus shall follow the guidelines below:
1. Lifetime. The useful lifetime of principal frontline fire apparatus required by Tables 5-A and 5-B of this Manual, including pumpers, water tenders/tankers, aerial devices, hazmat, ARFF vehicles and rescue vehicles, is generally no more than 15 years. At 15 years, the apparatus should undergo a complete rehabilitation and overhaul to its major chassis and fire fighting mechanical components to meet requirements in Annex D of reference (aa). The apparatus should then be placed in a reserve apparatus status. Vehicles that exceed the lifetimes above but remain in serviceable condition may only continue to serve as reserve apparatus until they reach 25 years of age. Each fire department shall develop a five-year plan outlining required major overhaul and vehicle replacement dates. This plan shall be submitted to the SILC with copy to Commandant (CG-113) and (CG-43).
 2. Acquisition. Commandant (CG-113), in coordination with unit Fire Chiefs, shall develop standards for the acquisition of emergency response/rescue fire vehicles.
 3. Funding. Commandant (CG-43) and SILC are responsible for programming and funding the initial requisition and replacement of emergency fire and support vehicles in accordance with Annex D to reference (aa).
 4. Vehicle Disposal. Fire apparatus procured with Coast Guard funds shall not be transferred or disposed of without prior notification and approval from Commandant (CG-43) and (CG-113). Vehicle transfer or disposal shall be in accordance with reference (cc).

Glossary of Abbreviations and Definitions	
PART 1: ABBREVIATIONS, ACRONYMS, & WEB LINKS	
AED	Automatic External Defibrillator
AHJ	Authority Having Jurisdiction
ARFF	Aircraft Rescue and Fire Fighting
CDC	Centers for Disease Control and Prevention
CFR	Code of Federal Regulations
CO	Carbon Monoxide
COMDTINST	Commandant Instruction
COMDTPUB	Commandant Publication
CPR	Cardiopulmonary Resuscitation
DLA	Defense Logistics Agency
DOD	Department of Defense
DODI	Department of Defense Instruction
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
F&ES	Fire and Emergency Services
FEAP	Facility Emergency Action Plan
FF	Fire Fighter
GPM	Gallons Per Minute
HAZMAT	Hazardous Material
HSWL SC	Health, Safety, and Work-Life Service Center
IDLH	Immediately Dangerous to Life and Health
NFPA	National Fire Protection Association
NIOSH	National Institute for Occupational Safety and Health
OBA	Oxygen Breathing Apparatus
ORM	Operational Risk Management
OSHA	Occupational Safety and Health Administration
PASS	Personal Alert Safety System
PPE	Personal Protective Equipment
SCBA	Self Contained Breathing Apparatus
SILC	Shore Infrastructure Logistics Center
U.S.C.	United States Code
USAT	Unit Safety Assessment Tool

WEB LINKS:

Electronic Mishap Databases:

<https://cgportal.uscg.mil/lotus/myquickr/mlca-web-team>

Office of Safety and Environmental Health (CG-113):

<http://www.uscg.mil/safety>

PART 2: DEFINITIONS

1. Ambulance. A wheeled, road vehicle designed and operated for transportation of ill and injured people in a prone or supine position, equipped and staffed to provide basic life support during transport. Some ambulances may be equipped and staffed to provide advanced life support.
2. Aggregate Response Time (ART). The ART is the total combined times of the dispatch time, turnout time, and travel time. It is the time elapsed from the receipt of the emergency alarm to when the units arrive on scene.
3. Air Operation. One complete aircraft or helicopter operation consists of one take-off and or landing.
4. Authority Having Jurisdiction (AHJ). The AHJ is the organization, office, or individual, designated by the respective component head, responsible for approving equipment, materials, and procedures for component fire departments.
5. Basic Life Support (BLS). BLS includes the following: the functional provisions of patient assessment, including basic airway management; oxygen therapy; stabilization of spinal, musculoskeletal, soft tissue, and shock injuries; stabilization of bleeding; and stabilization and intervention for sudden illness, poisoning and heat/cold injuries, childbirth, cardiopulmonary resuscitation (CPR), and automatic external defibrillator (AED) capability. BLS is typically provided by personnel trained as Emergency Medical Technicians (EMTs).
6. Coast Guard Fire Department. A fire department in the Coast Guard is an organization of full time military or civilian personnel, or a combination thereof providing a wide variety of planned activities and emergency response services such as fire response and suppression, fire prevention, and emergency medical services; confined space rescue, motor vehicle crash, swift water and other rescue operations; and HAZMAT response and similar efforts typically provided by fire departments.
7. Emergency Medical Technician (EMT). An EMT is a person trained and certified to appraise and initiate the administration of basic life support (BLS) emergency medical care for victims of trauma or acute illness before or during transportation of the victims to a health care facility via ambulance or aircraft, rescue vehicle or other emergency transportation mode.
8. Emergency Services. This is a broad term used to describe a wide variety of response services such as fire response, suppression, fire prevention, and emergency medical services; confined space rescue, motor vehicle crash, swift water and other rescue operations; HAZMAT response and similar efforts typically provided by Coast Guard Fire Departments.

