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9 Jan 97

MARINE CORPS ORDER P11000.11B

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS FIRE PROTECTION AND EMERGENCY SERVICES
PROGRAM

Encl: (1) LOCATOR SHEET

Reports Required: I. Marine Corps Fire Department Operation
Cost Report (Report Control Symbol
MC-7310-09), par. 1005 and app. C
II. Initial Fire Incident Report (Report
Control Symbol DD-11320-04
(External RCS DD-A&T(AR)1765)),
par. 7001 and app.E
III. DoD Fire Incident Reporting System
(Report Control Symbol DD-11320-01
(External RCS DD-A&T(AR)1765)),
par. 7000

1. Purpose. To publish policies, standards, guidance, and responsibilities for the Installation Fire Protection and Emergency Services Program under the office of the Deputy Chief of Staff for Installations and Logistics (DC/S I&L) at Headquarters Marine Corps (HQMC). The fire protection and emergency services program is intended to prevent loss of life, injury to personnel and damage to Government property resulting from fires and other emergencies.

2. Cancellation. MCO P11000.11A, MCO 7310.2E, MCO 11320.1 MCO 11320.23A, MCO 11320.25, MCO 11320.26, and MCO P11000R.17

3. Background

a. This Manual implements the Department of Defense Fire and Emergency Service Program within the Marine Corps.

b. The Marine Corps Fire Protection and Emergency Services Program has changed substantially from a fire suppression focus to a comprehensive emergency services program. The program

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also emphasizes prevention, education, and engineering to eliminate and minimize losses. Due to the significant program changes, this Manual has been completely revised. The revised Manual incorporates current Marine Corps fire protection and emergency services policy and provides guidance for the operation of fire departments within the Marine Corps.

4. Definitions. Terms relating to the Fire Protection and Emergency Services Program and used in this Manual are defined in appendix A.


5. Summary of Revisions. This Manual contains major changes and should be completely reviewed. The Manual provides broad policy and guidance while eliminating much of the detail and prescriptive requirements contained previously.

6. Scope. This Manual applies to all installations under the command of the Commandant of the Marine Corps (CMC).

7. Recommendations. Recommendations for changes to this Manual are invited and should be forwarded to the CMC (LFF-1) via the appropriate chain of command.

8. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

9. Certification. Reviewed and approved this date.

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Deputy Chief of Staff
for Installations and Logistics

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ENCLOSURE (1)

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM
RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of person incorporating Change

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

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FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

CHAPTER 1

GENERAL INFORMATION

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FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

CHAPTER 1

GENERAL INFORMATION

1000. POLICY. Each Marine Corps installation will establish and maintain a Fire Protection and Emergency Services Program which incorporates the following elements:

1. Fire prevention and public fire education.
2. Fire protection engineering.
3. Fire suppression.
4. Emergency response including emergency medical service, hazardous materials emergency response, disaster response and specialized rescue response.
5. Fire protection systems maintenance.
6. Cost-effective use of fire protection resources.

1001. OBJECTIVES. Fundamental objectives of the Marine Corps Fire Protection and Emergency Services Program are to prevent loss of life, injury to personnel, and damage to Government property resulting from fires and other emergencies; and to provide cost-effective fire prevention, fire protection and emergency response services.

1002. STANDARDS AND REFERENCES. The Marine Corps has adopted the National Fire Codes and Military Handbook 1008B, as the minimum fire protection criteria. Additional references are included in appendix B.

1003. EXCEPTIONS. Exceptions to the policies contained in this Manual can be approved by the CMC consistent with applicable laws and regulations. Exceptions to the fire department staffing requirements have only been delegated to the service secretariat level and require the approval of the Secretary of the Navy. All requests for exceptions should be fully justified including an appropriate risk analysis. Requests for exceptions and supporting justification should be forwarded to the CMC (LFF).

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1004. FUNDING. Funds to support labor, materials, equipment, and contracted services required for fire protection and emergency services are normally allocated from operations and maintenance appropriations. When justified and available, funding from HQMC may be provided for life safety upgrades, protection of mission critical facilities, fire department training and equipment, fire department training facilities, fire station upgrades, emergency medical services, hazardous materials response programs, and special studies and initiatives. Funds will be allocated from the operations and maintenance, Procurement Marine Corps or Military Construction appropriations.

1005. COST REPORTING. Installations operating fire departments are required to submit an annual Fire Department Operation Cost Data Report (Form NAVMC 10214). The report form and instructions are included in appendix C. Report Control Symbol MC-7310-09 has been assigned to this report.

1006. RESPONSIBILITIES

1. CMC. The CMC is directly responsible to the Secretary of the Navy for the organization, administration, training, efficiency and readiness of all Marine Corps programs. The Fire Protection and Emergency Services Program is included within these overall responsibilities.

2. DC/S I&L. The CMC has tasked the DC/S I&L (LFF) with the responsibility for the performance of all fire suppression, fire prevention, fire protection engineering and emergency services functions, except aircraft rescue and firefighting services.

3. DC/S for Aviation (AVN). The CMC has tasked the DC/S AVN (ASL) with the responsibility for the aircraft firefighting and rescue program. CMC (LFF) and CMC (ASL) are jointly responsible for cross-training of fire department and aircraft rescue and firefighting personnel.

4. Installation Commanders. Installation commanders are responsible for establishing and maintaining an effective Fire Protection and Emergency Services Program at the activities and facilities under their command. Installation commanders shall

prepare local fire protection regulations and instructions which implement this Manual at their installation.

5. Installation Fire Chief. The fire chief serves as the senior fire protection manager and technical representative to the installation commander. The fire chief is responsible for the direct management and organization of the fire department.

6. Fire Department. Marine Corps Fire Departments shall be organized, staffed, and equipped where necessary to meet the fire protection standards outlined in this Manual. Fire departments shall provide fire suppression, fire prevention, and emergency response service to the installation and to the surrounding jurisdictions through mutual or automatic aid agreements. Fire department personnel shall be properly trained and certified to carry out their mission per this Manual.

7. Installations Department. The installations department and fire department are responsible for local fire protection engineering services at the activity and shall ensure that fire protection systems are maintained, repaired, and tested.

8. Reserve Activities. Reserve activity commanders are responsible for establishing and maintaining an effective Fire Protection and Emergency Services Program at the activities and facilities under their command. Since emergency response services are generally provided by outside forces, the Fire Protection and Emergency Services Program shall focus on fire prevention practices, first aid firefighting, and public fire education efforts. Activity commanders shall ensure emergency response agreements are in place with outside municipal, district or governmental agencies to provide emergency response services.

9. Naval Facilities Engineering Command Area Fire Marshals. The area fire marshals provide Command Inspections of Marine Corps Fire Departments and investigate major fires on Marine Corps installations. The expertise provided by the area fire marshals represents a highly qualified fire protection staff. Compliance with recommendations from command inspection or fire investigation reports is important to assure the success of the Fire Protection and Emergency Services Program.

10. Naval Facilities Engineering Command Fire Protection Engineers. The fire protection engineering staff provides fire protection design and construction service for large, complex projects at Marine Corps installations. The fire protection engineering staff also conducts Fire Protection Engineering

Surveys of Marine Corps installations. The fire protection engineers represent a highly professional engineering staff and compliance with their recommendations is also important to the success of the Fire Protection and Emergency Services Program.

11. Commander, Naval Safety Center. The Naval Safety Center is responsible for collecting, analyzing and providing fire and emergency incident report data per DoD policy.

12. Host-Tenant Relationships

a. Adherence to the Marine Corps fire protection and emergency services standards is required for tenant commands aboard Marine Corps installations. Marine Corps tenants on other DoD installations will adhere to the host's fire protection and emergency services standards. If Marine Corps fire protection and emergency services standards exceed the host's requirements, Marine Corps tenants will adhere to the Marine Corps requirements.

b. Fire protection and emergency response support in host tenant relationships are described in DoD policy and documented in an Interservice Support Agreement (ISA). There is no requirement to document intraservice support (Marine Corps host and Marine Corps tenant) in an ISA although the same guidelines apply.

1007. ACTION. Installations shall take the necessary action to implement this Manual immediately. Forward one copy of the installation implementing instructions to the CMC (LFF) when completed.

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

CHAPTER 2

FIRE PROTECTION AND EMERGENCY SERVICES MANAGEMENT

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FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

CHAPTER 2

FIRE PROTECTION AND EMERGENCY SERVICES MANAGEMENT

2000. REQUIREMENTS. The requirements presented herein are minimum requirements and should not be reduced until all available alternatives to eliminate deficiencies have been exhausted. In determining the fire protection and emergency services requirements, the following factors shall be considered.

1. Strategic importance and mission criticality of the installation.
2. Degree of fire and life safety hazards.
3. Value at risk (facilities, equipment, contents).
4. Extent of automatic protection provided.
5. Availability of outside support.
6. Emergency response requirements (emergency medical services, hazardous materials response, specialized rescue, and disaster response).

2001. CLASSIFICATION. A Fire Protection and Emergency Services Program classification system shall be used to determine the level of protection required at a Marine Corps installation. The classification rating is based on the factors discussed in paragraph 2000.

1. Class A. The installation has high strategic importance and is critical to the military readiness of the Marine Corps. The value of property and equipment is high and significant life safety hazards are present. Class A installations require a full-time firefighting and emergency services force which meets the response time and fire flow requirements of this Manual.
2. Class B. The installation is less critical in strategic importance and military readiness. The value of property and equipment is not as significant as Class A installations and the life safety hazards are reduced. Class B installations require a firefighting and emergency services force meeting approximately one-half of Class A installations but not less than one staffed engine company.

3. Class C. The installation does not require an organized firefighting and emergency services force due to its size, location, availability of outside forces, or reduced strategic importance. Class C installations may establish an on-site fire brigade where outside forces are not available.

2002. FIRE FLOW. The established fire flow for an installation is used in determining the number of staffed engine companies. The fire flow is based on the gallons per minute (gal/min) of water necessary to confine and extinguish fires in target hazards which represents large fire loss potential. The fire flow shall be calculated per the MIL-HDBK-1008B. For facilities protected with automatic sprinklers, the fire flow demand is based solely on the hose stream requirement for the occupancy classification. The number of staffed engine companies required to meet the fire flow demand is based on a risk adjusted fire flow and 750-gal/min fire department pumpers, regardless of the actual capacity of the pumpers. DoD assumes a one-third risk for fire flow and thus the staffed engine company requirement is calculated by dividing two-thirds of the established fire flow by 750. When the remainder exceeds one-half, an additional engine company is required. Engine company requirements based on fire flow shall be per table 2-1.

