



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
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21 MAY 1998

STATION ORDER P11135.1B

From: Commanding Officer
To: Distribution List

Subj: AIRCRAFT CRASH FIRE AND RESCUE DIVISION STANDING OPERATING
PROCEDURES (SHORT TITLE: CFR SOP)

Ref: (a) DODINST 6055.6
(b) DODINST 6055.7N
(c) OPNAVINST 3750.6Q
(d) NAVAIR 00-80R-14
(e) NAVAIR 00-80R-14-1
(f) NAVAIR 00-80R-14-20
(g) COMNAVAIRSYSCOM ltr 11320, Ser AIR-5514J/029 25JUL89
(h) MCO 1200.7P
(i) MCO P11000.11A
(j) StaO P3710.4F
(k) StaO P3750.2D
(l) StaO P3120.7
(m) MCO 5100.19C
(n) NFPA Manual

Encl: (1) LOCATOR SHEET

1. Purpose. To establish policies and procedures for the CFR Division in performing the aircraft fire fighting and rescue functions at the Marine Corps Air Station (MCAS) Yuma as per references (a) through (n).

2. Cancellation. StaO P11135.1A.

3. Background. Reference (a) Department of Defense (DOD) Fire Protection Program provides criteria for the allocation, assignment, operation and administration of the fire departments and related fire protection functions at DOD shore facilities. References (b) Fire Incident Reporting Manual provides guidance in preparing incident reports. Reference (c) Naval Aviation Safety Program and reference (d) NATOPS Aircraft Firefighting and Rescue Manual provide the basic policy and organization for performing the aviation firefighting and rescue functions at Navy and Marine Corps Air Stations. Reference (e) is the NATOPS Aircraft Emergency Rescue Information Manual. Reference (f) is the NATOPS Aircraft Crash and Salvage Operations Manual (Ashore). Reference (g) is the COMNAVAIRSYSCOM assignment of category (4) to this MCAS. Reference (h) is the is the MOS Manual which provides descriptions for MOS 7002 and 7051. Reference (i) the Real Property FACMAN Vol 8 Fire Protection Program provides a comprehensive fire protection program. Reference (j) is the Airfield Operations Manual.

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Reference (k) is the MCAS Premishap Plan. Reference (l) is the Disaster Preparedness Plan for MCAS Yuma. Reference (m) is the USMC Traffic Safety Program. Reference (n) is the National Fire Protection Agency Manuals.

4. Responsibility. The Airfield Operations Officer (S-3) is responsible for the operational and administrative control of the CFR Division.

5. Action

a. Airfield Operations Officer. The Airfield Operations Officer will ensure the CFR Division is maintained as per the policies and procedures established herein. The Operations Officer will also ensure a copy of this Order is posted in the CFR building so that all CFR personnel can familiarize themselves with the contents.

b. Motor Transportation Officer. Due to the critical nature of the CFR Division's responsibilities, the Motor Transportation Officer will ensure that the highest priority is assigned to preventive and corrective maintenance of all CFR vehicles and related support equipment.

c. S-1 Officer. The S-1 Officer will ensure the personnel manning level of the CFR Division is maintained as per the minimum response criteria outlined in references (a) and (d) and activity Table of Organization (T/O).

6. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.

7. Changes. Changes to this Order are encouraged at any time. A written request providing all pertinent information is required and should be forwarded to the MCAS Crash Fire Rescue Officer, MCAS, Yuma. Requests should also contain a point of contact and phone number.

8. Certification. Reviewed and approved this date.


C. J. TURNER

DISTRIBUTION: B

CRASH FIRE RESCUE SOP

LOCATOR SHEET

Subj: AIRCRAFT CRASH FIRE AND RESCUE DIVISION STANDING OPERATING PROCEDURES
(SHORT TITLE: SOP FOR CFR)

Location: _____
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CRASH FIRE RESCUE SOP
RECORD OF CHANGES

Log completed change action as indicated.

CRASH FIRE RESCUE SOP

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CRASH FIRE RESCUE SOP

CHAPTER 1

ORGANIZATION AND MISSION

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CHAPTER 1

ORGANIZATION AND MISSION

1000. CRASH FIRE RESCUE DIVISION ORGANIZATION. References (a) through (n), provide guidance and instructions for the organization of the Crash Fire Rescue Division (CFR). Providing support to Fleet Marine Force units, the Weapons and Tactics Instructor's Course (WTI), other U.S. military aviation units, allied military aviation units, the Yuma International Airport, Boeing Test Facility and all other civil aircraft operating on this airfield make the mission of MCAS Yuma CFR unique. It is this uniqueness that substantiates the extra hazardous flying conditions that exist at this installation and mandate in accordance with the references, the organizational structure necessary for this division to perform it's mission.

1001. OPERATIONAL STRUCTURE. The personnel staffing structure necessary to meet the operational tempo of this airfield should be organized utilizing three watch sections, assigned a 56 hour work week. Scheduling and assignment of personnel is established by the OIC and SNCOIC.

1002. CONTINGENCY PLANNING. Contingency plans shall be developed in order to operate the airfield when reduced staffing levels are in effect. These reductions may be due to deployments or normal EAS/PCS rotation of personnel or other emergency operations that are manpower intensive.

1003. CRASH FIRE RESCUE DIVISION MISSION (PRIMARY). The mission of CFR is to respond to aircraft emergencies, aviation incidents or mishaps on and around properties managed by Marine Corps Air Station Yuma. This division is responsible for initiating command and control procedures at the scene of an aviation incident and to mitigate hazardous situations by providing fire protection and rescue operations. This division will also perform other emergency actions that will reduce property loss and the threat of life loss.

1004. CRASH FIRE RESCUE DIVISION MISSION (SECONDARY). Using current directives and recognized standards, this division will maintain a technically updated training curriculum that will provide for efficient and effective fire/rescue operations. This training curriculum will enable proper techniques and procedures for the deployment of fire fighting and rescue equipment and resources.

This division shall also provide mutual aid assistance in accordance with references (a) and (b), current command directives and approved mutual aid agreements. This assistance will be within the capabilities of this division and not degrade at any time, the crash fire rescue support required for this air station.

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CHAPTER 2

BILLET DESCRIPTIONS AND RESPONSIBILITIES

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CHAPTER 2

BILLET DESCRIPTIONS AND RESPONSIBILITIES

2000. CRASH FIRE RESCUE OFFICER. The Crash Fire Rescue (CFR) Officer shall be responsible for the operational readiness, performance, technical training, and management of the Crash Fire Rescue Division. The CFR Officer shall be responsible to the Airfield Operations Officer (S-3) for the fire protection functions of the CFR Division. The CFR Officer or his assigned representative (CFR section leaders or Staff Noncommissioned Officer's), shall have control and direct command of the firefighting and rescue operation at the immediate scene of an aircraft mishap in accordance with the incident command procedures outlined in this order. Additional responsibilities include, but are not limited to the following:

1. Develop with the assistance of this division's staff, an annual strategic plan that will provide guidance for the operational and support sections. This plan should be developed for the purpose of improving firefighting and rescue services to the Yuma aviation community and to strengthen deficiencies identified from the previous year. Programs will be developed by analyzing the needs of the division through all available data (Emergency Data Sheets, DOD Fire Incident Reports, fiscal reports, training reports, etc.). This plan should include all programs for the upcoming year (fiscal expenditures, technical training objectives, equipment replacement, etc.), and have specific personnel or sections assigned to each program. Identified program items should include specific objectives with time lines for completion.
2. Assign personnel from within the CFR division to support billets in accordance with assigned T/O line numbers.
3. Review before submission, all reports involving aircraft mishaps and emergency responses as per references (c) and (d).
4. Coordinate with the MCAS Yuma Fire Chief and local civilian fire department officials in establishing/maintaining and review of mutual aid programs and agreements in accordance with reference (a).
5. Accept or delegate in writing the duties of Responsible Officer (RO) for all garrison, plant account and other Marine Corps property in accordance with MCO P4400.150D.
6. Provide assistance to squadron safety/salvage officers for aircraft salvage operations when requested. This assistance shall not degrade personnel or equipment requirements established for normal operations of this airfield.
7. The CFR Officer is designated the Fund Administrator for the fiscal account assigned to this division.

2001. STAFF NONCOMMISSIONED OFFICER IN CHARGE (SNCOIC). The SNCOIC shall be responsible to the CFR Officer and assumes the duties of the CFR Officer in that officers absence. Additional responsibilities include, but are not limited to the following:

1. Coordinate the operation of the CFR Division's watch sections with the CFR Crash Chief.
2. Supervise the operation of the division's Administrative, Training, Materiel and Truckmaster sections.
3. Keep the CFR Officer appraised of all unusual situations.
4. Insure all applicable DOD, Naval, Marine Corps, MCAS and squadron publications/orders are maintained and changes are entered as required.
5. Supervise the preparation of all reports. Receive and review all administrative reports prior to approval for submission by the CFR Officer.
6. Maintain a joint turnover folder as described in Appendix A. This turnover folder will be utilized by the CFR Officer and the CFR SNCOIC.
7. Insure compliance of the Marine Corps Counseling Program in accordance with MCO 1610.12.

2002. CRASH CHIEF. The Crash Chief assists the SNCOIC as directed and assumes the duties of the SNCOIC in that SNCO's absence. Additional duties include, but are not limited to the following:

1. Provide standardization and continuity between the CFR watch sections and periodically inspect the watch sections for compliance of the procedures contained within this order.
2. Keep the SNCOIC appraised of all unusual situations.
3. Responsible for the reporting of maintenance problems involving the CFR building and grounds, to include vehicle hotspots on the airfield. Repair requests shall be forwarded to the Facilities Maintenance Department for action.
4. Make formal relief between the off-going/on-coming watch section leaders. Review log book entries for accuracy and for events requiring further action. Review administrative reports from section leaders and forward via chain of command.
5. Supervise personnel assigned to Extra Military Instruction (EMI) as result of disciplinary action.
6. Maintain a turnover folder as described in Appendix A.