9. Fire Brigade. A Fire Brigade is an organized group of employees who are knowledgeable, trained, and skilled in at least basic firefighting operations, as outlined in 29 CFR 1910.156. They engage in fire suppression and related activities on an “as-needed” or “on-call” basis.
10. Fire Marshal. The Fire Marshal is the Commandant (CG-113) level individual designated as the senior policy and technical manager for shore facility fire safety. He/she shall also act as the Coast Guard’s liaison with federal, national, and local agencies on fire safety matters.
11. Fire Prevention. Prevention includes measures such as, but not limited to, training, public education, plans review, surveys, inspections, engineering reviews, and life safety code enforcement directed toward inspection and avoidance of fire and minimizes consequences if a fire occurs.
12. Fire Officer. A Fire Officer is the Fire Chief or designated fire department official in charge of a fire or emergency operation.
13. Fire Warden. A Fire Warden is an official who is responsible for managing a facility fire protection program. This designation may also be included in the duties of the Unit Safety Coordinator or Building Manager.
14. Fire Watch. A fire watch is the designated individual and activity of that individual in observing and responding to the fire hazards associated with hot work.
15. Hazmat Technician. This is a person who responds to releases or potential releases of Hazardous Material (HAZMAT) for the purpose of controlling the release using specialized protective clothing and control equipment.
16. Helispot. Any location not specifically designed or designated for helicopter operations where the frequency of helicopter operations does not exceed 24 per year. Helicopter landing sites may be parking lots, playing fields or vacant lots.
17. Helibase (Class A). This is a multi-purpose Sector, Group or Station with regular helicopter operations.
18. Helibase (Class B). Non-Aviation units with more than 24 helicopter operations per year.
19. Hot Work. Hot work includes any work involving welding, burning or the use of power-actuated tools or similar fire-producing operations. Grinding, drilling abrasive blasting, or similar spark-producing operations are also considered hot work except when such operations are isolated physically from any atmosphere containing more than 10 percent of the lower explosive limit of a flammable substance.
20. Intermediate Life Support (ILS). An intermediate level of pre-hospital and inter-hospital emergency care and non-emergency medical services care that includes Basic Life Support care plus intravenous canalation and fluid therapy invasive airway management, trauma care

and other authorized techniques and procedures. ILS is typically provided by personnel trained at the Emergency Medical Technician Intermediate (EMT-I) level or state equivalent.

21. Mutual Aid. This is a written agreement of reciprocal assistance between two or more fire departments or government jurisdictions to render emergency services under a prearranged plan on an as available/not to interfere basis as determined by the unit Commanding Officer or designated official.
22. National Fire Incident Reporting System (NFIRS). NFIRS is a system used to report and track fire department incident responses including those by Department of Defense (DOD), Defense Logistics Agency (DLA) and Coast Guard emergency response services.
23. Operational Risk Management (ORM). ORM is the process of identifying, assessing and controlling risks and making operational decisions that balance risk with mission benefit. As defined in Operational Risk Management, COMDTINST 3500.3 (series), ORM is a continuous, systematic process of identifying and controlling risks in all activities according to a set of preconceived parameters by applying appropriate management policies and procedures. This process includes detecting hazards, assessing risks, and implementing and monitoring risk controls to support effective, risk-based decision-making.
24. Personal Protective Equipment (PPE). PPE includes all equipment or clothing worn by a person to provide protection from hazards to which the person is likely to be exposed while performing duties.
25. Qualified Individual. Service personnel who are qualified and experienced in the inspection, testing and maintenance of the systems. They shall be permitted to include, but are not limited to, individuals with the following qualifications: 1) factory trained and certified; 2) National Institute for Certification in Engineering Technologies fire alarm certification; 3) International Municipal Signal Association fire alarm certification; 4) certification by a state or local authority; 5) trained and qualified personnel employed by an organization listed by a national testing laboratory for the servicing of systems.