Table 2-1. -- Staffed Engine Company Requirements
Based on Fire Flow.

FIRE FLOW DEMAND STAFFED (gal/min) FROM MIL-HDBK-1008	RISK ADJUSTED FIRE FLOW (gal/min)	NUMBER OF ENGINE COMPANIES
1500 or Less	1000 or Less	1
2000 to 2500	1333 to 1667	2
3000 to 3750	2000 to 2500	3
5000	3333	4

2003. RESPONSE TIME. Fire departments shall be strategically located to provide rapid responses to fires and other emergencies. Fire department engine company response times to a

given fire area shall be per table 2-2. Fire department ladder company response times for Class A installations shall be within the remaining 50 percent response time per table 2-2. Response times shall be via the shortest practical route and shall take into account traffic condition or physical obstructions which may increase response times.

Table 2-2.--Maximum Response Times For Fire Department Pumpers.

AREA DESCRIPTION	RESPONSE TIME (Minutes) 1/	
	1st 50%	Remaining 50%
Shops and Industrial Buildings	5	10
Hangers	5	10
Warehouses	5	10
Technical Facilities	5	10
Hospitals	5	10
Ship Berthing	7	14
Administrative	7	14
Exchange and Commissary	7	14
Recreation and Assembly	7	14
Dining Halls	7	14
BOQ, BEQ, Dormitories	7	14
Multifamily Dwellings	9	18
Single and Duplex Dwellings	9	18
Trailer Courts	9	18
Isolated or Scattered Buildings	15	20
1/ A pumper may serve several or all areas of an installation when the pumper meets the prescribed response times. Response times may be increased when adequately installed fire protection systems are provided.		

2004. OUTSIDE ASSISTANCE. The number of emergency response personnel and equipment needed at any installation depends on the availability of outside forces. Credit for outside forces shall be permitted on a company by company basis when the outside forces conforms favorably to the standards prescribed in this Manual. For Class A installations, outside forces should not exceed one-half of the total company requirements unless the activity is located within or adjacent to a large municipality.

2005. FIRE DEPARTMENT STAFFING. Tables 2-3, 2-4, and 2-5 provide the staffing standards for management and administration, fire prevention and emergency response personnel. Emergency response staffing standards are based on full-time career personnel working 72 hours per week on 24-hour shifts. The number of emergency response personnel authorized in each fire department is based on the number and types of emergency vehicles needed to meet the fire flow and response time standards for the installation classification. Intermittent emergency response personnel programs may be established to provide effective staffing and leave management. The number of fire prevention personnel authorized is based on the size of the installation and the administrative and management authorizations are based on the overall size of the fire department.

2006. EMERGENCY RESPONSE PERSONNEL. Emergency response personnel positions are covered under OPM Classification GS-081. Emergency response personnel are primarily responsible for performing hazardous firefighting and emergency services missions. Personnel shall not have physical disabilities or grooming habits which impede their ability to perform job related duties. Emergency response personnel shall undergo an annual occupational medical examination and shall fully participate in the DoD Fire and Emergency Services Physical Conditioning Program.

2007. FIRE PREVENTION PERSONNEL. Technically qualified personnel shall be provided to conduct fire protection inspections, manage the public education program, review installation construction plans and specifications, investigate fires, provide hazardous operations permits, provide fire protection training and conduct fire protection system acceptance tests. Fire prevention personnel may be used to support emergency response operations provided appropriate emergency response qualifications are maintained.

2008. FIRE DEPARTMENT ADMINISTRATIVE AND MANAGEMENT PERSONNEL. The installation fire chief provides the senior management of the fire department and is responsible for enforcing the fire protection program regulations and developing the fire department standard operating procedures. The installation fire chief should report directly to the department head or to the installation commander. Where authorized, the assistant fire

chief of operations (shift supervisor) supervises and trains the assigned emergency response shift and is assigned as the incident commander until relieved by the fire chief or deputy fire chief. The deputy fire chief or the assistant fire chief of operations performs the duties of the fire chief in the chief's absence. Where authorized, the Assistant Fire Chief of Fire Prevention and the Assistant Fire Chief of Training manage the prevention and training programs respectively.

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

Table 2-3.--Minimum Staffing Requirements For
Management And Administrative Fire
Department Positions.

POSITION	NUMBERS OF COMPANIES 1/				
	1	2	3	4	5 or more
Fire Chief	1	1	1	1	1
Deputy Fire Chief					1
Assistant Fire Chief 2/ (Operations - Shift Supervisor)	2	2	2	2	
Assistant Fire Chief 3/ (Fire Prevention)					
Assistant Fire Chief (Training)			1 4/	1	1
Administrative Assistant				1	1
<p>1/ Figures reflect only those companies necessary to meet emergency response needs (staffed companies) and do not consider personnel required for fire prevention, fire alarm communications, management and administration, and personnel assigned for maintenance for fixed fire protection systems.</p> <p>2/ Additional shift supervisors (district battalion chiefs) may be authorized at large or consolidated installations where the physical dispersion of fire department stations makes it unmanageable for one shift supervisor to provide immediate direction of day-to-day operations.</p> <p>3/ Where four or more fire prevention personnel are required, and assistant fire chief (fire prevention is authorized).</p> <p>4/ Assistant fire chief (training) may be authorized for three companies when approved by the CMC (LFF).</p>					

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

Table 2-4.--Minimum Staffing Requirements For
Fire Prevention Positions

AREA REQUIRING FIRE PREVENTION SERVICES (IN THOUSANDS OF FT ²) 1/	STAFFING REQUIREMENTS 2/
0-250	0
751-750	1
751-1,500	2
1,501-2,500	3
2,501-5,000	4
5,001-8,500	5
8,5001-12,500	6
12,001-17,500	7
17,501 and above 3/	8
<p>1/ Total square footage of buildings (excluding family housing), continuously used outside storage areas (continuous movement of equipment and/or supplies to and from the storage site), ships, and waterfront facilities).</p> <p>2/ These baseline staffing figures may be increased or decreased depending on the assessment of the hazardous nature of the material stored or operations conducted, amount of emergency response personnel inspections conducted on low hazard occupancies, the mission criticality of the equipment and operations, predominant construction plans, and other local factors bearing on the demand for full-time fire prevention personnel.</p> <p>3/ Where fire prevention services are required for areas exceeding 17,500,000 Ft², a fire protection specialist is authorized.</p>	

Table 2-5.--Minimum Daily Staffing Requirements For
Emergency Response

EMERGENCY VEHICLE IDENTIFIERS	POSITIONS PER VEHICLE REQUIRED 1/
Pumpers	4
Aerial Ladders	4
Rescue Apparatus	0 2/
Wildland Fire Apparatus	0 3/
Ambulances	0 4/
<p>1/ Total emergency response staffing is determined by multiplying the required daily staffing of all staffed apparatus by the position staffing factor, 2.72 percent.</p> <p>2/ Rescue apparatus shall be cross staffed from the pumper positions. Where the hazard and risk warrants, two positions per rescue apparatus may be authorized when approved by the CMC (LFF).</p> <p>3/ At installations with severe wildland fire risks, two positions per wildland fire apparatus may be authorized when approved by the CMC (LFF).</p> <p>4/ At installations where the fire department provides ambulance services, two positions per ambulance may be authorized when approved by the CMC (LFF).</p>	

2009. FIRE DEPARTMENT COMMUNICATIONS. Installations shall provide and maintain around the clock capability to handle fire department communications. Communications operators shall be trained in the proper use of communications equipment including telephone, radio, and alarm receiving systems. Operators must be trained for dispatching emergency apparatus and requesting

other assistance as required. Dedicated GS-392 or equivalent communications specialists are required. Bilingual capability is required at overseas locations. Consolidation of all emergency communications systems is recommended. The number of on-duty communications operators required is based on the number of alarms received per year as follows:

1. For less than 600 alarms, emergency response personnel may operate the communications equipment if the full emergency response staffing is maintained. Otherwise, one operator is required at all times.
2. For 600 to 2,500 alarms, at least one operator shall be provided at all times.
3. For more than 2,500 alarms, at least two operators shall be provided at all times.

2010. FIRE DEPARTMENT CONSOLIDATIONS. Fire department functions at military installations in a regional geographic area shall be consolidated where such action is cost-effective, reduces inefficiencies and duplication and will not impair mission requirements.

2011. FIRE DEPARTMENT FACILITIES. Fire stations shall provide a safe and healthy living environment for personnel who occupy the facility on a 24-hour basis. Facilities shall be designed and planned per the U.S. Army Corps of Engineers Standard Fire Station Design Manual and NAVFAC P-80.

2012. FIRE DEPARTMENT VEHICLES AND SUPPORT. Fire department emergency vehicles shall be programmed and purchased via the CMC (LFS). Support vehicles shall be provided for command and fire prevention personnel through the installation garrison mobile equipment department. Sufficient reserve vehicles shall be provided and maintained to replace out of service front line units. Reserve vehicles shall not be staffed except when used as replacements for front line apparatus or during major emergencies. Emergency vehicles are authorized to have appropriate emergency lights and warning devices, radios, and communications equipment installed. Emergency vehicles shall be maintained on a scheduled basis and repairs completed promptly to ensure they are reliable and ready for service.

2013. AUTOMATED INFORMATION SYSTEMS (AIS). AIS support is required for fire departments to prepare and maintain incident reports, personnel records, training records, equipment inventories, physical fitness tests, and fire prevention inspection reports. The DoD Fire Incident Reporting System requires the preparation and transmission of reports via electronic media.

2014. TECHNICAL RESOURCES. Fire departments shall maintain a library of current directives, codes, publications, training materials, and orders necessary to manage the fire protection and emergency services program.

2015. MUTUAL AND AUTOMATIC AID AGREEMENTS. Fire departments are encouraged to enter into mutual and automatic aid agreements with surrounding jurisdictions where it is in the best interest of both parties. In the absence of formal mutual or automatic aid agreements, installation commanders may give emergency assistance when such interest is deemed to be in the best interest of the United States and the Marine Corps.