2003. OPERATIONS CHIEF. When assigned, the Operations Chief will work jointly with the Crash Chief and will be responsible for the organization and deployment of CFR personnel and equipment when FMF field evolution's require this support. The Operations Chief will be required to maintain close liaison with supporting units. This liaison will provide for transportation of CFR vehicles, operations scheduling, and other assets necessary to provide for the proper support of field exercises. The Operations Chief will also provide assistance to the Crash Chief with other duties as directed. Guidance for such operations shall be provided in the Crash Chiefs turnover folder.

2004. ADMINISTRATIVE PERSONNEL. Personnel filling the billet of administrative clerks will be selected from assigned CFR personnel. The assignment of, and requirements for this billet shall be set forth by the CFR SNCOIC and CFR Officer. Administrative personnel will be under the direct supervision of the CFR SNCOIC. In the event the CFR Officer or SNCOIC are not present, matters pertaining to this division or its personnel will be referred to the next senior member in this division's chain of command. Information regarding such matters shall be relayed to the CFR Officer or SNCOIC as expeditiously as possible. The administrative clerk is responsible for but not limited to the following duties:

1. The CFR administrative clerk shall maintain close liaison with the H&HS S-1 section in order to keep current on all matters affecting the personnel of this division. Ensure all administrative requests are submitted to the S-1 as prescribed by current squadron directives.
2. Gather information necessary for the timely submission of all reports and maintain files on all submitted reports. Correspondence files shall be maintained in accordance with SECNAVINST 5216.5C.
3. Maintain a directives library on all pertinent DOD, Naval, Marine Corps, MCAS and squadron directives and orders. Insuring all directives and orders are current and changes are properly entered.
4. Maintain a data card and a folder on all personnel. File copies of all leave, liberty, education requests, counseling, Pro & Con markings, etc. in this folder. This folder is for record keeping use only.
5. Maintain a turnover folder described in Appendix A.

2005. MATERIEL. The Materiel section should be staffed by a SNCO and personnel from the CFR division. Personnel assigned to this section will be responsible to the CFR SNCOIC and the CFR Officer respectfully in the performance of their duties. Duties include, but are not limited to the following:

1. The Materiel SNCO shall be responsible for all budgetary matters and the proper conduct of the account assigned to this division. Proper accounting procedures must be utilized in order that a ledger be kept and balanced properly. Regular liaison shall be maintained with the Comptroller's office aboard MCAS as well as the fiscal clerk assigned to this account.
2. A Maintenance program for all rescue equipment shall be established and maintained. Records on maintenance and repair shall be kept on all equipment. This will assist in establishing life expectancy and replacement schedules for equipment necessary for this division to perform its mission.
3. Insure on-hand stores of required items, in accordance with reference (d).
4. Research and make recommendations for procurement of new equipment or additional equipment as required.
5. Maintain an equipment accountability program in accordance with current Marine Corps Orders and other directives.
5. Maintain a turnover folder as described in Appendix A.

2006. TRUCKMASTER. The Truckmaster section should be staffed by a SNCO from the CFR division. This SNCO will be responsible to the CFR SNCOIC and CFR Officer respectfully in the performance of this duties. While it is not necessary, a knowledge of motor vehicle maintenance and record keeping should be considered when assigning personnel to this section. Duties include but are not limited to the following:

1. The Truckmaster shall maintain close liaison with the MCAS Motor Transport Division to ensure that proper maintenance and record keeping are completed in accordance with current Marine Corps directives.
2. CFR vehicle status is provided in accordance with reference (d).
3. Maintain a turnover folder as described in Appendix A.

2007. TRAINING. The Training section should be staffed by a SNCO and personnel assigned from the CFR division. This SNCO will be responsible to the CFR SNCOIC and CFR Officer respectfully in the performance of his duties. The overall mission of the training section is to provide an in-depth training program and support to the watch sections that will lead to the effective completion of the CFR mission. In order to maintain a high level of technical competence, the training section shall be divided into five sub-sections. These sub-sections are as follows: 1) operations, 2) safety, 3) vehicle licensing, 4) research and development, 5) mutual aid training and public relations. Mission statements and assigned tasks for each sub-section shall be outlined in detail in a turnover folder as described in Appendix A.

2008. WATCH SECTION LEADER. Gunnery Sergeant billet, may be assigned to a Staff Sergeant when necessary. Supervises an assigned watch section in the daily performance of duties and is responsible for the operational readiness of assigned section personnel. Coordinates and commands or delegates command during emergency , special response and non-emergency responses. Maintains a turnover folder in accordance with Appendix A.

2009. ASSISTANT WATCH SECTION LEADER. Staff Sergeant billet. Assist the watch section leader in the performance of all assigned responsibilities. Assumes the responsibilities of the section leader in that SNCO's absence.

2010. CREW CHIEF. NCO billet, can be assigned to a qualified Lance Corporal. Must successfully complete the prescribed Crew Chief's syllabus and demonstrate the qualities of maturity and confidence necessary to direct an assigned crew in the performance of their duties.

2011. EMERGENCY VEHICLE DRIVER/OPERATOR. Must successfully complete the prescribed vehicle licensing course, Emergency Vehicle Operator's Course (EVOC), and pass the emergency driver's physical. Demonstrate the maturity and confidence necessary to safely and efficiently operate CFR vehicles.

2012. AIRCRAFT FIRE FIGHTER. MOS qualified Marine. Performs all assigned tasks and maintains MOS qualifications through the CFR certification program.

2013. WATER TENDER OPERATOR. CFR Marine who meets the qualifications described in paragraph 0011 and 0012. Must also be proficient in the operation of the P-26 water tender and its application.

2014. CRANE OPERATOR. Must meet the qualifications as outlined in current MCO's.

2015. DISPATCHER. This position shall be staffed by personnel completing the prescribed training and who demonstrate the ability and presence of mind to handle emergency communications and the dispatching of fire/rescue services.

2016. HAZMAT COORDINATOR. This division shall appoint a Hazardous Materials/Waste Handling Coordinator and an assistant in accordance with StaO 6280.3C. These appointees shall strictly adhere to those regulations outlined in the reference.

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CHAPTER 3

AIRFIELD OPERATIONS AND PERSONNEL READINESS

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CHAPTER 3

AIRFIELD OPERATIONS AND PERSONNEL READINESS

3000. AIRFIELD MANNING REQUIREMENTS. Reference (d) provides the minimum manning requirements for Marine Corps airfields. The minimum staffing for this airfield during scheduled military flight hours should be established in accordance with paragraph 1001 of this order. Staffing levels above or below this established number shall be determined by the tempo of flight operations or as the OIC/SNCOIC directs. The outline below is provided as the minimum staffing requirement during non-military flight hours.

1. As established by reference (d), the below is provided. This outline may be used as a skeleton for increasing personnel and vehicle assets.

VEHICLE TYPE	# OF VEHICLES	# OF CREW MEMBERS	TOTAL
P-19A	4	4	16
P-26	1	2	2
Command	1	1	<u>1</u>
		Section minimum -	19

(Actual assignment for MCAS Yuma outlined below.)

VEHICLE TYPE	# OF VEHICLES	# OF CREW MEMBERS	TOTAL
P-19A	4	3	12
P-26	1	2	2
P-10	1	3	3
Command	1	2	<u>2</u>
		Section minimum -	19

2. Although not required by reference (d), a crane operator should be assigned to a vehicle other than a P-19A.

3001. IMMEDIATE ALERT CREW REQUIREMENT. The primary purpose of the immediate alert post is to respond to unannounced or unknown aircraft emergencies identified by that crew. During normal flight hours the requirement for the posting of an immediate alert crew is one P-19A crew. The airfield positioning of a single immediate alert crew is the discretion of the duty section leader. Personnel assigned to this position shall be in a constant state of vigilance. Guidelines for the use of two immediate alert positions are contained in the following paragraphs.

1. Two immediate alert positions will be posted when surge flying is taking place. Surge flying is defined as 12 or more aircraft in the local control area using the airfield for landing, departure or multiple approaches.

2. Two immediate alert positions will be posted when circumstances exist that would prevent the standby alert crews from readily responding to a emergency on the airfield. This could exist for various reasons, the following examples are provided; access to taxiway Echo is blocked, numerous aircraft taxiing on Delta or Charlie taxiways or airfield construction.
3. Two immediate alert positions will be posted when hazardous flight operations are taking place. Hazardous flight operations are as defined in reference (d), to include air shows, aerial acrobatics performances, fleet carrier landing practice (FCLP's), and six or more ordnance laden aircraft preparing for departure.
4. Two immediate alert positions will be posted when two or more category 4 aircraft are operating in the local control area or one category 4 aircraft with 75 or more passengers is operating in the local area.
5. When two alert crews are required, they should be positioned at the standard locations or as indicated by the duty section leader.

3002. TWO MINUTE STAND-BY RESPONSE. The term TWO MINUTE STAND-BY is used when the Immediate Response Crew (Hotspot), is brought in from its airfield position and repositioned at the CFR building. This condition is at the Section Leader's discretion and can be used if there are no military flight operations. During a two minute stand-by, the immediate alert crew must be dispatched to the airfield for scheduled aircarrier landings and departures or any unscheduled military aircraft landings or departures. Section Leaders should coordinate with the Air Traffic Control (ATC) facility to ensure no military aircraft are in the local area prior to utilizing the two minute stand-by alert.

3003. EMERGENCY RECALL SYSTEM, LARGE INCIDENT RECALL PLAN. The emergency recall system is designed to provide an expedient means to supplement the duty section with personnel. A system shall be set up that will provide for the ready recall of a designated number of off duty personnel. These personnel shall report within 30 minutes from the time of notification. Personnel may be pre-assigned crew positions in order to expedite their availability for service. In the event more personnel are required during an incident or to man the airfield, the duty section leader should expand the recall to include the number of personnel necessary.

3004. ON/OFF STATION RESPONSE MAPS. A detailed master map system for all areas this division could respond to shall be maintained and be assessable within the CFR division. This master map system shall be used by the duty section leader to plot routes for the emergency response prior to departure of CFR vehicles. All assigned personnel shall be trained in proper use of this map system.

