



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION MIRAMAR
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ARFF

3 MAR 2003

STATION ORDER P11135.1B

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE AIRCRAFT RESCUE AND
FIRE FIGHTING BRANCH (SHORT TITLE: SOP FOR ARFF)

Ref: (a) DOD Inst 6055.6
(b) NAVAIR 00-80R-14
(c) MCO P11000.11B
(d) StaO P3710.1A

Encl: (1) LOCATOR SHEET

1. Purpose. To establish the Standing Operating Procedures (SOP) for the Aircraft Rescue and Fire Fighting Branch (ARFF) in performing the aircraft fire fighting and rescue functions at Marine Corps Air Station (MCAS) Miramar.

2. Cancellation. StaO P11135.1A.

3. Information. Reference (a) provides criteria for the allocation, assignment, operation, and administration of fire departments and related fire protection functions at Department of Defense (DoD) shore facilities. Reference (b) provides the basic policy and organization for performing the aircraft fire fighting and rescue function at Navy and Marine Corps Air Station's. Reference (c) provides information and guidance concerning the Marine Corps fire protection program. Reference (d) is the MCAS Miramar Airfield Operations Manual.

4. Summary of Revision. This Manual contains significant changes and should be reviewed in its entirety.

5. Action. The Airfield Operations Officer will establish and maintain the ARFF capability per policies and procedures established herein. Due to the critical nature of the ARFF Branch's responsibilities, the Station Motor Transportation Maintenance Officer shall ensure that the highest priority is

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assigned to the repair of ARFF vehicles and related support equipment. Headquarters and Headquarters Squadron (HQHQRON) will ensure that the personnel manning level of the ARFF Branch is maintained per minimum response criteria outlined in references (a) through (d). MCAS Miramar is designated as a Category III airfield.

6. Concurrence. The Commanding General, 3d Marine Aircraft Wing concurs with the provisions of this Order.



G. L. GOODMAN
Chief of Staff

DISTRIBUTION: A

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Location: _____
(Indicate locations of copy(ies) of this Manual.)

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RECORD OF CHANGES

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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CHAPTER 1

MISSION, ORGANIZATION AND STAFF RESPONSIBILITIES

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CHAPTER 1

MISSION, ORGANIZATION, AND STAFF RESPONSIBILITIES

1000. GENERAL

1. ARFF is an essential part of the overall Navy and Marine Corps fire protection effort. The constant threat of danger that fire poses to the safe operation of aircraft ashore demands that an effective program be established and maintained. Modern fire fighting has become a technical specialty that requires dedication and well-trained personnel. The fire fighter's efforts are devoted to preventing death or injury, limiting damage and preventing the spread of fire.

2. Horseplay and Hazing. ARFF Marines are expected to conduct themselves in a safe, professional manner at all times, on and off duty. Horseplay is strictly prohibited at any time. Hazing and other forms of conduct that are degrading and disrespectful of a Marine's basic dignity will not be tolerated. Marines suspected of hazing another Marine, or participating in horseplay or careless behavior that results in a Marine being injured will be prosecuted and, if found guilty, punished to the fullest extent possible.

1001. MISSION. The ARFF Branch has a number of missions which require immediate response and action. The ARFF program includes all measures relating to prevention, detection, control and extinguishment of fire resulting from aircraft operations including the rescue of personnel when endangered by such operations. The ultimate objective of the program is to prevent or minimize injury to personnel and loss or damage of property.

1. Primary. The primary duty of the fire fighter is saving life as established by reference (b). Fire suppression is an important supporting measure.

2. Secondary. The secondary responsibility is to extinguish fire and limit damage to the aircraft. This responsibility is further extended to include government and private property by employing assigned equipment and personnel per authorized procedures upon occurrence or threat of an aircraft mishap in the assigned area of responsibility.

3. Additional Responsibilities. Additional responsibilities include, but are not limited to:

a. Mutual aid requests. Provide response to mutual aid requests from the Structural Fire Department and/or local civilian Fire-Rescue units when directed provided that the services requested are within, and do not degrade the capability to support flight operations.

b. Personnel. Manage appropriate personnel strength and qualifications to meet the minimum requirements of reference (b).

c. Vehicles/Equipment. Ensure all vehicles and support equipment assigned to ARFF are maintained in a high state of readiness.

d. Foreign Object Debris (FOD). Provide surveillance of all runways and taxiways for proper police of FOD and advise Miramar Tower.

e. Aircraft Salvage. Assist in the salvage of damaged aircraft aboard MCAS Miramar and off station, dependent upon capability.