2016. EMERGENCY MEDICAL SERVICES (EMS). Fire departments shall provide first responder EMS at Marine Corps installations. While naval medical personnel remain the primary EMS provider, Marine Corps Fire Departments shall supplement and reinforce the EMS system. Fire departments may provide ambulance services where it will increase the EMS system effectiveness and will not seriously compromise the other fire protection and emergency service missions.

2017. HAZARDOUS MATERIALS EMERGENCY SERVICES. Fire departments shall provide first responder hazardous materials emergency services in coordination with the Installation Oil and Hazardous Substances Spill Contingency Plans. Fire departments with three or more staffed companies may develop hazardous materials incident response teams capable of Level 3 response per NFPA 471. Fire departments with less than three staffed companies may develop hazardous materials incident response teams when trained personnel are provided from other installation departments.

2018. SPECIALIZED RESCUE SERVICES. Fire departments shall provide specialized rescue services (water rescue, dive rescue, heavy rescue, confined space rescue) when hazards at the installation require these capabilities. Confined space rescue requirements shall be per 29 CFR 1910.146.

2019. FIRE DEPARTMENT RECOGNITION. Fire departments are encouraged to acknowledge and reward outstanding personnel, heroic actions, and innovative programs. Fire departments are encouraged to participate in the annual Allen G. Ogden competition sponsored by the Navy and Marine Corps Fire Protection Association.

2020. FIRE DEPARTMENT OCCUPATIONAL HEALTH AND SAFETY PROGRAM. The program shall be per NFPA 1500. The program shall include infectious disease control programs, medical requirements and examinations, training, and physical fitness programs.

2021. FIRE DEPARTMENT COMMAND INSPECTIONS. Naval Facilities Engineering Command Area Fire Marshals shall conduct Fire Department Command Inspections on a 3-year cycle. The inspections provide a detailed analysis and evaluation of the fire department prevention program, training program, suppression operations, administration, facilities, safety program, communications, hazardous materials response and emergency medical response program. Area Fire Marshal Command Inspections Reports shall receive prompt attention and deficient conditions should be corrected as soon as possible. Inspection reports and activity corrective action plans shall be submitted to the CMC (LFF) within 60 days after receiving the report.

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CHAPTER 3

FIRE DEPARTMENT TRAINING

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FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

CHAPTER 3

FIRE DEPARTMENT TRAINING

3000. GENERAL. The fire department training program shall ensure that all personnel can operate in a safe and effective manner. Training programs shall be developed and implemented in accordance with the DoD Fire and Emergency Services Certification Program and the National Fire Codes. Proficiency training shall be conducted on a recurring basis to maintain operational efficiency.

3001. FIREFIGHTING TRAINING. The IFSTA training manuals and DoD Fire Emergency Certification System materials shall be used for basic firefighter training. Local and regional fire schools shall also be used to supplement the firefighter training and to provide advanced level training.

3002. FIRE PREVENTION TRAINING. The NFPA Life Safety Code (NFPA 101) training shall be used for basic fire prevention training. Additional training is recommended for public fire education, fire protection plan review and fire protection system acceptance testing and maintenance.

3003. ADMINISTRATIVE AND MANAGEMENT TRAINING. Executive level and personnel management training is required for chief officers. The National Fire Academy is one available source for this training. Incident Command System training is required for all assistant Fire chiefs of operations, deputy fire chiefs and fire chiefs. Fire service college degrees or related college degrees are encouraged for chief officers.

3004. PROFESSIONAL CERTIFICATION. All GS-081 fire department personnel shall participate in the DoD Fire and Emergency Services Certification Program. Reciprocity for State and local training certifications is encouraged.

3005. EMERGENCY MEDICAL TRAINING. All GS-081 fire department personnel shall be trained and certified to the Department of Transportation First Responder level or to an equivalent level emergency medical training. Full-time emergency response personnel (crew chiefs and firefighters) shall be trained and

certified to the Emergency Medical Technician level. Emergency Medical Technician certification is not required for emergency response personnel hired or promoted into a GS-081 position prior to September 1986.

3006. HAZARDOUS MATERIALS RESPONSE TRAINING. All emergency response personnel shall be trained and certified to the operations level per NFPA 472 and 29 CFR 1910.120. Fire departments which operate Hazardous Materials Incident Response Teams shall have an appropriate number of trained personnel at the Technician and Incident Commander levels to provide Level 3 response per NFPA 471. Hazardous Materials Response Teams shall be equipped with Level A personal protective equipment.

3007. SPECIALIZED RESCUE TRAINING. Fire departments which provide specialized rescue capabilities (water rescue, dive rescue, heavy rescue, and confined space rescue) shall ensure adequate personnel are properly trained for their rescue mission.

3008. DRIVER/OPERATOR TRAINING. Driver/operators shall be trained and certified in the proper operation of the fire department vehicles. Driver/operators shall successfully complete an Emergency Vehicle Operators Course prior to operating the emergency vehicles.

3009. TRAINING FACILITIES. Fire training facilities shall be provided to each installation fire department to provide realistic proficiency training. Combining training facilities for adjoining DoD installations and use of regional training facilities should be considered as long as Marine Corps Fire Department training needs are met. Facilities which conduct live fire training shall meet the requirements of NFPA 1403.

3010. ADMINISTRATION. The fire chief is responsible for the overall training program. The fire chief may appoint a senior officer as the training officer who is responsible for managing and conducting the training program. The fire department training officer is recommended for appointment as the fire department safety officer.

3011. TRAINING RECORDS. The fire department shall maintain individual training records for all fire department personnel. The records shall indicate all fire and emergency response training received during periods of employment with the fire department. Certification training records may be destroyed when replaced with appropriate recertification records.

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

CHAPTER 4

FIRE DEPARTMENT OPERATION

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FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

CHAPTER 4

FIRE DEPARTMENT OPERATIONS

4000. STRUCTURAL FIRE RESPONSE. Fire engine companies shall be dispatched on a first alarm assignment to deliver the required fire flow to the target hazard. Class A Fire Departments shall also dispatch at least one ladder on a first alarm assignment. Fire departments with water tower equipped engine companies shall establish flexible response procedures for using the water tower equipped engines as either an engine or ladder company.

4001. AIRCRAFT RESCUE FIREFIGHTING. Fire engine companies shall be dispatched on announced aircraft emergencies in support of the Aircraft Rescue and Firefighting Branch.

4002. HAZARDOUS MATERIALS EMERGENCY RESPONSE. Fire department initial response to hazardous materials emergencies shall be per the Installation Oil and Hazardous Substance Spill Contingency Plan. All fire departments shall be capable of hazard recognition, area isolation, personnel evacuation, substance identification, and initial incident command. Hazardous Materials Incident Response Teams shall have the capability of Level A entry for rescue, material identification, control, containment, and mitigation purposes. Fire departments shall not be responsible for hazardous materials clean-up and disposal.

4003. EMERGENCY MEDICAL AND RESCUE RESPONSE. Fire department initial response to medical and rescue emergencies shall provide for prompt extrication and treatment of victims. Medical emergencies shall be handled per appropriate emergency medical protocols.

4004. WILDLAND FIRE RESPONSE. Fire department response to wildland fires shall be per the Installation Fire Management Plan. The fire department response shall be sufficient to ensure, to the greatest extent possible, that the wildland fire does not leave the installation property.

4005. DISASTER RESPONSE. Fire department response to natural or man-made disasters shall be per the Installation Disaster

Response Plans. The response plans shall be coordinated with surrounding jurisdictions and shall be tested at least once a year.

4006. INCIDENT COMMAND SYSTEMS. Incident command procedures shall be developed and used for all emergency incidents to provide for planned and systematic use of resources.

4007. FIRE PROTECTION COMMUNICATIONS. Communications and dispatch systems are the important link in the emergency operation. Communication centers shall include two-way radio capability on multiple frequencies, direct communications lines with other emergency response organizations, central fire alarm receiver, voice recorder, public address and paging capabilities, and emergency backups.

4008. FIRE DEPARTMENT STANDARD OPERATING PROCEDURES AND PRE-INCIDENT PLANS. Standard operating procedures shall be developed to improve operational performance by providing uniformity in practices, establishing responsibility and enhancing accountability. Pre-incident plans shall be developed for all target hazards to ensure emergency response procedures are conducted as safely, effectively and efficiently as possible.

4009. PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING. All emergency response personnel shall be provided with appropriate protective equipment and clothing necessary to protect personnel from firefighting, rescue, and hazardous materials exposure hazards. Personal protective equipment and clothing shall comply with appropriate NFPA standards. All personnel involved in firefighting and emergency operations shall use self-contained breathing apparatus and all components of their firefighting or hazardous materials response protective ensemble.

4010. FIRE DEPARTMENT UNIFORMS. GS-081 fire department personnel shall wear uniforms which provide a professional appearance and do not interfere with emergency operations. Personnel shall not wear uniforms which are unsafe due to poor thermal stability or poor flame resistant characteristics of the fabrics. Uniforms may consist of 100 percent natural fibers, blends which are principally natural fibers, or flame resistant uniforms meeting NFPA 1975.

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

CHAPTER 5

FIRE PREVENTION PROGRAM

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FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

CHAPTER 5

FIRE PREVENTION PROGRAM

5000. GENERAL. Each installation shall establish and maintain an effective and planned fire prevention program. Fire prevention programs shall consist of continuing public fire education for all installation personnel, identification and elimination of fire hazards, enforcement of fire regulations, adequate fire protection for facilities and activities, promotion of fire prevention campaigns throughout the year, first aid firefighting training, and fire investigations. The fire prevention program also requires the strong support of the installation commander.

5001. STANDARDS. Fire prevention regulations shall comply with MIL-HDBK-1008B and NFPA 1.

5002. PUBLIC FIRE EDUCATION. Public fire education programs shall be provided for all installation personnel and may be extended to surrounding jurisdictions. Educational programs shall focus on fire safe procedures, elimination of fire hazards, reporting of fires and other emergencies, first-aid firefighting, and proper fire escape planning. Installations are authorized to expend funds for public fire education materials including nominal value giveaways.

5003. FIRE PROTECTION PLAN REVIEW. Qualified fire prevention personnel shall review and approve all plans and specifications for construction, repair, and alterations to buildings and facilities.