3005. PROCEDURES FOR MORNING AIRFIELD SURFACE INSPECTION. An airfield foreign object damage (FOD) inspection/surface check shall be conducted each morning when the air traffic control (ATC) tower personnel arrive for duty. All runway and taxiway surfaces shall be inspected using standard runway clearance procedures. Personnel conducting this inspection will monitor a scanner which transmits radar and aircraft transmissions. The frequency to monitor is 119.3 on the local control net.

3006. AREA SECURITY/VISITOR CONTROL. Personnel receiving visitors shall limit their access to the CFR galley. This restriction is for the visitor's safety. Authorization may be obtained from the duty section leader in order to allow visitors to tour the CFR area. Airfield access must be coordinated through the Airfield Operations Division (Station S-3). Personnel receiving visitors are responsible for the conduct and safety of their visitors. Visitors shall not be received after 2200. Visitation after 2200 shall be at the duty section leader's discretion.

3007. REGULATION OF MEDICATION, NARCOTICS AND ALCOHOLIC BEVERAGES. Firefighting is a highly specialized field, absolute prerequisites for the successful accomplishment of this mission is alertness, agility, physical strength, mental dexterity, and the ability to be an exacting team worker. The following instructions will govern the use of medications, narcotics and alcoholic beverages for all assigned personnel.

1. Prescribed medications. Inform the Medical Officer prescribing the medication that you are a member of the CFR division. Obtain a medical chit as to whether the medication will/will not interfere with your duties. Submit the chit via the section leader to the Crash Chief so a temporary reassignment can be made if necessary.
2. Over the counter medications/unauthorized medications. Many over the counter medications are available. Although not a narcotic or controlled substance, these medications possess the ability to alter the physical and mental capabilities of the person utilizing the medication. It is emphasized that the only medications authorized for consumption by CFR personnel are those prescribed by a Medical Officer.
3. Illegal narcotics/drugs. In accordance with MCO P5300.12 the possession, use or sale of illegal drugs, narcotics, controlled substances or paraphernalia is strictly prohibited.
4. Alcohol. The consumption of alcoholic beverages during the performance of duty is prohibited. At no time will alcoholic beverages be consumed within eight hours prior to being in a duty status, regardless of duties assigned.

3008. COMPETENCY FOR DUTY EXAMINATION. If a CFR member has cause to suspect that the physical or mental capabilities of another CFR member is impaired due to the suspected influence of narcotics, alcohol or medication, it will be immediately reported to the Marine's SNCOIC. The senior Marine on duty will complete the NAVMED Form 6120 and have it signed by appropriate authority. After this is accomplished the Marine in question will be escorted to the MCAS Dispensary for an examination and testing. Upon completion of medical procedures the Marine will be returned to the CFR Division for appropriate action. The OIC, SNCOIC and Crash Chief will be advised immediately of these procedures.

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CHAPTER 4

EMERGENCY OPERATIONS

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CHAPTER 4

EMERGENCY OPERATIONS

4000. GENERAL. Emergency Operations addresses the requirement for incident command, it's establishment and procedural organization; outlines task organized response structures as guidance for the handling of incidents at, around or away from the airfield. The intent of this chapter is to provide emergency response criteria and avoid duplicating published procedures for handling emergency responses. References (d) and (e) provide specific instruction for the handling of aircraft emergencies and all CFR personnel shall be familiar with those procedures.

4001. INCIDENT COMMAND SYSTEM (ICS). The effective functioning of CFR units responding to an emergency incident require clear decisive actions. References (d) and (n) require the implementation of the Incident Command System. The purpose of an ICS is to provide structure and coordination to the management of emergency incident operations in order to provide for the safety and health of CFR personnel and other persons involved in those activities. The incident command system as described in NFPA Standard 1561 is to be used by trained personnel and applied in a manner that meets the needs of this particular division. The ICS shall be utilized at all emergency incidents. The ICS also shall be applied to drills, exercises, and other situations that involve hazards similar to those encountered at actual emergency incidents. All personnel who could be involved in emergency operations should be trained in the incident command system.

Identification of the positions and responsibilities for personnel involved in incident command and incident operations is provided to guide CFR personnel in conducting emergency and non-emergency operations using the incident command system structure.

a. Incident Commander. Normally the CFR section leader, is responsible for the overall command at the scene for the duration of the incident unless or until transfer of command occurs. Upon transfer of command the section leader will assume the duties of deputy incident commander, or a position assigned by the assuming incident commander.

b. Safety Officer. Assigned by the section leader and directly responsible to the incident commander for overall safety of personnel operating in the incident area.

c. Staging/Liaison Officer. Assigned by the section leader and directly responsible to the incident commander for the tracking and coordination, of agencies responding to assist in the incident. Assignment of these assets is by direction of the Incident Commander.

d. Operations Officer. Assigned by the section leader to conduct and coordinate the rescue, suppression, and triage/recovery groups operating at the incident scene. The operations official or officials, will be responsible for an assigned sector and control the operation assigned to that sector. Operational groups/teams will be assigned according to the tasks at hand. These groups/teams are identified below but are not limited or limited in numbers to the type listed.

- (1) Rescue group/team.
- (2) Forcible entry group/team.
- (3) Fire Suppression group/team.
- (4) Triage group/team.
- (5) Recovery group/team.

4002. COMMAND. The term "COMMAND" in this procedure refers jointly to both the person and the function. Command is designed to accomplish the following:

1. Fix the responsibility for command on a certain individual through a standard identification system.
2. Ensure that strong, direct and visible command will be established as early as possible in the operation.
3. Facilitate an organized and orderly response to an incident that will produce an effective effort. This will allow for a smooth transfer of command during more complex operations.
4. Allow when necessary, liaison and coordination with all other coordinating agencies.

4003. ESTABLISHING COMMAND. The first CFR fire suppression unit to arrive at an incident or the CFR section leader when responding to an announced emergency will assume command and remain in command unless relieved by senior CFR personnel or until the incident is terminated. If it is determined that the incident is beyond the scope of this division's command, control and/or resources, the Disaster Preparedness Plan for MCAS Yuma, reference (1), shall be initiated. Initiation of this plan will activate the necessary command and resource functions which can facilitate the incident commander at the operational level.

Upon activation of this plan the CFR division becomes an operational element under the command of the MCAS Emergency Operations Center (EOC).

4004. INCIDENT COMMANDER (IC). The incident commander shall be responsible for the overall coordination and direction of all activities at an incident. The incident commander has the ultimate responsibility for the accountability, safety and health of all CFR personnel; and for other persons who may be operating within the incident management system. Because of this responsibility the incident commander must be aware of risks personnel could be exposed to. Risk management provides a basis for the following:

1. Standard evaluation of the situation.
2. Strategic decision-making.
3. Tactical planning.
4. Plan evaluation and revision.
5. Operational command and control.

The IC shall initiate an accountability and inventory system utilizing the Personnel Accountability System at the beginning of operations and shall maintain that system throughout operations. The incident commander shall provide for appropriate control of access to the incident scene. The incident commander is responsible for the following tasks as required by the circumstances of the situation within his judgment.

INITIAL:

1. Assume an effective command position.
2. Transmit a brief initial radio report.
3. Rapidly evaluate the situation (size-up).
4. Develop a plan of action.

CONTINUING:

1. Assign units as required.
2. Provide continuing overall command and progress reports within the framework of ICS procedures.
3. Assign duties and delegate authority to expand the command structure to maintain levels of supervision and span of control.
4. Review and evaluate attack efforts and revise plan of action as needed.
5. Requests and assign additional units as necessary.
6. Return units to service and terminate "COMMAND".

The first four tasks are initial command responsibilities. The continuing responsibilities stay with the command whether the initial incident commander remains in command or command is transferred to subsequent arriving senior CFR personnel.

4005. JOINT COMMAND. During multi-agency responses involving aircraft and structures the responding CFR incident commander shall join the on scene incident commander establishing a joint incident command. This will enable CFR assets to be utilized in conjunction with local fire department assets and provide for the technical information necessary in aircraft mishaps.

4006. JURISDICTIONAL GUIDELINES. In order to eliminate jurisdictional conflicts the following guidelines are provided.

1. Military aircraft incidents will be under the jurisdiction of the CFR incident commander, regardless of property or location.
2. Civil aircraft on military property will be under the jurisdiction of the CFR incident commander.
3. When responding to a civil aircraft incident off military property, the responding CFR units will join with local fire rescue agencies and form a joint command as established in paragraph 4005.

4007. INITIAL REPORT. The CFR member assuming command shall transmit a brief initial radio report including:

1. Unit identification and confirming assumption of command.
2. Situation description (type aircraft, nature of emergency, landing runway if applicable, number of souls on board, ordnance and location, etc.).
3. Obvious fire conditions.
4. Action being taken (brief description).

4008. RADIO DESIGNATION. The radio designation "COMMAND", will be used with a brief description of the incident (i.e., Yuma Ground, Angel 25 is Command, etc.), this designation will not change through the duration of the incident unless proper transfer of command occurs.

4009. RESPONSE WORKSHEETS. To facilitate assumption of command CFR section leaders will record the following information when responding to emergencies:

1. Type aircraft/situation responding to.
2. Nature of emergency/situation description.
3. Time until aircraft lands.
4. Number of personnel onboard/requiring assistance.
5. Ordnance.
6. Fuel status.
7. Cargo/special considerations (if applicable).
8. Responding units/supporting units in staging.

4010. TRANSFER OF COMMAND. The first arriving CFR fire suppression unit to arrive on scene will assume and retain command until relieved by a ranking CFR authority within the following guidelines:

1. The first arriving CFR section leader will automatically assume command.
2. The first arriving senior CFR SNCO or OIC may assume command after transfer of command procedures have been completed.

NOTE: This does not preclude the option of the first arriving CFR section leader from having another CFR section leader arriving with him or close behind take command. This may be pre-arranged or may be necessitated by circumstances; in either case it shall be confirmed by both parties by radio.