(SAMPLE MOA)

**MEMORANDUM OF AGREEMENT
BETWEEN
UNITED STATES COAST GUARD (CG UNIT)
And
(FIRE DEPARTMENT)**

This Memorandum of Agreement (MOA), entered into this ____ day of ____, (YEAR) between the United States Coast Guard (CG UNIT) and (FIRE DEPARTMENT) is for the purpose of providing fire protection, emergency medical, hazardous material and confined space rescue services, by (Fire Department) to (CG UNIT). (FIRE DEPARTMENT) and (CG UNIT) agree that:

1. On request made to (FIRE DEPARTMENT) via telephone number (NUMBER) by a representative of the (CG UNIT) designated in this agreement, fire fighting, emergency medical services or confined space rescue services, equipment and personnel of (FIRE DEPARTMENT) shall be dispatched to (CG UNIT) as determined and directed by (FIRE DEPARTMENT).
2. Any dispatch of equipment and personnel pursuant to the MOA is subject to the following conditions:
 - a. All requests for fire or emergency medical equipment and personnel shall be made by telephone, unless that number is inoperative or unavailable for any reason.
 - b. Any request for aid under this agreement will include a description by (CG UNIT)'s representative of the type and nature of the fire, or emergency to which response is requested, and will specify the location to which the equipment and personnel are to be dispatched; however, the amount and type of equipment and number of personnel to be furnished will be determined by (FIRE DEPARTMENT).
3. (FIRE DEPARTMENT) equipment and personnel will report to the main gate of (CG UNIT). (CG UNIT) shall provide an escort to meet the equipment and personnel at the main gate and guide (FIRE DEPARTMENT) personnel to the location where emergency services are to be rendered. All actions of (FIRE DEPARTMENT) fire and rescue equipment and personnel in responding to the emergency shall be at the sole direction of (FIRE DEPARTMENT).
4. Reimbursement to (FIRE DEPARTMENT) for cost of fire fighting on (CG UNIT) is governed by section 2210, title 15, United States Code, and the implementing regulations set forth in Title 44, part 151, of the Code of Federal Regulations. Any such claim for reimbursement for fire fighting costs may also include costs associated with emergency medical services to the extent normally rendered by a fire service in connection with a fire. Not included in reimbursement are administrative expenses, costs of employee benefits, insurance, disability, death, litigation or health care, and costs associated with processing claims.

5. All equipment used by (FIRE DEPARTMENT) in carrying out this agreement will, at the time of action hereunder, be owned by and /or, under the control of (FIRE DEPARTMENT), or is being employed by (FIRE DEPARTMENT) in accordance with existing Mutual Aid Agreements independent of this MOA. All personnel acting for (FIRE DEPARTMENT) under this MOA will, at the time of such action, be an employee or volunteer member of (FIRE DEPARTMENT) or acting in accordance with an existing Mutual Aid Agreement independent of this MOA.

6. Reporting requirements: **(Reporting requirements must be stated, even if there are none. The following is suggested).** Following all emergency responses under this MOA, (FIRE DEPARTMENT) shall forward a copy of the incident report in its customary format to the (CG UNIT) point of contact shown below. **(Provisions must be made to safeguard the confidentiality of medical information of individual members).** Communications between (FIRE DEPARTMENT) and (CG UNIT) to discuss details of the incident, response to the incident or recommend modifications to procedures to improve response to future incidents under this MOA shall be between the points of contact shown below.

7. As an aid to implementing this agreement, members of (FIRE DEPARTMENT) may, with prior arrangement with the Commanding Officer or his/her designated point of contact listed below, tour (CG UNIT) and any of its structures for the purpose of preparing pre-fire plans. Access to the facility and structures will be granted at least biannually for the purpose of reviewing and updating pre-fire plans. Upon request by (FIRE DEPARTMENT) the (CG UNIT) shall also provide copies of Material Safety Data Sheets (MSDS) for materials used at the unit.

8. Points of contact for each party to this MOA shall be:

For the (CG UNIT)	For the (FIRE DEPARTMENT)
(NAME)	(NAME)
(TITLE and/or OFFICE CODE)	(TITLE)
(ADDRESS)	(ADDRESS)
(PHONE)	(ADDRESS)
(FAX)	(FAX)
(EMAIL)	(EMAIL)
(WEBSITE)	(WEBSITE)

9. This MOA shall become effective upon the date subscribed by both original signatories, and their successions in office.

10. This MOA may be modified by a written agreement signed by both original signatories, and their successors in office.

11. This MOA shall terminate upon 30 days written notice by either party.

The authority for (CG UNIT) to enter into this agreement is found in 14 U.S.C. § 141 (1999) and the Safety and Environmental Health Manual, COMDTINST M5100.47 (series).