1002. ARFF OFFICER. The ARFF Officer, Military Occupational Specialty (MOS) 7002, shall be assigned this billet in writing as a primary duty and is directly responsible to the Airfield Operations Officer for the operational and administrative readiness and performance of the ARFF Branch. Specific responsibilities include:

1. Have direct command and control of the fire fighting and rescue operation upon arrival at the scene of an aircraft mishap except when the aircraft is located inside a hangar or building. In such cases, the Station Fire Chief shall have direct command at the immediate scene.

2. Keep the Airfield Operations Officer informed of the status and overall effectiveness of the ARFF Branch with respect to its ability to accomplish the mission. Ensure the Airfield Operations Officer or the Operations Duty Officer (ODO) is notified of any situation which may require a decision above the ARFF Officer's authority.
3. Conduct ARFF operations on the air station to enable the airfield to resume normal flight operations. Assume the responsibilities as the Salvage Officer in aircraft salvage operations when requested by the assigned Squadron Safety Officer and as directed by the Airfield Operations Officer to any tenant squadron.
4. Maintain direct liaison with other branches within the Airfield Operations Division and other agencies as required for mission accomplishment. Maintain close liaison with other commands for technical assistance and logistical support to maintain a high state of readiness.
5. Initiate and supervise a comprehensive and continuous aircraft fire fighting and rescue training program for all ARFF Marines. Ensure ARFF NATOPS procedures are utilized per reference (b).
6. Initiate and ensure a comprehensive and continuous ARFF vehicle and related support equipment maintenance program relative to driver/operator or 1st echelon capability. Ensure that the appropriate amount of vehicles and personnel are available to support normal flight operations.
7. Submit to the Station Comptroller via the Operations Fund Administrator, budget requirements for acquisition of equipment, agents, protective clothing and all other related equipment needed for the proper maintenance, operation and training of the ARFF Branch.
8. Coordinate with the Station Fire Chief and civilian fire/rescue agencies to establish cross training and mutual aid programs.

9. Coordinate with the Station Motor Transportation, Supply and Marine Corps Property Branches in signing as the Responsible Officer for all garrison, plant account (Navy and Marine Corps) and other Marine Corps Property and Plant Property utilized by the ARFF Branch.

10. Coordinate with the Environmental and Safety Department at MCAS Miramar regarding environmental issues.

11. Coordinate with the Commanding Officer, MAG-46 for all reserve issues.

1003. ARFF NONCOMMISSIONED OFFICER IN CHARGE (NCOIC). This billet is normally filled by the senior enlisted Marine, MOS 7051, assigned to the ARFF Branch. The NCOIC works under the direct supervision of the ARFF Officer and will assume the ARFF Officer duties when the ARFF Officer is absent. Specific responsibilities include:

1. Coordinate all phases of operation of the ARFF Branch with the Crash Chief and supervise the operation of the Administration, Training, Material, and Truckmaster sections. Duty watch section operations will be monitored through the Crash Chief.
2. Keep the ARFF Officer informed of all unusual situations.
3. Monitor and ensure completion of all training requirements, and ensure that a level of instruction is being attained which maintains proficiency in all ARFF skills.
4. Monitor all published instructions ensuring that they are current, complete and in compliance with all directives and established policies of senior echelons of command.
5. Review the daily log of operations (logbook/journal) and ensure its accuracy.
6. Coordinate with the Public Works Department (PWD) on all required repairs (work requests) to ARFF facilities.

1004. CRASH CHIEF. This billet is normally filled by the next senior enlisted Marine (MOS 7051) assigned to the ARFF Branch. The Crash Chief assists the NCOIC as directed and will assume the NCOIC duties when the NCOIC is absent. Other responsibilities include:

1. Inspections

a. Vehicles/Equipment. Ensure daily vehicle/equipment inspections are conducted and ensure corrective action is taken.

b. Field Day. Conduct weekly building field day inspection's ensuring all discrepancies are corrected prior to relief of the offgoing section.

c. Bunker Gear. Conduct periodic, unannounced (at least quarterly) bunker gear inspections reporting all discrepancies to the Section Leader and Material Section for corrective action.

d. Flight Suits. Flight suits are the working uniform. They are authorized to be worn to and from work and while in a duty status to the following locations: to and from the chowhall, the barracks, HQHQRON, Medical, Dental and other locations essential in completing assigned duties. Flight suits will not be worn when not in a duty status, to the Exchange, Commissary and under no circumstance, worn off base to attend medical appointments. Any further questions regarding this matter, contact your section leader or shop head.