4011. TRANSFER OF COMMAND PROCEDURES. Within the CFR chain of command indicated above, the actual transfer of command will be regulated by the following procedures:

1. Arriving CFR personnel assuming command will communicate with the CFR member being relieved by radio or preferably face-to-face on arrival.
2. The CFR member being relieved will brief the senior CFR member or OIC assuming command indicating the following:
 - a. General situation status.
 - b. Deployment and assignments of operating units.
 - c. Appraisal of needs for additional resources at that time.

3. The CFR member being relieved should review the tactical control sheet with the ranking authority in complex situations. This sheet provides the most effective framework for command transfer as it outlines the location and status of resources in a standard form that should be well known to all members, in a timely fashion.
4. CFR Command personnel should eliminate all unnecessary radio traffic while responding unless such communications are required to ensure that command functions are initiated and completed.
5. The arrival (in itself), of senior CFR personnel on the scene does not mean command has been transferred to that ranking authority. Command is transferred only when the outlined transfer of command functions have been completed.
6. The response and arrival of ranking CFR personnel on the scene strengthens the overall command function. All senior personnel will exercise their command prerogatives in a supportive manner that will ensure a smooth transition and the effective on-going function of command.
7. The CFR member relieved of command will be utilized to the best advantage by the assuming command.
8. In cases where CFR command is effectively handling a situation, and is completely aware of the location and function of operating units and the general status of the situation, it may be desirable for that member to continue in an active command role. In these cases, senior personnel may assume a supportive role in the overall command context.

4012. COMMAND STAFF. Command staff functions shall be those elements of the ICS that operate in direct support of the incident commander and contribute to the overall management of the incident. These command staff functions shall be activated upon escalation of an incident. Specific individuals shall be designated to respond and assume command staff duties automatically. Assignment and responsibility of command staff functions are described below.

1. Information staff position. This position will be filled by the MCAS Public Affairs Office (PAO). PAO shall provide liaison between the media and MCAS officials. The PAO shall consult with the incident commander regarding any constraints on the release of information and shall prepare press releases.
2. Staging/Liaison Officer. This position will be filled by a CFR member or MCAS Fire Department assistant chief/captain when available. The liaison officer shall be the point of contact for assisting and cooperating agencies. The liaison officer shall identify current or potential

interagency needs when assisting the CFR divisions during an incident. The staging/liaison officer will also be responsible for the tracking, coordinating and assignment, by direction of the incident commander, agencies responding to assist in the incident.

3. Safety Officer. This position will be filled by a CFR member pre-assigned by the IC. The watch section shall maintain a pool of personnel trained and qualified in fire ground safety procedures. Safety officers shall have the authority to immediately correct situations that create an imminent hazard to personnel. During an operation, where activities are judged by a safety officer to be unsafe and to involve imminent hazard, the safety official shall have the authority to alter, suspend, or terminate those activities. The safety officer shall immediately inform the incident commander of any actions taken to correct imminent hazards\unsafe conditions during operations. During an operation where a safety official identifies unsafe conditions, operations, or hazards that do not present an imminent danger, the safety officer shall take appropriate action through the incident commander to mitigate or eliminate the unsafe condition, operation, or hazard. In addition, the safety official shall act as the risk manager during fire or rescue operations. Continuously evaluating the operation for all possible risks and formulating a contingency for evacuation and rescue of personnel working at the emergency site. The safety officer shall have direct control of the Rapid Response Intervention Team. This response team shall consist of a minimum of two CFR personnel independent of any other commitment.

4. Logistics/Supply. The CFR materiel section will assume this position.

5. Security. This task will be assigned to the MCAS Provost Marshals Office (PMO). The senior PMO personnel will coordinate with the incident commander and perform duties as outlined in PMO's SOP.

Personnel performing command staff functions shall operate with delegated authority to issue orders and instructions in the name of the incident commander. The assigned personnel shall keep the incident commander informed of significant occurrences. Once the command staff have assembled with the incident commander, these combined elements shall be referred to as the command post.

4013. ACTIVATION OF THE INCIDENT COMMAND SYSTEM (INITIAL). The initial activation of the ICS by the section leader for incident operations will initially involve those CFR units assigned and MCAS Fire Department and Medical units. These responding units should allow the CFR section leader adequate personnel and resources to handle the immediate situation. As the incident escalates and span of control needs increase, the incident commander shall activate the command staff and establish a command post.

4014. RESPONSE STRUCTURES/TACTICAL GUIDELINES. This paragraph will provide guidance for adequate response of CFR units and objectives for the Incident Command echelons when involved in emergency operations. The Incident Command Flow Charts in this chapter will outline the basic structures used for incident command. CFR personnel shall also be familiar with the contents of reference (d) when responding to aircraft crashes/mishaps. The following general response occurrences are provided as guidance for determining proper utilization of available assets by CFR section leaders or CFR personnel establishing command.

1. ANNOUNCED AIRCRAFT EMERGENCIES. All daily assigned CFR vehicles and support vehicles will respond to predesignated positions on the airfield. Vehicle movement around aircraft should take place when directed by the CFR section leader. Any movement of vehicles and/or personnel must be done with extreme caution due to hazards inherent to aircraft. Chapter Six of reference (d) provides guidance on firefighting and rescue tactics for aircraft emergencies. As a precaution a rescue vehicle shall escort the aircraft's return to line. Additionally, a P-19 should escort the aircraft if the type of hazard responded to warrants an upgraded escort.

The following tactical guidelines are provided:

- a. Plan for activation of initial ICS.
- b. Preposition of vehicles.
- c. Safety.
- d. Support resources available.
- e. Plan of action (size-up).
- f. Termination of operation.

2. UNANNOUNCED AIRCRAFT EMERGENCIES. While these situations may be similar in nature to announced aircraft emergencies, the amount of time allotted to the section leader or first responding unit may be severely limited. Thorough knowledge of tactics outlined in Chapter Six of reference (d) and the Incident Command System will increase the operational effectiveness of CFR personnel to handle these type of responses properly and efficiently.

The following tactical guidelines are provided:

- a. Plan for activation of initial ICS.
- b. Response of units.
- c. Safety.
- d. Support resources available.

- e. Plan of action (size-up).
- f. Termination.

3. On Station Aircraft Mishap/Crash. Upon notification or observance of an aircraft crash on the airfield, the immediate alert crew (Hotspot), and all stand-by alert crews will respond immediately. ICS must be initiated so the section leader can gain control of the operation and accountability of personnel and units reporting for service. When necessary the section leader should activate the Emergency Recall System. The following tactical guidelines are provided:

- a. Initiate ICS.
- b. Response of units.
- c. Safety.
- d. Plan of action (size-up/ firefighting & rescue operations).
- e. Assign staging.
- f. Assign Rehab (if necessary).
- g. Support resources available.
- h. Termination.

4. Off Station Aircraft Mishap/Crash. Upon notification of an off station crash, the section leader must determine if a response should be initiated. A response should not be initiated until location of incident is verified and available information, pertinent to the incident, is known. The section leader will determine type and size of initial response needed and prepare for the follow-on response. The secondary response should include CFR, EOD, Photo, PMO, Range Management, Environmental and any other personnel pertinent to the incident. Follow-on support may include the activation of the Emergency Recall System. The following tactical guidelines are provided:

- a. Assigns Command (ICS).
- b. Initial response.
- c. Safety.
- d. Plan of action (size-up/ firefighting & rescue operations/EOD/ Medical).
- e. Sight security (PMO).

f. Environmental considerations, contact MCAS Environmental or Range Management.

g. Transfer of Command/termination.

5. Response to Civil Aviation Incidents. Civil aircraft that encounter problems, in flight or on deck will be handled in the same manner as all military aircraft. Civilians injured as a result of a mishap will be turned over to civil authorities as soon as possible. In addition to DOD Reports a complete accident investigation by the Provost Marshall's Office should be made. MCAS Yuma ATC and the Airfield Operations (S-3) shall contact Flight Safety and Federal Aviation Administration (FAA) officials as required.

6. Mutual Aid Requests. In accordance with references (a) and (d), the CFR Division should be capable of providing mutual aid support to the MCAS Structural Fire Department and local civil fire departments. CFR units responding to mutual aid calls from the MCAS Fire Department or civil fire departments will report to the Incident Commander of the requesting agency. A request for assistance (within reasonable limitations), should be met with an off station response team capable of supporting the assigned task. Full accountability must be maintained by the senior CFR member on scene for all CFR personnel and equipment. The Emergency Recall System may be activated at the discretion of the section leader. Table 4.1 is provided as a guideline for emergency response planning and is not limiting.

4015. FIRST ALARM RESPONSE WITH MCAS FIRE DEPT. First alarm responses with the MCAS Fire Department aboard the air station have been identified and will be announced via the Fire and Emergency Services Dispatch. These responses are necessary because of the location or type of construction of the building and to meet the fire flow requirements. It may be necessary for CFR to back fill for the structural department depending on the nature of the alarm. In the event of a involved response by both structural and CFR units, it may be necessary to activate the emergency recall plan to meet the airfield manning requirements. A listing of the first alarm responses shall be obtained from the Fire and Emergency Services dispatcher and placed in the Section Leader's turnover folder for read reference. This list should be inspected for changes periodically.