5004. FIRE PREVENTION INSPECTIONS. Qualified fire prevention personnel will manage the inspection program and inspect all target hazards. Fire prevention personnel will report and ensure prompt correction of fire hazards as part of the installation hazard abatement plan. Inspection frequency shall be based on fire and life hazards, occupancy classification, fire loading, and importance of normal activity. All facilities shall be inspected at least semiannually with more frequent inspections authorized for higher hazard facilities. Additional inspections are authorized to ensure prompt correction of extra hazard life safety and facility deficiencies.

5005 FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

5005. PERMITS. High fire hazard activities shall be regulated through a permit system. All precautions specified by the fire permit shall be employed to minimize the risk of high fire hazard activities.

5006. PUBLIC ASSEMBLY FACILITIES. Public assembly facility managers shall be trained in proper fire prevention responsibilities due to the high life loss potential at these facilities. Managers shall notify the fire department when planning large social events involving extensive decorations, large crowds, or unusual arrangements.

5007. FAMILY HOUSING. A fire prevention orientation program shall be provided for all new housing occupants. Housing units may be inspected when requested by the occupants, during changes in occupancy, or when directed by the installation commander.

5008. CONTRACTOR OPERATIONS. Fire prevention personnel shall attend preconstruction meetings to coordinate fire prevention requirements with installation contractors. All construction projects, repair and maintenance work, and service contract work shall be monitored by fire prevention personnel. Unsafe conditions shall be reported promptly to the contracting officer for corrective action.

5009. INSTALLATION FIRE WARDEN PROGRAM. Each installation department shall designate a fire warden to help execute the fire prevention program. The fire warden may appoint additional fire wardens for designated buildings and facilities. Fire wardens are responsible for the day to day fire prevention regulations within their designated building and facilities. The fire warden shall inform the fire chief in writing of all fire warden assignments. All fire wardens shall receive fire prevention training from the fire prevention staff.

5010. FIRE INVESTIGATIONS. All fires shall be investigated by the fire department to determine probable origin and cause and to reveal lessons learned to support local fire prevention and protection improvements. Fire exceeding the local investigation

thresholds shall be reported promptly to the CMC (LFF) and the area fire marshal. Fire investigations by the area fire marshal shall be provided per Chapter 7 of this Manual. Fires which may involve criminal activity shall be reported promptly to the Naval Criminal Investigative Service.

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

CHAPTER 6

FIRE PROTECTION ENGINEERING

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FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

CHAPTER 6

FIRE PROTECTION ENGINEERING

6000. STANDARDS. Fire protection engineering criteria shall conform to MIL-HDBK-1008B and the National Fire Codes. The Factory Mutual Loss Prevention Data Sheets, ICBO Uniform Building Code, and fire protection criteria from DoD and HQMC also provide specific fire protection guidance.

6001. SURVEYS. Naval Facilities Engineering Command Fire Protection Engineers shall survey installations on a 5-year cycle. Fire protection surveys provide a highly technical review of the life safety features, fire protection systems, and physical features of facilities at the installation. Fire Protection Engineering Survey Reports shall receive prompt attention and deficiencies should be corrected as soon as possible. Survey reports and activity corrective action plans shall be submitted to the CMC (LFF) within 60 days after receiving the survey.

6002. FIRE PROTECTION PROJECTS. Fire protection facility projects shall be submitted to HQMC per MCO P11000.5 to correct deficiencies which exceed local approval authority. The Fire Department and Public Works Department shall prepare appropriate project documentation for all fire protection facility projects. The Fire Protection Validation Format is included in appendix D.

6003. FIRE PROTECTION SYSTEMS MAINTENANCE. Maintenance of fire protection systems shall comply with NAVFAC MO-117 or the National Fire Codes.

6004. RESIDENTIAL SPRINKLERS. Automatic residential sprinklers are required for all new multifamily housing occupancies including BEQ's, BOQ's, dormitories, and lodges per the Fire Administration Authorization Act of 1992. Sprinklers are also required for all whole house renovations of existing multifamily housing projects.

6005. HALON FIRE EXTINGUISHING SYSTEMS. Halon 1301 and 1211 fixed fire extinguishing systems and fire extinguishers (except flight-line extinguishers) shall be removed and the Halon captured for the Department of Defense Ozone Depleting Substances bank. Fixed Halon systems shall be replaced with wet-pipe or pre-action sprinkler systems.

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

CHAPTER 7

REPORTING AND INVESTIGATIONS

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FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

CHAPTER 7

REPORTING AND INVESTIGATIONS

7000. FIRE AND EMERGENCY INCIDENT RESPONSE REPORTING. Fire and Emergency Incident Response Reports will be prepared and submitted per DoD 6055.7-M. Incident Response Reports (RCS DD-11320-01) shall be submitted for all fire and emergency incident responses within 14 days of the incident. Reports will be prepared using the DoD Fire Incident Reporting System (DFIRS) software and submitted to the Naval Safety Center via modem or diskette. For installations where emergency response services are provided by outside forces, a copy of the outside agency's incident response report will generally satisfy the reporting requirement.

7001. INITIAL FIRE INCIDENT REPORTS. An initial message report (RCS DD-11320-04) shall be made within 24 hours for all fires or related emergencies that cause damage of \$100,000 or more, are of unusual origin, or result in loss of life or serious injury to personnel. The Initial Fire Incident Report format is included in appendix E.

7002. FIRE INVESTIGATIONS. Fires involving loss of life, multiple serious injuries, property damage estimates exceeding \$100,000, failure of fire protection systems, fire bombings, fire sabotage of critical operations or incidents where an independent investigation is in the best interest of the Marine Corps shall be reported immediately to CMC (LFF) and the area fire marshal. Where deemed appropriate by the installation fire chief, CMC (LFF), and the area fire marshal, the fire will be investigated and a report prepared by the area fire marshal. Investigations by the area fire marshal are also authorized for incidents where expert cause and determination is required as a basis for criminal investigation.

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

APPENDIX A

DEFINITIONS

Aerial Ladder - A firefighting emergency response vehicle equipped with a mechanically operated ladder and turntable, a compliment of portable ground ladders and various rescue, ventilation, salvage, and overhaul tools.

Aircraft Rescue and Firefighting Branch - The primary Marine Corps organization responsible for providing fire suppression and rescue to aircraft incidents.

Apparatus - Specially designed emergency response vehicles which provide equipment and materials necessary for firefighting and emergency services. Apparatus includes pumpers, aerial ladders, and rescue vehicles.

Automatic Aid Agreement - A formal agreement between surrounding jurisdictions and the installation to provide fire department services as component of the jurisdiction's or the installation's initial response.

Automatic Sprinkler System - A fire extinguishing system with pipes and automatically activating heads which distributes water or water based extinguishing agents over a fire area.

Cross Staffing - Using the personnel from one staffed company to staff multiple companies.

Disaster Response - The portion of the emergency services program which deals with control and mitigation of unforeseen incidents which exceeds the normal capabilities of the affected installation or jurisdiction.

Driver/Operator - Fire department personnel trained and certified in the proper checkout, maintenance, and operation of fire department apparatus.

Emergency Medical Protocols - The procedures and regulations governing the emergency medical treatment of specific injuries and illnesses.

Emergency Medical Services - The portion of the emergency services program which provides rapid and quality care to people who are suffering from sudden injury or illness.

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

Emergency Medical Technician - The second level of fire department emergency medical service certification. The emergency medical technician is trained in pre-hospital life support and patient transportation.

Emergency Services Program - A comprehensive approach to control and mitigate damages from natural or man-made incidents.

Emergency Response Personnel - Fire department personnel trained and responsible for performing hazardous firefighting and emergency service missions.

Emergency Vehicle Operators Course - A training course designed to provide the skills and knowledge necessary to properly and safely operate fire department apparatus and emergency response vehicles.

Engine Company - A compliment of emergency response personnel staffing a fire department pumper. The engine company's primary role during fire incidents is establishing a water supply and delivering water through hoselines to control the fires.

First-Aid Firefighting - Initial fire suppression activities conducted by non-fire department personnel generally using portable fire extinguishers.

First Alarm Assignment - The initial fire department response to an incident.

Fire and Emergency Incident Reports - Data compiled on each incident to determine trends, evaluate effectiveness of the fire protection and emergency services programs and indicate areas needing improvement.

Fire Brigade - An organization consisting of installation personnel trained to provide firefighting and fire prevention activities within the installation.

Fire Department - The primary Marine Corps organization responsible for providing fire protection and emergency services to the installation and surrounding jurisdictions.

Fire Department Communications - The ability to effectively receive calls for assistance from telephone, radio, or fire alarm receiving equipment, process the calls, dispatch the appropriate emergency response vehicles, provide relevant information, and request additional assistance.

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

Fire Department Safety Officer - The fire department person assigned by the fire chief to manage the fire department safety and health program. The safety officer shall have direct access to the fire chief and shall have the authority to cause immediate correction of situations that create an imminent hazard to personnel.

Fire Department Training Officer - The fire department person assigned by the fire chief to manage the training program. In larger fire departments, the assistant fire chief of training is assigned as the training officer.

Fire Extinguishing System - A fire protection system which automatically controls and suppresses fires including automatic sprinkler systems, dry chemical systems, and foam systems.

Fire Flow - The amount of water necessary to confine and extinguish fires in facilities which represents large fire loss potential.

Fire Investigation - An examination of the fire scene to determine the cause and origin of the fire, any special circumstance surrounding the fire, and to develop lesson learned. A fire investigation may also serve as the basis for a criminal investigation if the fire is determined to be of incendiary or suspicious origin.

Fire Loading - The amount of combustibles within a space or building.

Fire Permit - An official document issued by the fire department which allows for the use, handling, storage, occupancy, or control of specific hazardous operations or conditions.

Fire Prevention - The portion of the fire protection program which seeks to prevent the outbreak of fire through education, inspection, enforcement, and investigation.

Fire Prevention Orientation Program - A public fire education program for all new installation housing occupants which addresses fire escape planning, fire and emergency reporting, home fire hazards, smoke detectors, and other fire protection features.

Fire Prevention Personnel - Fire department personnel trained and responsible for administering the fire prevention program.

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

Fire Protection Engineering - The portion of the fire protection program which deals with the study, design, and installation of fire protection and life safety systems.