2. Make formal relief with the offgoing/oncoming Section Leaders. Ensure correct and concise log entries are made in the dispatch permanent logbook, initialing all action entries in the log and ensuring all required reports have been completed.

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CHAPTER 2

GENERAL INFORMATION

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CHAPTER 2

GENERAL INFORMATION

2000. GENERAL. The information contained in this chapter is general in nature and applies to all ARFF Marines so that they know what is expected of them during their tour of duty at MCAS Miramar.

2001. ORIENTATION. New Marines reporting for duty with the MCAS Miramar ARFF Branch will receive an orientation of the policies and procedures of ARFF's daily operations. All ARFF sections will participate so the new Marine has the opportunity to meet supervisors and other Marines they will be working with during their tour of duty.

2002. EMERGENCY RESPONSE. All ARFF Marines will respond to all emergencies while on duty. Day duty Marines will stand by to assist the on-duty section as required.

2003. RECALL. All off-duty ARFF Marines will return to the ARFF building (Bldg 9-227) when notified by proper authority that a recall is in effect. Therefore, all ARFF Marines are required to have a valid, current phone number or personal paging device where they can be reached. All Section Heads will receive a copy of this roster. ARFF Marines are to ensure Section Heads and the ARFF Admin Chief are notified of any changes.

2004. POST. Building 9-227 is the designated post for all ARFF Marines. This post is expanded to include a 360-degree, 10-mile radius from center point of the Air Station when required to perform the missions as specified in reference (b). This area of responsibility can be expanded on a case-by-case basis at the discretion of the Airfield Operations Officer.

2005. AIRFIELD CATEGORY. MCAS Miramar is currently designated a Category III airfield as approved by reference (b). Category changes are as directed by higher authority.

2006. AIRFIELD OPENING REQUIREMENTS. In order to properly open the airfield, the following requirements must be met.

1. ARFF Vehicles. References (a) and (b) requires major ARFF vehicles to pump 4000 gallons of water/Aqueous Film Forming Foam (AFFF) at a rate of 1500 gallons per minute from the roof turrets only. Major ARFF vehicles are defined in reference (b). This requirement is met when a combination of four A/S32P-19A vehicles are used.

2. Watchstanders. Watch stander personnel required to open the airfield are 24 ARFF Marines for airfield operations and 28 ARFF Marines to support MCAS Miramar per section as identified below.

Airfield Operations

Section Leader	1
Assistant Section Leader	1
Dispatcher	2
P-19A Crew Chief/Operator	4
P-19A Turret Operator	4
P-19A Handline Operator	4
P-19A Driver / Rescue	4
Water Tanker/Nurse Truck Operator	2
Crane Operator	1
Crane Rigger	1
Subtotal	<u>24</u>
	X 2 Sections
Total	<u>48</u>

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Airfield Operations	24
P-19A Crew Chief/Operator	1
P-19A Turret Operator	1
P-19A Handline Operator	1
P-19A Driver/Rescue	1
Subtotal	<u>28</u>
	X 2 Sections
Total	<u>56</u>

3. Reference (b) requires a "minimum of seven ARFF Marines to remain on duty after normal flight operations in order to support flight line fire protection when aircraft are present at that activity." The reference also states "local conditions may dictate an increase in this minimum manning criteria." Accordingly, thirteen ARFF Marines will remain on duty at MCAS Miramar after the airfield closes.

Section Leader	1
Dispatcher	2
P-19A Crew Chief/Operator	2
P-19A Turret Operator	2
P-19A Handline Operator	2
P-19A Driver/Rescue	2
Water Tender	1
Duty Driver	<u>1</u>
Total	13

2007. ARFF VEHICLE MINIMUMS. Minimum requirements are located in reference (b). Should the minimum requirement not be met, the NCOIC, Officer in Charge (OIC) and ODO are to be notified immediately so a decision can be made to curtail or reduce flight operations. When it becomes evident that additional vehicles will be required to meet airfield minimums and none are available at MCAS Miramar, the Station Motor Transportation officer will be contacted for the necessary backup support.