CRASH FIRE RESCUE SOP

**TABLE 4.1
OFF STATION RESPONSE GUIDE**

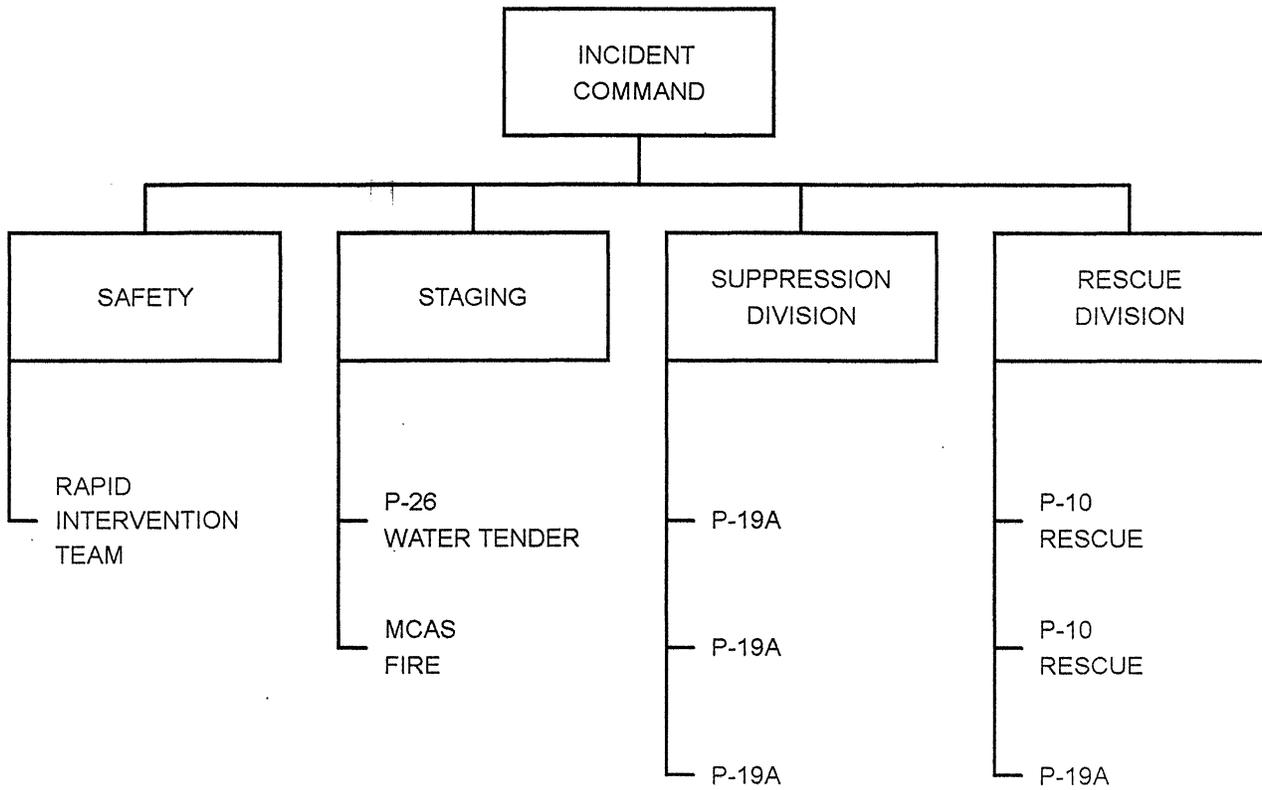
TYPE OF REQUEST	VEHICLE/FORCE SIZE	# OF PERSONNEL
MUTUAL AID - Manpower, special equipment, small civil aircraft	P-10 (1)	2
	P-19A (1)	3
	REMAINING ON STATION ASSETS	
	Command (1)	1
	P-10 (1)	2
	P-19A (3)	9
	P-26 (1)	2
		<u>Total force - 14</u>
MUTUAL AID - Rescue support	P-10 (1)	2
	REMAINING ON STATION ASSETS	
	Command (1)	1
	P-10 (1)	2
	P-19A (4)	12
	P-26 (1)	2
		<u>Total force - 17</u>
MUTUAL AID - Major Structure	Command (1)	1
	P-19A (2)	6
	REMAINING ON STATION ASSETS	
	P-10 Command (1)	2
	P-19A * (3)	9
	P-26 (1)	1
		<u>Total force - 12</u>
* Additional P-19A crew from P-10.		
MUTUAL AID - Fire Suppression, water heavy	P-19A (1)	3
	P-26 (1)	2
	REMAINING ON STATION ASSETS	
	P-10 Command (1)	2
	P-19A * (4)	12
		<u>Total force - 14</u>
* Additional P-19A crew from P-10.		
MAJOR AIRCRAFT MISHAP	Command (1)	1
	P-10 (1)	3
	P-19A (3)	9
	P-26 (1)	2
	REMAINING ON STATION ASSETS	
	P-19A (1)	4
		<u>Total force - 4</u>

NOTE 1: Manpower numbers listed above are based on minimum airfield manning requirements (19).

NOTE 2: The Emergency Recall System will be activated any time manning levels drop below 19 personnel.