Fire Protection Facility Projects - A single planned undertaking of construction, alteration, repair, or maintenance necessary to improve the fire protection or life safety characteristics of a building, structure, or other real property.

Fire Protection Plan Review - A fire prevention strategy involving the review of building design plans and specifications to ensure fire protection and life safety requirements are satisfied.

Fire Protection Program - A comprehensive approach to control and mitigate damages from hostile fires including ignition prevention, slowing fire growth and spread, detection and alarm, suppression, confinement, and evacuation of occupants.

Fire Protection Specialists - Fire department personnel trained and responsible for one specific portion of the fire protection and emergency services program; such as the public fire education program.

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

Fire Protection System Acceptance Testing - A fire prevention strategy involving the testing of newly installed or renovated fire protection systems to ensure the systems are operating properly.

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

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

First Responder - The first level of fire department emergency medical service certification. The first responder is trained in evaluating and treating patients with serious injuries or illnesses and is competent in using emergency medical equipment and supplies.

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

Flexible Response - A fire department response methodology using water tower equipment pumpers as either an engine company or a truck company.

Halon - A fire extinguishing agent which uses fluorine, chlorine, bromine or iodine based hydrocarbons to interfere with the combustion process. Halon has been identified as an ozone depleting substance.

Hazardous Materials Emergency Response - The portion of the emergency service program which deals with the control and mitigation of spills and releases involving hazardous materials or substances.

Hazardous Materials Incident Response Team - Teams which are organized, trained, and equipped to respond to Level 3 hazardous materials incidents and to use Level A Personnel Protective Equipment per NFPA 471.

Hose Stream Demand - The amount of water necessary in conjunction with automatic sprinklers to effect final extinguishment of fires and provide exposure protection.

Incident - An occurrence or event, either man-made or natural, which requires action by emergency services personnel to prevent or minimize loss of life, damage to property, or destruction of natural resources.

Incident Command System - The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

Infectious Disease Control - A comprehensive approach to manage the risks associated with infectious and communicable diseases which is designed to prevent infection from occurring in both patients and emergency care providers.

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

Installation Fire Management Plan - The installation's comprehensive plan to protect the base, mission, personnel, natural resources, and wildlife from fires with emphasis on the wildland fire threats.

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

Installation Hazard Abatement Plan - The installation's systematic priority program to correct or reduce hazardous conditions per DoDI 6055.1.

Installation Oil and Hazardous Substance Spill Contingency Plans
The installation's comprehensive response plans to oil and hazardous substances spills as required by 40 CFR Part 300.

Intermittent Emergency Response Personnel - On call fire department personnel trained and responsible for performing hazardous firefighting and emergency service missions. Intermittent personnel may supplement the full-time emergency response staffing.

Interservice Support Agreement - A formal agreement that defines recurring services provided by one supplier to one or more receivers and defines the basis for calculating reimbursement charges for the services.

Ladder Company - A compliment of emergency response personnel staffing a fire department aerial ladder. The ladder company's roles during fire incidents include elevated access and rescue, elevated master streams, search and rescue, ventilation, utility control, salvage, and overhaul.

Multi-Family Housing - A residential building with more than two living units under one roof.

Mutual Aid Agreement - A formal agreement between surrounding jurisdictions and the installation to provide supplemental fire department assistance when requested by either the jurisdiction or the installation.

Occupancy Classification - The grouping of buildings or portion of buildings based on their use or intended use.

Ozone Depleting Substances - Substances which can destroy the stratospheric ozone layer and thus increase the amount of ultraviolet light reaching the earth's surface. The use of ozone depleting substances is strictly regulated by DoD and the Environmental Protection Agency.

Position Staffing Factor - The factor used to determine emergency response staffing requirements. The factor is based on a 24-hour fire department shift, a 72-hour workweek and includes an adjustment for nonavailable time (annual leave, sick leave, and other leave).

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

Pre-incident Plans - Fire department plans for fighting a fire in a target hazard.

Public Fire Education - A fire prevention strategy which seeks to improve human fire safety behavior through the teaching and disseminating of fire protection information.

Pumper - A firefighting emergency response vehicle capable of carrying hose, transporting water, and pumping water.

Rescue Apparatus - An emergency response vehicle capable of transporting specialized rescue equipment.

Residential Sprinkler System - An automatic sprinkler system designed for homes and living quarters which will provide early warning and suppression of residential fires.

Response Time - The time required by the fire department to respond to an incident starting when the fire department is dispatched to the incident and ending when the emergency vehicles arrive at the incident location.

Risk Analysis - A study of the elements which pose a hazardous situation to assess the probability and severity of an incident prior to devising a means of controlling the hazardous situation.

Self-Contained Breathing Apparatus - A breathing air system designed to allow emergency services personnel to enter hazardous or oxygen deficient atmospheres.

Specialized Rescue Response - The portion of the emergency services program which removes victims from hazardous or life threatening conditions to areas of safety or treatment.

Standard Operating Procedures - The procedures and regulations governing emergency operations to provide uniformity in practices, establish responsibility, and enhance accountability.

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

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

Wildland Fire Apparatus - An emergency response vehicle capable of transporting water, pumping water, and carrying equipment used for wildland or brush fires.

Water Tower - A fire department pumper equipped with a hydraulically operated, telescopic boom. The boom is equipped with a waterway and an extension ladder for emergency escape purposes.

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

APPENDIX B

REFERENCE LIST

- | | |
|------------------------------|---|
| 1. National Fire Codes | National Fire Protection Association Codes & Standards |
| 2. Military Handbook 1008B | Fire Protection for Facilities, Design Engineering and Construction |
| 3. NAVFAC MO-117 | Maintenance of Fire Protection Systems |
| 4. DoD 6055.7-M | Fire Incident Reporting Manual |
| 5. DoDI 4000.19 | Interservices, Interdepartmental and Interagency Support |
| 6. OPM Classification GS-081 | Office of Personnel Management Position Classification Standard, Fire Protection, and Prevention Series |
| 7. NAVFAC P-80 | Facility Planning Criteria for Navy and Marine Corps Installations |
| 8. NFPA 471 | Recommended Practice for Responding to Hazardous Materials Incidents |
| 9. 29 CFR 1910.146 | Permit-Required Confined spaces |
| 10. NFPA 1500 | Standard on Fire Department Occupational Safety and Health Program |
| 11. IFSTA Training Manuals | International Fire Service Training Association Training Manuals |
| 12. NFPA 101 | Code for Safety to Life from Fire in Buildings and Structures |

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

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|-----|----------------------------|---|
| 13. | NFPA 472 | Standard for Professional Competence of Responders to Hazardous Materials Incidents |
| 14. | 29 CFR 1910.120 | Hazardous Waste Operations and Emergency Response |
| 15. | NFPA 1403 | Standard on Live Training Evolution in Structures |
| 16. | NFPA 1975 | Standard on Station/Work Uniforms for Fire Fighters |
| 17. | NFPA 1 | Fire Prevention Code |
| 18. | ICBO Uniform Building Code | International Conference of Building Officials Uniform Building Code |
| 19. | NavCompt Manual | Navy Comptroller Manual |
| 20. | 40 CFR Part 300 | National Oil and Hazardous Substances Pollution Contingency Plan |
| 21. | DoDI 6055.1 | Occupational Safety and Health Program |
| 22. | MCO P11000.5 | Real Property Facilities Manual, Volume IV, Facilities Projects Manual |

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

APPENDIX C

INSTRUCTIONS FOR THE PREPARATION OF
FIRE DEPARTMENT OPERATING COST DATA REPORT
([NAVMC 10214](#))

1. Purpose. To promulgate cost accounting instructions for the collection, recording, and reporting of cost data for Marine Corps Fire Departments and fire protection programs at all Marine Corps installations.

a. Reports will be prepared annually at the close of the fiscal year. Reports shall be submitted to the CMC (LFF-1) within 60 days of the close of the fiscal year. Reporting information shall be included on the Fire Department Operating Cost Data Form ([NAVMC 10214](#)) or similar form with the required information.

b. Installations which do not have a Marine Corps Fire Department but have full-time fire prevention personnel or fire protection specialists shall complete lines 2 and 8 through 17.

c. Costs for military labor shall be per the NAVCOMPT Manual.

2. Preparation of Report

a. Information required in the Fire Department Operating Cost Data ([NAVMC 10214](#)) will be recorded as follows:

(1) Identification Heading

(a) Installation

(b) Date Submitted

(c) Fiscal Year Reporting Period. The inclusive dates covered by the reporting period.

(2) Regularly Assigned Fire Department Personnel

(a) Supervisory and Administrative. Enter all regularly assigned fire department management personnel and all regularly assigned administrative personnel. The personnel will be shown as the number of civilian and military personnel in this category.

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

(b) Nonsupervisory. Enter all nonsupervisory emergency response and fire prevention personnel regularly assigned to fire departments. Do not include personnel assigned to auxiliary fire brigades. The personnel will be shown as the number of civilian and military personnel in this category.

(3) Fire Department Costs. Entries in this section will indicate the expenses for the fire department operation and the fire protection program for the fiscal year reporting period.

(a) Labor. Expenses incurred for all personnel, both civilian and military will be entered in these vertical columns.

(b) Material. Entries in this column will reflect material expenses incurred.

(c) Services. Entries in this column will reflect expenses incurred for all services performed by other than regularly assigned personnel and will include outside service contracts. Entries also will reflect the charges by the servicing sections of the installation for work performed, such as motor transport services and maintenance.

(4) Total. Entries in this column will reflect the total expenses incurred for labor, materials and services for the fire department operation and fire protection program.

b. Group Titles

(1) Line 1 - Fire Department Operation. The totals of the costs reflected on lines 2 through 6 will represent the costs directly related to the operation of the installation fire department.

(2) Line 2 - Personnel. Enter labor costs of all civilian and military personnel (supervisory, administrative and nonsupervisory) regularly assigned to the installation fire departments. In computing civilian labor costs, salaries or the hourly rate should be accelerated by 29 percent or the locally developed acceleration rate to include: the cost of annual leave, sick leave, holiday, and other leave taken; the Government's contribution to the retirement system; the Group Life Insurance and Health Benefit plans, and the Government's Social Security contributions. The cost of labor for military personnel assigned will be recorded on the basis of distributing the standard workweek (40 hours) to appropriate accounts,

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

regardless of time spent on annual leave, sick leave, assignment to boards, committees, travel status, or on-the-job training. (See NavCompt Manual, paragraph 035750 for detailed guidance on costing of military personnel.)

(3) Line 3 - Apparatus. Enter the cost of operating, maintaining and repairing of motor vehicle equipment regularly assigned to the fire departments.

(4) Line 4 - Emergency Response Equipment. Enter the cost of purchasing, maintaining, and repairing emergency response equipment, other than motor vehicle fire apparatus and portable fire extinguishers, such as fire hose, foam generators, emergency medical equipment and supplies, rescue equipment, etc.

(5) Line 5 - Buildings and Grounds. Enter the cost of maintaining and repairing buildings and grounds used for housing of fire department personnel, apparatus and equipment.

(6) Line 6 - Miscellaneous. Enter the costs of incidental expenses incurred in the operation of the station structural fire department, such as reference books, training aids, association memberships, stationery, cleaning materials, etc.

(7) Line 7 - Subtotal. Enter the total sum of lines 2 through 6.

(8) Line 8 - Fire Protection. The totals of the costs on lines 9 through 15 will represent the charges directly related to providing fire protection for the installation.

(9) Line 9 - Portable Fire Extinguishing Equipment. Enter the cost of purchasing, maintaining, repairing, charging, and testing of portable fire extinguishing equipment normally provided for buildings and facilities.

(10) Line 10 - Sprinkler and Fire Extinguishing Systems. Enter the cost of maintaining, repairing, and testing of fire sprinkler and other fire extinguishing systems.

(11) Line 11 - Fire Hydrants and Water Mains

(a) Enter the cost of maintaining and repairing fire hydrants and water mains where such maintenance and repairs are made for the sole purpose of providing fire protection.

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

(b) Charges will be entered on this line when the water mains, branch lines, and fire hydrants are installed for the sole purpose of providing fire protection on combined domestic and fire protection water supply systems.

(c) No charges will be entered on this line when the water mains and branch lines are installed for the sole purpose of providing community services such as drinking water and sanitation.

(12) Line 12 - Fire Alarm and Fire Detection System. Enter the cost of maintaining, repairing, and testing of fire alarm and detection systems.

(13) Line 13 - Fire Watches. Enter cost of maintaining fire watches by other than structural fire department personnel.

(14) Line 14 - Fire Control Operations. Enter the cost of carrying out fire control operations, such as cutting and maintaining fire breaks, controlled burnings, etc.

(15) Line 15 - Miscellaneous. Enter the cost of incidental expenses incurred in providing community fire protection, such as mutual aid assistance in fighting wildland fires and assistance to communities near Marine Corps installations. Enter also the costs of incidental fire protection program expenses not covered in other groups.

(16) Line 16 - Subtotal. Enter the sum of the totals from lines 9 through 15.

(17) Line 17 - Total Operating Cost. Enter the sum of totals from lines 7 and 16, for total operating cost for each "group titles".

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

FIRE DEPARTMENT OPERATION COST DATA (7310) NAFDC 10214 (REV. 3-96) (EF) SN: 0000-00-002-4903 U/I: 50 SH PER PD (Previous editions will not be used)		INSTALLATION		DATE SUBMITTED	REPORTING PERIOD (FY)
SUPERVISORY AND ADMINISTRATIVE		REGULARLY ASSIGNED FIRE DEPARTMENT PERSONNEL			
CIVILIAN	MILITARY	CIVILIAN	LABOR	MATERIALS	SERVICES
GROUP TITLES		FIRE DEPARTMENT COST			
		CIVILIAN	MILITARY		TOTAL
1	FIRE DEPARTMENT OPERATION				
2	PERSONNEL				
3	APPARATUS				
4	EMERGENCY RESPONSE EQUIPMENT				
5	BUILDINGS AND GROUNDS				
6	MISCELLANEOUS				
7	SUB-TOTAL				
8	FIRE PROTECTION				
9	PORTABLE FIRE EXTINGUISHING EQUIPMENT				
10	SPRINKLER AND FIRE EXTINGUISHING SYSTEMS				
11	FIRE HYDRANTS AND WATER MAINS				
12	FIRE ALARM AND FIRE DETECTION SYSTEMS				
13	FIRE WATCHES				
14	FIRE CONTROL OPERATIONS				
15	MISCELLANEOUS				
16	SUB-TOTAL				
17	TOTAL OPERATING COST				
PREPARED BY: (SIGNATURE AND TITLE)		APPROVED BY: (SIGNATURE AND TITLE)			

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

APPENDIX D

FIRE PROTECTION VALIDATION FORMAT

_____/_____/_____ of _____
 Activity Name Yr/Mo/Day Command Pri (1 of tot)

 Project No. Title Cost

 Facility No./Use Cat Code Cost Benefit Rating

Section 1: Purpose of Project Low Med High
 Choose all that apply. Rate
 low to high based on extent
 of improvement.

A. Improve Fire Extinguishing Systems 0 5 10
 (sprinklers, foam, dry chemical).
 Consider extent of protection and
 probability of fire control.

B. Improve Life Safety and Egress 0 5 10
 (exit stairs, doors, exit lights,
 signs, corridors). Consider extent
 of improvement and overall affect
 to life safety.

C. Improve Fire Detection and Reporting 0 5 10
 (smoke and heat detection, fire alarm
 systems). Consider extent of detection
 and probability of rapid fire detection.

D. Improve Fire Protection Infrastructure 0 5 10
 (water distribution, hydrants, fire
 alarm reporting systems). Consider extent
 of improvement to overall infrastructure.

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

Section 2: Impact of Project

A. Type of Facility (Based on Cat-code)	Low	Med	High
Choose only one - rate low to high based on importance of facility to the activity			
Operations	10	15	20
Barracks/Living Quarters	10	15	20
Infrastructure	10	15	20
Training/Education	5	10	15
Administration	5	10	15
Storage	5	10	15
Maintenance	0	5	10
Other	0	5	10
B. Probability of life loss or serious injury w/o project.	Low	Med	High
Consider number of occupants and occupant risk factors.	5	10	20
C. Impairment of Specific Organization's Mission.	Low	Med	High
Consider affect of loss on the mission.	5	15	25
D. Replacement Cost (Building and Contents)			
Critical loss (over \$50 million)		20	
Major loss (\$10-\$50 million)		15	
Substantial loss (\$2.5-\$10 million)		10	
Large loss (\$100,000-o\$2.5 million)		5	

Section 3: Fire Prot. Program Considerations

Choose all that apply. Activity to provide documentation on report recommendation.	No	Yes
--	----	-----

A. Project required for compliance with MCO P11000.11 MIL-HDBK-1008 or NFPA National Fire Codes	0	5
B. Project required to address Fire Protection Engineering survey or Fire Marshal report recommendation. (incl recommendation year and number)	0	5
C. Project required to support a CMC mandated Fire Protection Program (incl mandated program description)	0	5

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

Section 4: Command Priority

A. No. 1	10
B. No. 2-3	8
C. No. 4-5	5
D. No. 6	0

Final Score Computation

Section 1	_____	Maximum of 40
Section 2	_____	Maximum of 85
Section 3	_____	Maximum of 15
Section 4	_____	Maximum of 10
Total	_____	Maximum of 150

Project Priority

Choose only one based on Final Score above.

100 - 150	Priority 1	_____
80 - 99	Priority 2	_____
60 - 79	Priority 3	_____

HQMC REP: _____ ACTIVITY REP: _____

REMARKS: _____

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

APPENDIX E

INITIAL FIRE INCIDENT REPORT

SAMPLE MESSAGE

Use this format to report (within 24 hours) all fires or related emergencies that cause damage of \$100,000 or more, are of unusual origin, or result in loss of life or serious injury to personnel. Where the requested information is not applicable or not relevant to the analysis of the fire, insert "not applicable."

(Precedence - Priority)

FROM REPORTING INSTALLATION

TO CMC WASHINGTON DC//LFF-1/ASL-45 (IF APPLICABLE)//
COMNAVSAFCEM NORFOLK VA//40A/44//

INFO CHAIN OF COMMAND
LANTNAVFACENGCOM NORFOLK VA//09BF//
SOUTHWESTNAVFACENGCOM SAN BRUNO CA//137//

UNCLAS //N11320//FOUO (Normally unclassified unless classified information must be included.)

MSGID/GENADMIN/MSG ORIG/SER NO./MONTH//

SUBJ/INITIAL FIRE INCIDENT REPORT (REPORT SYMBOL DD-11320-04)//

REF/A/DOC/CMC//

AMPN/MCO P11000.11B MARINE CORPS FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM//

NARR/FOR OFFICIAL USE ONLY. THIS IS A GENERAL USE SAFETY REPORT TO BE USED ONLY FOR SAFETY PURPOSES//

POC/NAME/RANK/PRIMARY PHONE/-/LOCATION/SECONDARY PHONE//

RMKS/1. PER REF A, THE FOLLOWING INFORMATION IS SUBMITTED:

ALPHA:

1. UIC OF REPORTING ACTIVITY:
2. LOCAL DATE AND TIME OF FIRE OCCURRED:

FIRE PROTECTION AND EMERGENCY SERVICES PROGRAM

3. LOCATE DATE AND TIME FIRE UNDER CONTROL:

4. GEOGRAPHICAL LOCATION: (Include city and State and whether on or off Marine Corps property. If on Marine Corps property, give name and UIC of installation where fire occurred.)

BRAVO: FIRE RELATED INJURIES:

1. NAME/SSN/AGE/SEX: (If more than one person is injured, information in this section must be specific as to which individual is being described. Repeat items 1 through 3 for each individual.)

2. RANK AND DESIGNATOR, OR RATE AND NEC, OR JOB TITLE, SERIES AND GRADE

3. FATALITY OR EXTENT OR INJURY/ILLNESS: (Specify fatality, percentage of body burned, degree of burns, fractures, smoke inhalation, etc.)

CHARLIE: MATERIAL PROPERTY DAMAGE

1. TYPE OF PROPERTY: (Structural, agricultural, automobile, ship, aircraft, etc.)

2. ESTIMATED COST TO REPAIR OR REPLACE DOD PROPERTY:

3. ESTIMATED COST TO REPAIR OR REPLACE NON-DOD PROPERTY:

4. FIRE EQUIPMENT DAMAGED: (fire apparatus, support equipment, etc.)

DELTA: NARRATIVE: State as much amplifying information as available. Include chain of events leading up to, through, and subsequent to the fire.