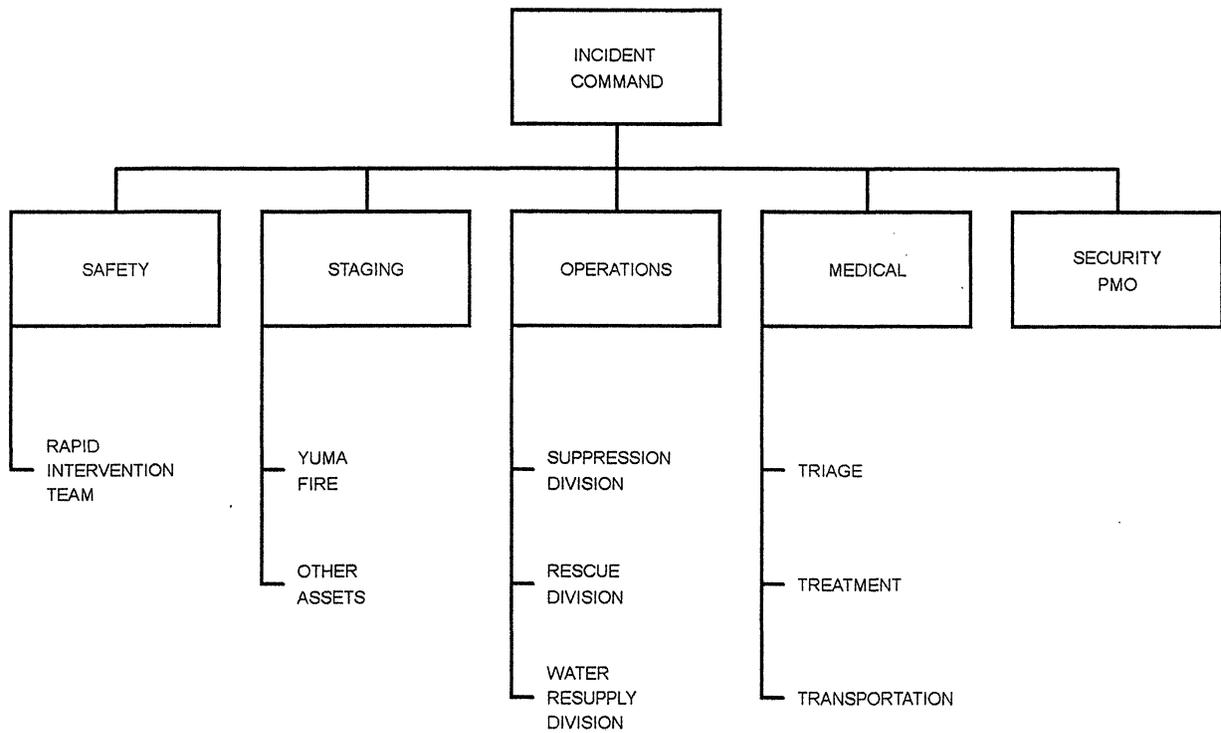
INCIDENT COMMAND FLOW CHART 4.1

AIRCRAFT EMERGENCY
FIRST ALARM RESPONSE



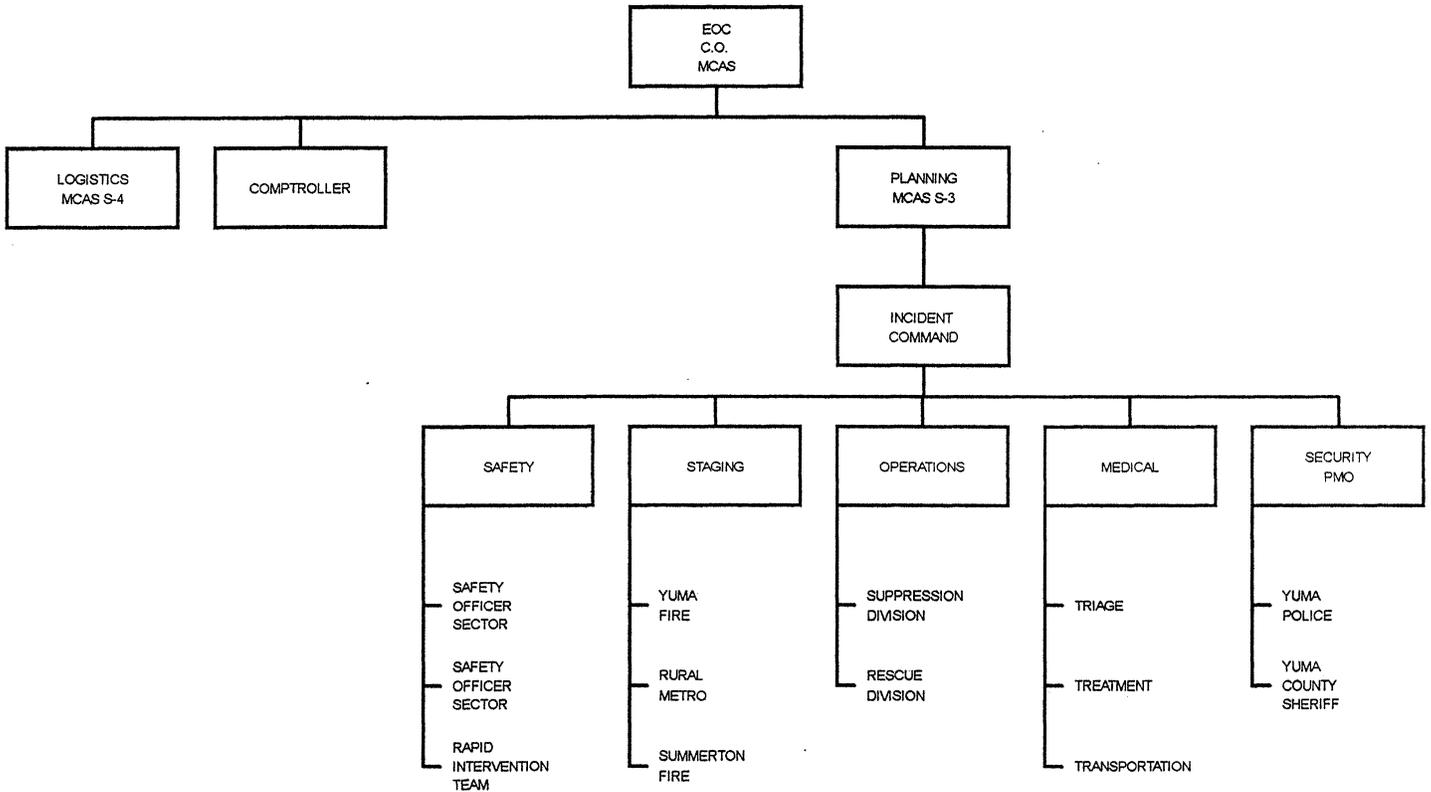
INCIDENT COMMAND FLOW CHART 4.2

AIRCRAFT CRASH
JOINT RESPONSE
MCAS FIRE DEPARTMENT



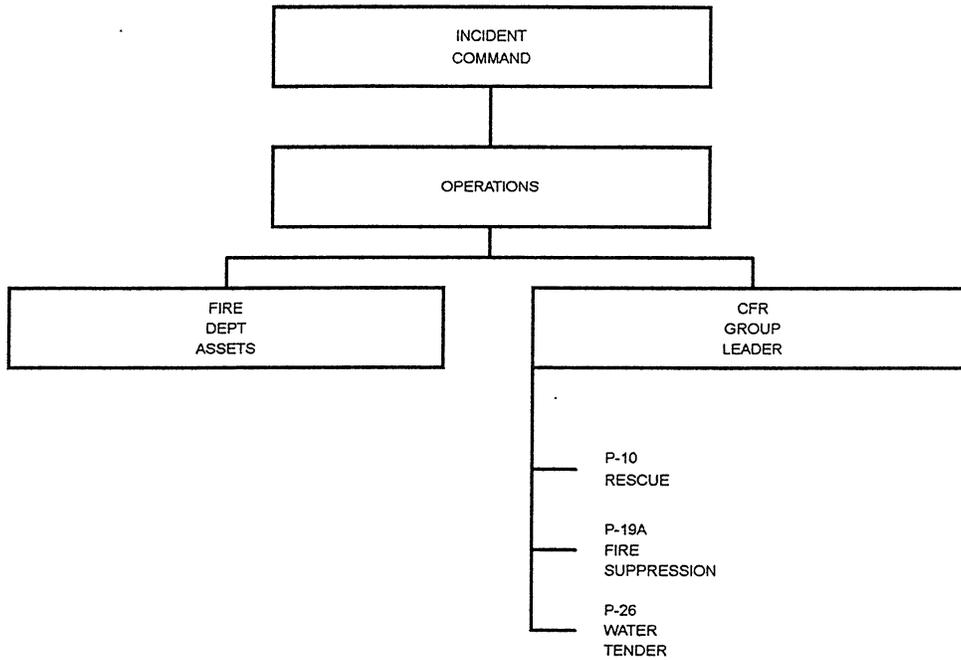
INCIDENT COMMAND FLOW CHART 4.3

MAJOR INCIDENT ABOARD MCAS MUTUAL AID WITH MCAS & CIVIL AGENCIES



INCIDENT COMMAND FLOW CHART 4.4

MUTUAL AID RESPONSE TO CIVIL AGENCIES



CRASH FIRE RESCUE SOP

CHAPTER 5

SPECIAL RESPONSE OPERATIONS

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CRASH FIRE RESCUE SOP

CHAPTER 5

SPECIAL RESPONSE OPERATIONS

5000. GENERAL. Special response operations involve those responses that may be non-emergency in nature, precautionary or provide for operational safety. This chapter will identify special response operations inherent to MCAS Yuma and provide procedural guidance for such responses.

5001. HOT REFUEL SPILL RESPONSE. This airfield has one hot refuel area, this is the fuels pit located on the east end of Charlie taxiway. Upon notification of a fuel spill, the CFR section leader will initiate the appropriate response of equipment and personnel. The aircraft at the spill site shall be shut down and personnel evacuated if not done so before the arrival of CFR crews. (CAUTION: Personnel being evacuated must be escorted to a safe area away from the spill area and other moving aircraft.) Priority shall be given to containment of the spill area and securing the spill source. Once the section leader determines it is safe to begin clean-up operations, a CFR stand-by crew shall be assigned to observe this operation through its completion. This stand-by crew will provide for the safety of personnel involved in the clean-up operation. The CFR division is not responsible for the provision of material or personnel for clean-up operations.

5002. COLD REFUEL/DEFUEL SPILL RESPONSE. Cold refueling/defueling of aircraft may occur in all aircraft parking areas. These operations are conducted using specialized fuel pumping vehicles driven to the aircraft. Upon notification of a fuel spill, the section leader will initiate the appropriate response of equipment and personnel. Priority shall be given to containment of the spill area and securing the spill source if not done before the arrival of CFR crews. A CFR stand-by crew shall be assigned to observe the clean-up operation through its completion. This stand-by crew will provide for the safety of personnel involved in the clean-up operation. The CFR division is not responsible for the provision of material or personnel for clean-up operations.

NOTE 1: If spills are estimated to be 25 gallons or greater, the MCAS Environmental Department shall be notified.

NOTE 2: During the containment phase of spill responses, containment materials provided by the CFR division will be replaced or reimbursement of funds shall be made to MCAS in accordance with reference (j).

5003. STAND-BY FOR MK 77 FIRE BOMB MIXING. When requested, a CFR crew will be dispatched to the designated area for observance of the mixing of MK 77 fire bombs. The CFR crew shall be in full protective clothing for immediate

action should complications arise during this procedure. In the event of a mishap, a radio call for assistance will be transmitted to CFR dispatch by the stand-by crew. An appropriate response will be dispatched by the section leader.

5004. HAZARDOUS MATERIALS/HAZARDOUS WASTE (HAZMAT/HAZWAS) SPILL. The MCAS Fire Department is responsible for the management and operational control of this type of emergency. CFR personnel may be required to assist in such calls as authorized by senior CFR personnel. In the event CFR personnel should be first on scene to a hazmat/hazwaste spill the following procedures will be followed:

1. Do not attempt to enter a spill area. Maintain a safe distance and prohibit any personnel from entering the area.
2. Immediately notify the MCAS Fire Department and stand-by until their arrival.

5005. AIR MEDICAL EVACUATION STAND-BY. When requested, a CFR crew will be dispatched for air medical evacuation stand-by. Military aircraft commanders may have special requests according to the type of patients on board. The CFR section leader shall attempt to meet these requests. During refueling of military evacuation aircraft with litter patients on board, the following procedures shall be followed:

1. Position a CFR firefighting vehicle with all personnel in full protective clothing near the main hatch of the aircraft. This position shall allow for the protection of personnel evacuating the aircraft and provide protection of exposures as necessary.
2. Rescue personnel shall be positioned for the protection of on-board patients and the immediate evacuation of patients if necessary.

5006. CIVILIAN AIR EVACUATION ASSISTANCE CALLS. When requested, the CFR section leader can dispatch personnel to assist local civilian agencies with the loading/unloading of patients. This response shall be considered a mutual aid call and will not degrade the watch section's ability to perform it's primary mission.

5007. SEARCH. When a response requires a search, the incident command system shall be initiated and a plan must be established. A grid or area search may be the most effective method of search. Assign personnel to specific areas in teams if possible. Once an area has been searched, an "all clear" should be noted for completed areas. Airfield manning levels must be considered when initiating search operations.

CRASH FIRE RESCUE SOP

CHAPTER 6

SAFETY

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CRASH FIRE RESCUE SOP

CHAPTER 6

SAFETY

6000. GENERAL. Safety on and off duty must be paramount in every activity Marines participate in. This chapter will discuss activities and establish safety procedures as guidance for CFR personnel in the performance of their duties.

6001. VEHICLE MOVEMENT ON THE AIRFIELD. Driving on the airfield requires an intensified awareness above that of normal roadway operations. The presence of aircraft and personnel working in flightline areas requires reduced speeds and sudden stops. The following precautions should be observed when operating a vehicle on flightlines, taxiways and runways.

1. Aircraft movement has the right of way on all taxiways. All vehicles will pull off taxiways and stop to allow aircraft to pass. At no time should an attempt be made to pass an aircraft during normal movement. Vehicle operators must maintain a safe distance when maneuvering near aircraft and be aware of jet exhaust blast, aircraft and helicopter prop wash.
2. At no time will any vehicle enter or cross any runway without permission from the tower. After clearance has been granted, always make a visual check before proceeding on or across the runway.
3. Speed limits will be strictly adhered to, reference (j) gives specific speed limits for this airfield. As a precaution speeds should be reduced during hours of darkness. Vehicles maneuvering on taxiways and runways should keep to the right.
4. When operating during the hours of darkness caution must be taken to avoid blinding on coming pilots with vehicle headlights. When approaching an aircraft, headlights shall be turned off and marker lights shall be used.
5. During emergency responses, Ground Control should stop aircraft ground movement until emergency vehicles have passed. Caution should still be exercised when passing these aircraft. Vehicles shall use emergency beacons and headlights when responding.
6. Two personnel shall be used to back-up large CFR vehicles, P-19's, P-10's and P-26's. Pick-up trucks and cars that have a clear field of vision when looking over the driver's shoulder do not require back-up guides.
7. All personnel will use seat belts in all vehicles.

6002. TRAINING/DRILL SAFETY. All personnel shall be responsible for safety during all training/drill periods. The following guidance is provided to establish safety procedures for all personnel.

1. When conducting aircraft checkouts, all personnel shall wear head protection in the form of cranial or structural helmets.
2. Protective clothing and equipment shall be utilized during live fire and rescue drills.