REQUEST FOR APPROVAL OF A MARINE CORPS REPORTING REQUIREMENT (5214)

RCS: DN-5214-02

NAVMC 11216 (1-92) SN 0000-00-007-0340 (1) PAGES OF 100

1. USMC REPORT CONTROL SYMBOL (RCS)		2. EXPIRATION DATE (3 years from effective date of requiring directive)	
3. REQUESTING OFFICE		CODE	4. REQUIRING USMC DIRECTIVE
5. TITLE OF REPORTING REQUIREMENT			6. FORMAT (Msg, ltr, form no., etc.)
7. OTHER REQUIRING DIRECTIVES DOD _____ DON _____ OTHER _____		8. CATEGORY	9. PRIVACY ACT <input type="checkbox"/> YES <input type="checkbox"/> NO
10. TYPE OF REQUEST <input type="checkbox"/> NEW <input type="checkbox"/> REVISION <input type="checkbox"/> EXTENSION <input type="checkbox"/> WAIVER <input type="checkbox"/> PREVIOUSLY UNLICENSED		11. FREQUENCY TO SUBMIT <input type="checkbox"/> BIENNIALY <input type="checkbox"/> WEEKLY <input type="checkbox"/> ANNUALLY <input type="checkbox"/> AS REQUIRED <input type="checkbox"/> SEMIANNUALLY <input type="checkbox"/> ONE TIME <input type="checkbox"/> QUARTERLY <input type="checkbox"/> OTHER <input type="checkbox"/> MONTHLY	
12. SUBMISSION DUE		13. EXTERNAL REPORT CONTROL NUMBER	
14. CANCELED OR MODIFIED REPORTS OR FORMS (List RCS and Form No.)		15. HQMC, MCCDC, MCRDAC OFFICES REQUIRED TO SUBMIT	
16. RECIPIENT		17. ACTIVITIES REQUIRED TO SUBMIT (Use Monitored Command Codes; MCO P1080.20)	
18. PURPOSE OF THIS REPORTING REQUIREMENT (Brief Narrative)			
19. ACQUISITION OF SPECIALIZED EQUIPMENT TO SUPPORT THIS REPORT ITEM _____ COST _____		20. BURDEN HOURS (NAVMC FORM 11217)	
21. INDIVIDUAL DATA ELEMENTS (If copy of form or format is available, forward a copy to DirAR (ARDB) and leave this section blank.)			
22. PAPERWORK CERTIFICATION: I HAVE THOROUGHLY REVIEWED THIS REPORTING REQUIREMENT AND HAVE COMPLIED WITH THE POLICY IN MCO 5214.2D			
SIGNATURE		DATE	

Encl (1)

I N S T R U C T I O N S

REQUEST FOR APPROVAL OF A MARINE CORPS REPORTING REQUIREMENT
NAVMC 11216 (1-92)

RCS: DM-5214-02

1. USMC Report Control Symbol: If a revised report, use the previously assigned report control symbol; if new, leave blank and DirAR (ARDB) will review directive and assign RCS.
2. Expiration Date: Leave blank. DirAR (ARDB) will complete after requiring directive has been signed.
3. Name, Code of Requesting Office: Self-explanatory.
4. Requiring USMC Directive: Your proposed or existing Marine Corps directive, i.e., MCO 5214.2D.
5. Title of Reporting Requirement: Use official title if already designed on a form. If no title has been established, use descriptive title. Avoid use of the word "Report" and the frequency (i.e., "Annual").
6. Format: How will the information be sent to you? Normal media is message, letter, electronic mail, or machine generated. If a form is required, list the form number, i.e., NAVMC 11216.
7. Other Requiring Directives: Is the reporting requirement directed by higher authority? If so, what directive? (i.e., DOD 7110.2, SECNAVINST 5214.2D, U.S.C. 49) If you require additional space for DoD or DOW directives, use the other block.
8. Category: Insert "1", "2", "3", or "4" as appropriate.
 - Category 1 - The receipt of the report after the due date would seriously impair the capability of the receiving headquarters in making proper, vital, and immediate decisions.
 - Category 2 - Delay of receipt for more than a few days after the due date would impair the capability of the receiving headquarters to function effectively in planning/implementing programs.
 - Category 3 - The report is required by higher authority. Any decision to defer or suspend the requirement must be made by the originating agency.
 - Category 4 - Reports may be deferred to permit compliance with other urgent and more important requirements. Such reports may not be delayed beyond a reasonable length of time.
9. Privacy Act: Does this report contain personal information which must be safeguarded per current directives?
10. Type of Request: Self-explanatory.
11. Frequency to Submit: Self-explanatory. If other, designate frequency (i.e., triennially).
12. Submission Due: Indicate first day and month report is due, i.e., if quarterly and due by the 1st of Jan, Apr, Jul, and Oct, enter "1JAN". If the report is due weekly, indicate the day of the week, "TUE".
13. External Report Control Symbol: The RCS contained in higher authority directives, i.e., "DD-FMFP(Q)1458".
14. Canceled or Modified Reports or Forms: Self-explanatory.
15. HQMC, MCCDC, MCRDAC Offices: Use office codes, i.e., ARD, TE, LPP, etc.
16. Recipient: To whom does the directive direct the information to be sent? Include any external recipient, i.e., Red Cross.
17. Activities Required to Submit: Use MCO P1080.2D, JUMPS/HMS Codes Manual to obtain three digit monitored command codes; i.e., 012, 015, 222. Do NOT use "ALL".
18. Purpose of this Reporting Requirement: Self-explanatory.
19. Acquisition of Specialized Equipment for this Report Alone: List item and cost of equipment which must be purchased for the sole support of this report. Round cost to nearest dollar.
20. Burden Hours: Record the total number of burden hours from NAVMC 11217.
21. Individual Data Elements: If copy of form, format, or sample report is available, forward to ARDB, Attn: Reports Management and leave this section blank. Otherwise, list types of information collected by this report, i.e., enlisted population of command, number of males promoted, number of females promoted, etc.
22. Paperwork Certification: Your signature ensures that you cannot get this information from another source and that you have followed all guidelines established in MCO 5214.2D.

I N S T R U C T I O N S

REQUEST FOR APPROVAL OF A MARINE CORPS REPORTING REQUIREMENT
NAVMC 11216 (1-92)

RCS: DM-5214-02

1. USMC Report Control Symbol: If a revised report, use the previously assigned report control symbol; if new, leave blank and DirAR (ARDB) will review directive and assign RCS.
2. Expiration Date: Leave blank. DirAR (ARDB) will complete after requiring directive has been signed.
3. Name, Code of Requesting Office: Self-explanatory.
4. Requiring USMC Directive: Your proposed or existing Marine Corps directive, i.e., MCO 5214.2D.
5. Title of Reporting Requirement: Use official title if already designed on a form. If no title has been established, use descriptive title. Avoid use of the word "Report" and the frequency (i.e., "Annual").
6. Format: How will the information be sent to you? Normal media is message, letter, electronic mail, or machine generated. If a form is required, list the form number, i.e., NAVMC 11216.
7. Other Requiring Directives: Is the reporting requirement directed by higher authority? If so, what directive? (i.e., DOD 7110.2, SECNAVINST 5214.2D, U.S.C. 49) If you require additional space for DoD or DOW directives, use the other block.
8. Category: Insert "1", "2", "3", or "4" as appropriate.
 - Category 1 - The receipt of the report after the due date would seriously impair the capability of the receiving headquarters in making proper, vital, and immediate decisions.
 - Category 2 - Delay of receipt for more than a few days after the due date would impair the capability of the receiving headquarters to function effectively in planning/implementing programs.
 - Category 3 - The report is required by higher authority. Any decision to defer or suspend the requirement must be made by the originating agency.
 - Category 4 - Reports may be deferred to permit compliance with other urgent and more important requirements. Such reports may not be delayed beyond a reasonable length of time.
9. Privacy Act: Does this report contain personal information which must be safeguarded per current directives?
10. Type of Request: Self-explanatory.
11. Frequency to Submit: Self-explanatory. If other, designate frequency (i.e., triennially).
12. Submission Due: Indicate first day and month report is due, i.e., if quarterly and due by the 1st of Jan, Apr, Jul, and Oct, enter "1JAN". If the report is due weekly, indicate the day of the week, "TUE".
13. External Report Control Symbol: The RCS contained in higher authority directives, i.e., "DD-FMFP(Q)1458".
14. Canceled or Modified Reports or Forms: Self-explanatory.
15. HQMC, MCCDC, MCRDAC Offices: Use office codes, i.e., ARD, TE, LPP, etc.
16. Recipient: To whom does the directive direct the information to be sent? Include any external recipient, i.e., Red Cross.
17. Activities Required to Submit: Use MCO P1080.2D, JUMPS/HMS Codes Manual to obtain three digit monitored command codes; i.e., 012, 015, 222. Do NOT use "ALL".
18. Purpose of this Reporting Requirement: Self-explanatory.
19. Acquisition of Specialized Equipment for this Report Alone: List item and cost of equipment which must be purchased for the sole support of this report. Round cost to nearest dollar.
20. Burden Hours: Record the total number of burden hours from NAVMC 11217.
21. Individual Data Elements: If copy of form, format, or sample report is available, forward to ARDB, Attn: Reports Management and leave this section blank. Otherwise, list types of information collected by this report, i.e., enlisted population of command, number of males promoted, number of females promoted, etc.
22. Paperwork Certification: Your signature ensures that you cannot get this information from another source and that you have followed all guidelines established in MCO 5214.2D.

NAVMC 11217 (1-92) SN 000000000000000000 PAGES OF 100

REPORT SYMBOL: EXEMPT

REPORT CONTROL SYMBOL	NO. REPORTS PER YEAR	DATE PREPARED
-----------------------	----------------------	---------------

REPORT TITLE

HOURS TO INITIATE OR REVISE			ESTIMATE PREPARED BY:		
GRADE	HOURS	TOTAL HOURS IN-T-R-E-V-I-S-E	CODE	TELEPHONE	LAN ID

[illegible]

HOURS TO PREPARE AND SUBMIT ONE REPORT		HOURS TO RECEIVE ONE REPORT	
--	--	-----------------------------	--

NO. OF UNITS TO SUBMIT		NO. OF UNITS TO SUBMIT	
------------------------	--	------------------------	--

TOTAL HOURS TO PREPARE AND SUBMIT ALL REPORTS		TOTAL HOURS TO RECEIVE ALL REPORTS	
--	--	---------------------------------------	--

[illegible]

TOTAL HOURS TO USE REPORTS		TOTAL HOURS TO STORE AND DISPOSE	
----------------------------	--	----------------------------------	--

TOTAL ANNUAL BURDEN HOURS FOR THIS REPORT
(EXCLUDE HOURS TO INITIATE REVISE)
$$E_{n\ell}(Z)$$

INSTRUCTIONS

SUMMARY FOR ESTIMATES OF REPORTING HOURS (5214)
NAVMC 11217 (1-92)

RCS: EXEMPT

Report Control Symbol: Current RCS or wait for OMC (ARDB) to assign.

No. Reports Per Year: Use number, i.e., if annually, use 1; if quarterly, use 4; if biennially, use 5.

Date Prepared: Self-explanatory.

Report Title: Proposed title of report (avoid use of "Report" and frequency (i.e., Annual, Quarterly)).

Estimate Prepared by: Self-explanatory.

Code: Self-explanatory.

Telephone: Telephone number of report sponsor; include area code if other than 703.

LAN ID: Report sponsor's LAN ID.

HOURS TO INITIATE OR REVISE: Complete ONLY if a new or revised report. Estimate time report sponsor spends creating or revising report.

Grade: Use the following abbreviations (i.e., for Colonel use Col; for GM-15 use "GM15"):

Colonel	- COL	Master Gunnery Sergeant	- MGYSGT	GM15	GS9
Lieutenant Colonel	- LTCOL	Sergeant Major	- SGTMAJ	GM14	GS8
Major	- MAJ	Master Sergeant	- MSGT	GM13	GS7
Captain	- CAPT	First Sergeant	- 1STSGT	GS12	GS6
First Lieutenant	- 1STLT	Gunnery Sergeant	- GTSGT	GS11	GS5
Second Lieutenant	- 2NDLT	Staff Sergeant	- SSGT	GS10	GS4
Chief Warrant Officer 4	- CW04	Sergeant	- SGT		
Chief Warrant Officer 3	- CW03	Corporal	- CPL		
Chief Warrant Officer 2	- CW02	Lance Corporal	- LCPL		
Chief Warrant Officer 1	- CW01	Private First Class	- PFC		
		Private	- PVT		

Hours: Time spent by each grade. Use fractions for minutes, i.e., if time is 1 hr 15 min, enter 1.25; if 1 hr 30 min, enter 1.5. Minutes can be calculated by dividing minutes by 60, i.e., 5 min = 5/60 = .083.

Reports per Year: See above explanation.

Total Hours by Grade: Multiply Number of Hrs X Number of Reports Per Year.

HOURS TO PREPARE AND SUBMIT: Estimate time spent by reporting activities completing report. Suggest taking a random survey of activities to determine average grade/time required. **NOTE:** This is an excellent opportunity to request feedback on ways to improve the report.

No. Units to Submit: Self-explanatory. Number should match the number of MCC's listed for block 17 of the previous form.

HOURS TO RECEIVE: Estimate time required to receive ONE report. Include time to open mail, check off receipt from each activity, input data into computer or post to ledger, etc.

HOURS TO USE: Estimate time spent reviewing, analyzing, consolidating, coordinating, and finalizing the information received from all reporting activities.

HOURS TO STORE AND DISPOSE: Estimate time to store and dispose of reports (include all individual reports from units submitted for ONE reporting period).

TOTAL BURDEN HOURS FOR THIS REPORT: Exclude initiation/revision hours.

FIRE DEPARTMENT OPERATING COST (7310)
NAVMC 10214 (REV. 7-89)
SN: 0000-00-002-4902

U/I: PD OF 50

ACTIVITY

DATE SUBMITTED

PERIOD OF:

RESERVE ASSIGNED FIRE DEPARTMENT PERSONNEL

CIVILIAN

SUPERVISORY AND ADMINISTRATIVE

MILITARY

CIVILIAN

NON-SUPERVISORY

MILITARY

GROUP TITLES	COST CURRENT PERIOD					TOTAL COST TO DATE FY
	LABOR		MATERIAL	SERVICES BY OTHERS	TOTAL	
	CIVILIAN	MILITARY				
1						
2 PERSONNEL						
3 APPARATUS						
4 FIRE FIGHTING EQUIPMENT						
5 BUILDINGS AND GROUNDS, ETC.						
6 MISCELLANEOUS						
7 SUB-TOTAL						
8						
9 PORTABLE FIRE EXTINGUISHING EQUIP						
10 SPRINKLER & FIRE DETECTOR SYSTEMS						
11 FIRE HYDRANTS, ETC.						
12 FIRE ALARM SYSTEMS						
13 FIRE WATCHES						
14 FIRE CONTROL OPERATIONS						
15 MISCELLANEOUS						
16 SUB-TOTAL						
17 TOTAL OPERATING COST						
PREPARED BY: (Signature and title)						APPROVED BY: (Signature and title)

U.S. GPO: 1989-740-502/00111

BLANK FORMS AUTHORIZATION AND PROCUREMENT REQUEST (5213) NAVMC HQ 774 (REV. 12-93) (EF)		DATE: _____	
FROM: _____		TO: _____	
SUBJ: BLANK FORMS ACTION		ENCLOSURE: _____	
		EDITION DATE: _____	
1. The enclosure has been approved. Anticipated annual requirements for this form, based on ACTUAL USAGE are:			
EAST COAST ACTIVITIES: _____ (Supply will be stocked at MCLB, Albany, GA)		TOTAL USAGE: <div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
WEST COAST ACTIVITIES: _____ (Supply will be stocked at MCLB, Barstow, CA)			
HEADQUARTERS MARINE CORPS _____ Code _____ Room No. _____ Bldg. _____			
Phone No. _____ Attention: _____			
2. Remarks: <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>			
<div style="display: flex; justify-content: space-between;"> <div> FIRST ENDORSEMENT FROM: COMMANDANT OF THE MARINE CORPS (ARAE) TO: COMMANDER, MCLB (835-4), 814 RADFORD BLVD., ALBANY, GA 31704-1128 SUBJ: PRINTING PROCUREMENT REQUEST </div> <div style="text-align: right;"> 5213 ARAE DATE: _____ </div> </div>			
1. Forwarded with printing specifications attached. Form No. _____ has been assigned to this form.			
<div style="border: 1px solid black; padding: 2px;">APPROVED FOR PRINTING PROCUREMENT</div>		OTHER COMMENTS: <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>	
<div style="border: 1px solid black; padding: 2px;">STOCK NUMBER 0000-00-</div>			
<div style="border: 1px solid black; padding: 2px;">REQUIRED DELIVERY DATE: _____</div>			
FOR MCLB, ALBANY ACTION			
<div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> ADD TO <input type="checkbox"/> PART 1 <input type="checkbox"/> P ART II OF SL 8-09993A AS FOLLOWS: </div>			
STOCK NUMBER	ITEM DESCRIPTION	UNIT OF	NOTE
SPECIAL INSTRUCTIONS: <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>			
<div style="display: flex; justify-content: space-between;"> <div> COPY TO: <input type="checkbox"/> ALBANY CODE 851-4 <input type="checkbox"/> ALBANY CODE 853-3 <input type="checkbox"/> ARDD </div> <div style="text-align: right;"> SIGNATURE: LINDA B. GOODWIN By direction </div> </div>			

ID NO.

RCS: HQ5213-04

TYPE OR HAND PRINT ALL ENTRIES

1. All dates to be written in standard numerical format, e.g. 840929 for 29 September 1984.
2. Action Officer should complete ONLY Items 10, 11, 15, 16, 17, and 18.

1A. ACTION * <input type="checkbox"/> DELETE # <input type="checkbox"/> DELETE * <input type="checkbox"/> ADD # <input type="checkbox"/> ADD		1B. DOES THE FORM REQUIRE PRIVACY ACT STATEMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		2. FORM NO. NAVMC	
3. FORM TITLE				4. CURRENT EDITION DATE (YR. MO. DAY)	
5. CURRENT STOCK NO. 0000-00-		6. PHYSICAL DESCRIPTION		7. SPONSOR OFFICE CODE	
8. USABLE EDITIONS (Yr., Mo., Day)				9. REPLACES/SUPERSEDES FORM NUMBER(S)	
10. DIRECTIVES REQUIRING USE OF THE FORM (Item should contain all known requiring directives, i.e., MCO, MCBUL, SECNAVINST and DODINST, where applicable) USMC _____ DON _____ DOD _____ OTHER _____					
11. REPORT CONTROL SYMBOL (If Applicable)		12. STANDARD SUBJECT IDENTIFICATION CODE (SSIC)		13. FORM'S STATUS <input type="checkbox"/> OBSOLETE	
14. STOCKING POINTS <input type="checkbox"/> ALBANY <input type="checkbox"/> BARSTOW <input type="checkbox"/> HOMC CODE _____ <input type="checkbox"/> OTHER (Specify) _____		15. NO. OF COPIES USED AT A TIME <input type="checkbox"/> ORIGINAL ONLY <input type="checkbox"/> SET <input type="checkbox"/> ORIGINAL AND _____ COPIES			
16. SPECIFIC PURPOSE OF THE FORM (Limit to 252 Characters)					
17. SPECIFIC TITLES OF INDIVIDUALS WHO FILL IN THE FORM (Item should show the individuals (NOT ACTIVITIES) who fill in the form, i.e., PMO Desk Sergeant, Chief Cook, Vehicle Operator, Disbursing Clerk, etc. In the case of multiple users such as Fitness Reports you should list, for example, Administrative Clerk/Secretary, Reporting Senior and Reviewing Officer. In all cases show whether this individual is a military officer or enlisted, or civilian)					
18. TYPE OR PRINT NAME OF ACTION OFFICER (Item shall be that individual most familiar with the use of the form, whether the form is active, obsolete, needs revision, etc.)		GRADE OF ACTION OFFICER		PHONE NO.	
SIGNATURE OF ACTION OFFICER		HJOM NO.		DATE PREPARED	