6003. LIVE FIRE DRILLS. When conducting live fire drills the following safety procedures shall be followed.

1. Prior to any live fire drill, personnel participating must be administered the procedural class provided by the CFR Training Section. All safety procedures and objectives to be accomplished must be fully understood by all personnel prior to the training evolution.
2. A standby firefighting vehicle shall be assigned and manned. While the crew manning this vehicle may be assigned from the runway alert crews, the vehicle must be dedicated for the training drill only. This vehicle will be manned prior to lighting and through the final extinguishment of the pit.
3. Personnel involved in the lighting of the pit will be in full proximity gear, one torchman accompanied by one safety person with a handheld extinguisher.
4. Cigarette smoking areas shall be established at safe distances and utilized during the drill evolution.
5. Fires shall be terminated if smoke interferes with flight patterns or at the tower's request.

6004. PROTECTIVE CLOTHING AND EQUIPMENT. As per references (d) and (n), all personnel shall be issued a fire retarding uniform (flight suit), steel toed safety boots, hearing protection, head protection and proximity clothing for the performance of duty. SCBA's shall be available for all on-duty personnel and utilized during all emergency responses.

6005. OPERATION OF POWERED RESCUE TOOLS. Whether performing operational checks, training drills or actual emergencies, personnel shall wear appropriate protective devices and clothing cognizant of that operation.

6006. TRANSPORTING OF PERSONNEL TO/FROM YUMA INTERNATIONAL AIRPORT. At no time will personnel be picked up or delivered to the Yuma International Airport from the MCAS side of the airfield. FAA regulation part 107, requires all persons be checked through proper security systems, via the front entrance of the airport for boarding of commuter aircraft.

CRASH FIRE RESCUE SOP

CHAPTER 7

POST INCIDENT OPERATIONS

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CRASH FIRE RESCUE SOP

CHAPTER 7

POST INCIDENT OPERATIONS

7000. GENERAL. Post incident operations is a necessary step in returning CFR equipment and personnel to a ready status after an incident. This phase of incident response should be done as the requirement for personnel and equipment diminishes.

7001. OBJECTIVES

1. OVERHAUL. This is the complete extinguishment of smoldering fires or hot spots which may not have been a priority in the initial attack and rescue operation. Overhaul should target elements that during firefighting and rescue operations were determined to be a lower priority, but still may pose a hazard or unsafe condition (i.e. disconnecting of batteries, stopping fuel leaks, and stabilization of loose or hazardous aircraft parts that could shift). Care must be taken to not damage aircraft parts or move parts that could be used during the investigation process of the incident. The point of turn-over for investigation must be determined only after the scene is completely safe and in the event of a fatality all remains have been removed.
2. INCIDENT ISOLATION. The area of an aircraft or other incident should be isolated for security and safety reasons. Military police and/or local law enforcement departments can be used effectively for this. Instructions should be given to security forces as to authorized personnel who will be allowed into the scene. After aircraft accidents it is necessary to protect the scene for investigation purposes.
3. DECONTAMINATION. Decontamination of personnel and equipment shall be performed in accordance with reference (n). The MCAS Fire Department may be requested to assist in this function.
4. EQUIPMENT STAND-DOWN. Return CFR equipment and place back in service as soon as practical. All materials and equipment used should be accounted for prior to departing the incident scene. Any mutual aid resources no longer required should be released. All recall personnel shall be accounted for and demobilized when appropriate.
5. SALVAGE. Any salvage or removal of an aircraft involved in an incident will be in accordance with references (d) and (f) and directives as given by the chain of command.

7002. POST INCIDENT DEBRIEF. A post incident debrief will be conducted by the incident commander with the intent of improving operations at the next incident. When necessary a post traumatic stress debrief will be conducted by the MCAS Medical Branch and Chaplain's Office.

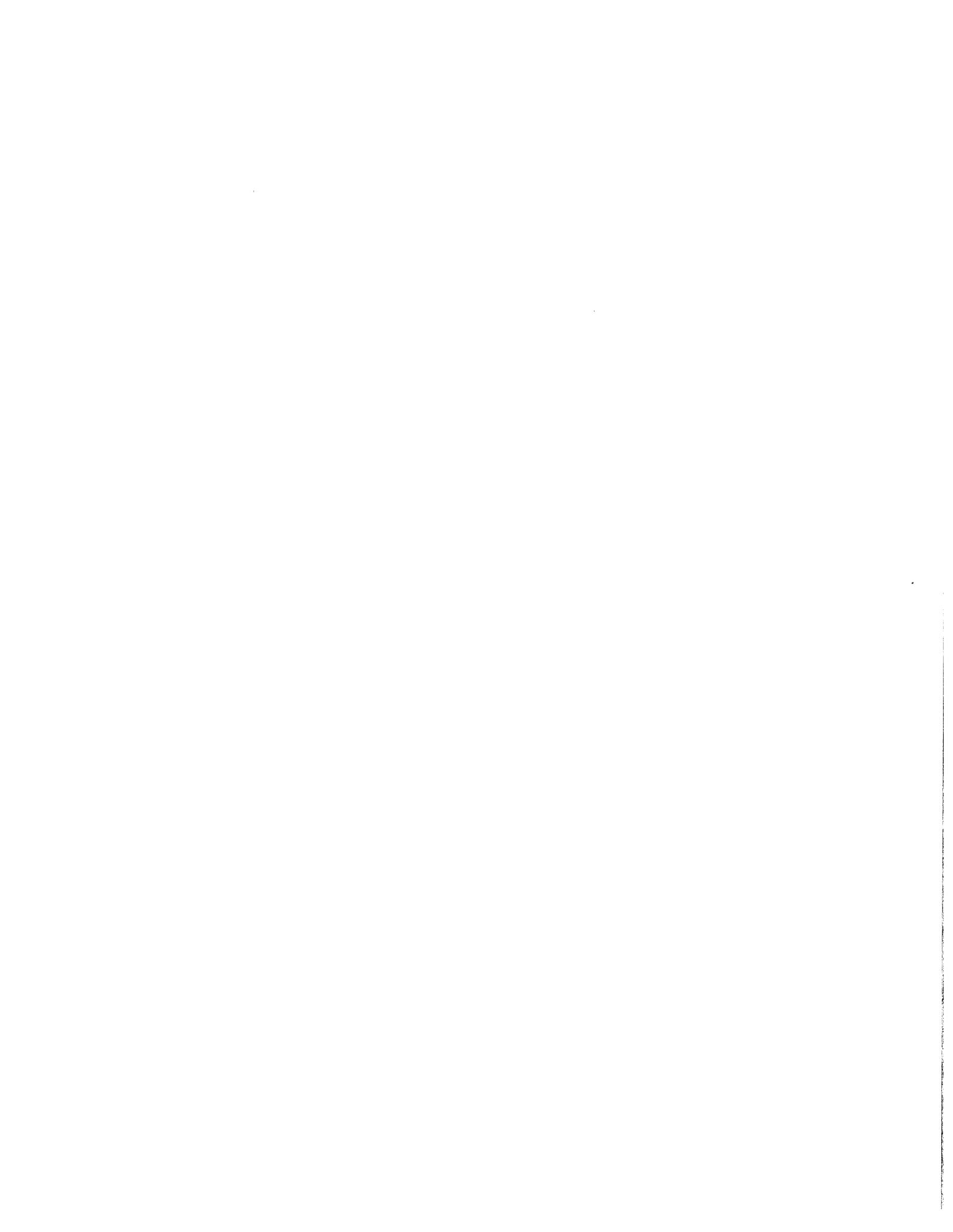
7003. POST INCIDENT REPORTS. A concise written report will be filed by the section leader or incident commander within 48 hours of the incident. Information contained in this report is for submission into the Department of Defense Fire Incident Reporting System (DOD FIRS). The report will include the necessary information which is contained in the current Section Leaders Turn-over Folder.

CRASH FIRE RESCUE SOP

CHAPTER 8

COMMUNICATIONS AND DISPATCH

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CRASH FIRE RESCUE SOP

CHAPTER 8

COMMUNICATIONS/DISPATCH

8000. GENERAL. The Fire Service Alarm Room (Dispatch) is required aboard MCAS as the point of initiation for the response of fire/rescue emergency services and is required in accordance with reference (d). The duties of this Dispatch encompass both the MCAS Crash Fire Rescue Division and Structural Fire Department. Reference (d) provides the basic information for required emergency communication systems. A Turnover Folder will be maintained as described in Appendix (A).

8001. SYSTEM REQUIREMENTS

1. RADIO COMMUNICATIONS SYSTEM. Radio systems are the principle means of communication between emergency service units, dispatch and supporting agencies during routine operations and emergency responses. Radio systems must have the capability of transmitting information with all fire service field units, fire service personnel using hand held portable radios, Air Traffic Control Tower and other agencies as deemed necessary aboard MCAS.
2. EMERGENCY SERVICE TELEPHONE (911). MCAS has the 911 emergency service capability.
3. TOWER P.A. AND CRASH PHONE. The Tower P.A. is the primary alert system notifying CFR of an aircraft emergency or crash. This system is normally the first notification of aircraft or airfield emergencies for the inboard stand-by alert crews. The Crash Phone is the primary system for notifying all divisions of aircraft or airfield emergencies.
4. PUBLIC ADDRESS ALERT SYSTEM. The primary function of the public address alert system is to pass pertinent information to fire department personnel responding to an emergency. Information may also be passed to CFR personnel regarding airfield emergencies. Its secondary use is for passing general information to personnel in the immediate area of buildings 144 and 149.
5. CRASH BUZZER, ALARM BELL AND RADIO ALERT TONE. These systems are used in conjunction with verbal alert systems during the notification process of emergency responses.
6. COMMERCIAL/DSN TELEPHONE CAPABILITY. The primary purpose of commercial/DSN telephone systems are activation of mutual aid agencies, recalling of personnel, contacting information centers, contacting government agencies and conducting daily business.

8002. COMMUNICATION SYSTEMS MAINTENANCE. All systems explained above with the exception of the telephone systems are serviced and maintained by the MCAS Ground Electronics Maintenance Division (GEMD). Telephone systems are serviced and maintained by the MCAS Telephone Office.

8003. FISCAL SUPPORT. Fiscal support for administrative supplies and other identified items that must be purchased will be the joint responsibility of both the CFR division and the MCAS Fire Department.

8004. STAFFING REQUIREMENTS. Personnel assigned to the duties of Fire Service Dispatcher must possess the ability to handle high volume radio and telephone traffic during routine and emergency responses. A minimum of four personnel are required to operate this 24 hour post to allow for sufficient personnel rest.

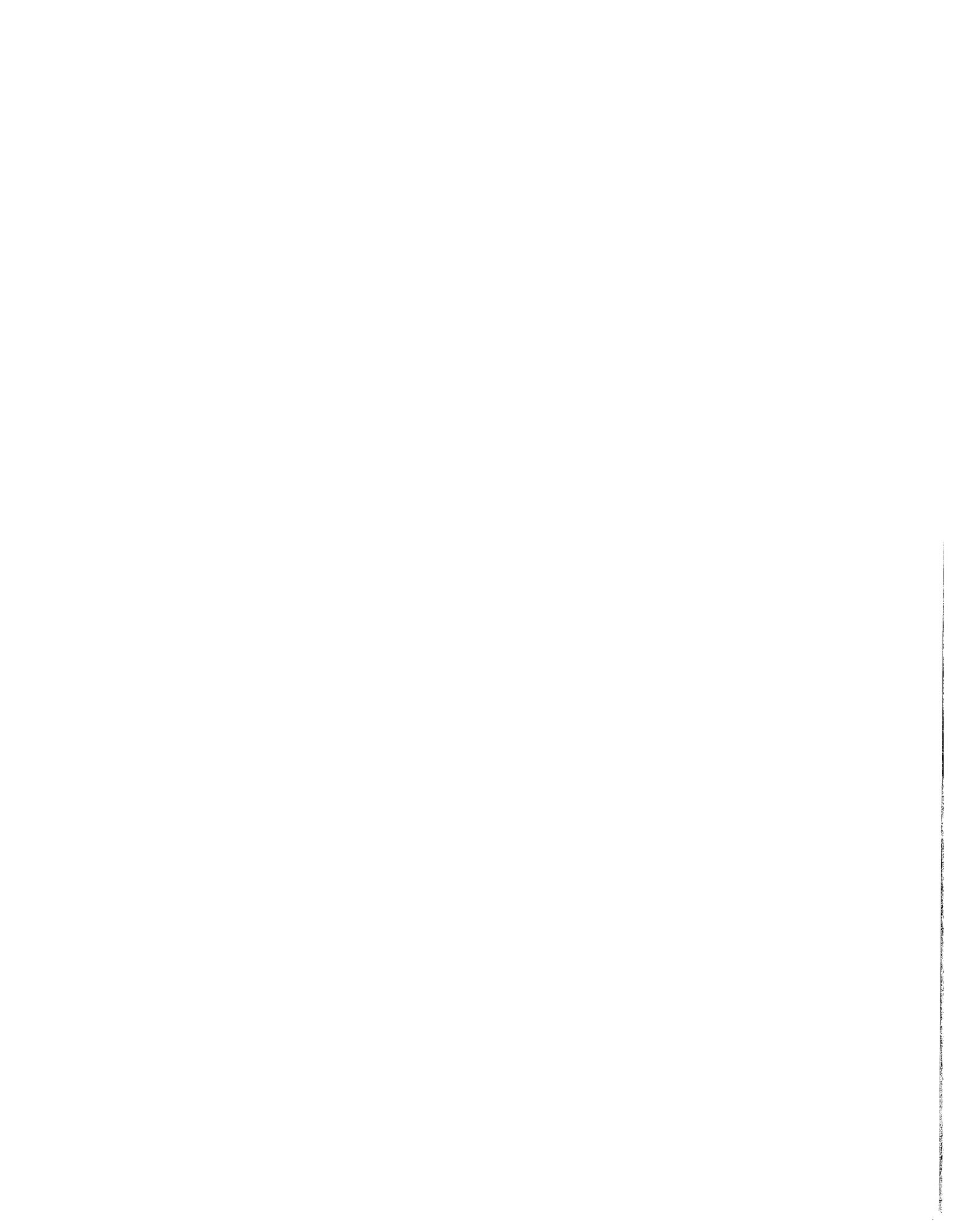
8005. DISPATCH TRAINING REQUIREMENTS. Personnel assigned to the billet of emergency services dispatcher shall complete the prescribed training syllabus and meet all operational requirements prior to assuming unsupervised duty.

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CHAPTER 9

TRAINING

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CHAPTER 9

TRAINING

9000. GENERAL. References (d) and (o) establish the requirement for a standardized training program. The training section's mission is to provide a comprehensive, in-depth and constantly evolving training program that supports and prepares all CFR personnel for duties within the expeditionary environment in the FMF. The training section shall be divided into five sub-sections.

9001. SUB-SECTIONS ORGANIZATION AND RESPONSIBILITIES

1. Operations. Responsibilities include the maintaining of individual training records, personnel check-in/indoctrination, MCI processing, training sheet accountability, scheduling of Marine Corps training/tracking, and administrative tasks as assigned.

2. Safety. Responsible for the conduct of all safety programs as mandated by the Department of the Navy, Headquarters Marine Corps, National Fire Protection Association and Occupational Health and Safety regulations.

3. Vehicle Licensing. Responsible for the licensing of personnel for government vehicles, Emergency Vehicle Operations Course (EVOC), emergency vehicle drivers medical certification and other tasks as assigned.

4. Research and Development. Responsible for the research of technical information which will be transferred into curriculum form. Once implemented, the curriculum shall ultimately lead to DOD certification in compliance with reference (n).

5. Mutual Aid Training and Public Relations. Responsible for organizing, developing and supervising local fire departments (and CFR cross training), outside agency training, technical education (EMT, State Fire Marshal courses, etc.), and public relations events to improve community support.

9002. TRAINING PROGRAMS. The programs outlined below are primarily designed to enhance the overall performance of CFR personnel and when requested provide for public awareness.

1. DOD Fire Fighter Certification Program. This program will certify CFR personnel at various levels of fire fighting and fire protection skills, using evaluation and testing procedures in accordance with current DOD directives.

2. Assistant Section Leader Training Program. Designed to enhance existing levels of leadership and technical proficiency of sergeants and staff sergeants for increased responsibility as an assistant watch section leader. The program details emergency response command and control, equipment/resource employment and administration procedures associated with the watch section.

3. Incident Safety/Risk Management Training Program. Provides incident safety and risk management training to section personnel in accordance with current National Fire Academy curriculum and other DOD directives.

4. Occupational Health and Safety Program. Provides for the establishment and implementation of safety procedures for job related operations and provides a method for reporting work place accidents or incidents.

5. Vehicle Programs

a. AS32P-19A Licensing Program - A 40 hour period of instruction designed to teach the basic operation of the AS32P-19A vehicle. This class is intended as the first step in the CFR licensing curriculum. Upon completion of this class, CFR personnel will possess a complete working knowledge of this vehicle and it's components. Personnel will also be proficient in all fire fighting systems, preventive maintenance procedures and proper driving procedures during emergency and non-emergency operation of the vehicle.

b. EVOC - A 40 hour period of instruction developed to ensure a comprehensive, basic level of training for emergency vehicle operators. This program is the National Highway Transportation Safety Association (NHTSA) certified under contract number DOT-HS-6 by INNOVATRIX, incorporated and required by the Department of the Navy.

c. Crew Chief's Course - A 30 hour period of instruction developed to further train driver/operators in the responsibilities of the crew chief. Enhances their understanding of water flow, pumping procedures, hose lays, fire chemistry, safety and fire ground operations.

d. P-26 Water Tender Course - Developed to instruct personnel in the operation of the P-26 water tender. An in-depth course detailing water supply procedures.

6. Mutual Aid Programs

a. EMT Ride Along Program - Designed to maintain EMT requirements and skills of personnel that are EMT certified. Ride alongs are scheduled with Yuma Fire Department.

b. Drills/Annual Mass Casualty Drill - To exercise and evaluate the overall mutual aid program with county, city and MCAS fire and emergency service personnel.

c. Live Fire Training - Certification of airport fire fighters requires live fire training. This division's facility is available for coordinated use by outside agencies to meet this requirement.

d. Arizona State Fire Marshal's Training - This division participates in this program to enhance knowledge, increase proficiency and further qualify personnel in the fire service.

7. Public Awareness and Media Relations Programs

a. Static Displays/Tours - Periodically scheduled through MCAS PAO Office and supported by this division to increase public knowledge of the mission of this division and to familiarize the local community with types of emergency equipment that may be observed on local roadways.

b. Media Relations and Press - A viable source to increase public awareness and visibility of CFR apparatus. Should be coordinated with MCAS PAO.

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APPENDIX A

TURNOVER FOLDER REQUIREMENTS

1. In order to maintain cohesion and operational readiness in a unit with constantly changing personnel, a means of standardizing position responsibilities and procedures for each is necessary.

2. A turnover folder is a file usually compiled in one or more binders which contain pertinent information concerning a key billet. Its purpose is to provide personnel with a guide that will enable them to accomplish the daily mission of their assigned billet.

a. The following CFR billet positions are required to maintain a turnover folder:

(1) Officer in Charge/Staff Non-commissioned Officer in Charge (joint folder).

(2) Crash Chief.

(3) Watch Section Leader.

(4) Administration NCO.

(5) Dispatch NCO.

(6) Materiel NCO.

(7) Training NCO.

(8) Truckmaster.

3. Contents of a turnover folder should contain but is not limited to the following.

a. Contents page.

b. Billet description.

c. Desk Top Procedures. Desk top procedures are listings of procedures, points of contact and other related information concerning the management of a particular billet. These procedures define in writing the routine functioning (who, what, where, when, why, & how) of a billet.

d. Reference locations.

e. StaO P11135.1B (CFR SOP).

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f. Information pertinent to that particular billet.

g. CFR Policy Letters as they are issued.

4. It is the responsibility of each individual to become knowledgeable with the contents of their turnover folder. It is the responsibility of each section to update their turnover folder as necessary. The SNCOIC will ensure that all new directives or changes for directives are received by personnel responsible for maintaining that directive in their turnover folder.