2008. TURNOVER FOLDERS

1. The continual rotation of officers and key enlisted personnel results in a lack of experience and continuity in many day-to-day operations. The proper use of desktop procedures and turnover folders greatly alleviates this situation. In order to maintain an efficiently operated unit in an atmosphere of constantly changing personnel, a means of standardizing positions is necessary. Each section is required to maintain a turnover folder.

2. A turnover folder is a file containing pertinent information about a key billet, which, when passed on to an individual newly assigned to the billet, will give that individual the basic information and data necessary to assume duties in a minimum amount of time. This folder should include, but not be limited to, the following:

- a. Organizational chart.
- b. Billet description.
- c. Special duties/tasks.
- d. A history of pertinent references and command directives over which the individual has cognizance.
- e. Personal contacts by billet, grade, name and phone number.
- f. Problem areas sufficiently defined.
- g. Status of pending projects.
- h. Such other information as may be necessary to provide insight into all tasks incorporated within the billet. This may include policy, management controls, memoranda for the record, etc.

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CHAPTER 3

ADMINISTRATION

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CHAPTER 3

ADMINISTRATION

3000. GENERAL. This chapter defines the Administration Clerk's responsibilities and related administrative procedures.

3001. ADMINISTRATION CLERK. Marines normally assigned to this duty are selected from assigned MOS 7051 Marines for a period of time as determined by the NCOIC and OIC. The Administration Clerk works under the direct supervision of the NCOIC. The clerk will use current editions of ABO P5000.1A, Administrative Regulations as well as other related publications in the performance of duties.

3002. CORRESPONDENCE AND MAIL MANAGEMENT. Comply with Chapter 1 of the current edition of ABO P5000.1 in the preparation of all ARFF correspondence and mail. Maintain close liaison with the H&HS Administrative Office through the Airfield Operations Department Administrative Section in matters pertaining to duty assignments, leave, disciplinary actions, inspections and other areas affecting the status of Marines assigned to ARFF.

3003. ADMINISTRATIVE SUPPORT. Provide clerical support to all ARFF sections as required. All requests for support are to be cleared through the ARFF NCOIC first. Questions regarding the priority of the daily workload will be directed to the OIC. All sergeants and below will have a Personnel Action Request (PAR) form signed by the NCOIC or Crash Chief for administrative support with S-1. The following steps will be strictly abided by:

Step 1 - Your immediate SNCOIC will be notified of the request.

Step 2 - A PAR form can be obtained from the ARFF Administration Clerk. If your SNCOIC is unavailable, the matter will be postponed until the next working day. In the event of an emergency, contact the NCOIC or Crash Chief for approval.

3004. DIRECTIVES MANAGEMENT. The current edition of ABO P5000.1A contains necessary information on this subject. Guidance in maintaining Technical Publications is 00-25DRT-1. ARFF administration is responsible for the control and upkeep of all technical publications within the ARFF Branch.

3005. FORMS, REPORTS CONTROL, PERSONNEL STATUS AND BULLETIN BOARDS. Maintain a binder of current forms used by ARFF. All reports, personnel status and bulletin boards are to be reviewed daily.

3006. REPORTS. Responsible for gathering and processing information, and timely submission of all reports.

3007. ADDITIONAL TASKS. Carry out additional tasks assigned by the NCOIC/OIC.

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OPERATIONS

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CHAPTER 4

OPERATIONS

4000. GENERAL

1. Fire fighting in and around an aircraft crash site is a highly technical profession. Prerequisites for assignment to this duty include alertness, courage, dedication, agility, physical strength and the ability to be an exacting team worker. Therefore, all enlisted Marines, MOS 7051, will be assigned to jobs on a watch section upon joining the ARFF Branch except for those Marines selected to administrative billets (day worker jobs). Watch section Marines are to be MOS qualified and will perform those duties required by higher authority.
2. Familiarity with alert positions and response routes is required of all crew chief's and Marines in supervisory billets.
3. Reveille. Reveille will go at 0530 daily to include Sundays and Holidays.
4. Posting and Relieving. The duty watch section will remain on duty and be ready to respond to any situation until secured by the Duty Section Leader. The Section Leader will:
 - a. Have the entire section remain on duty at ARFF until the airfield closes for the evening and after all training, cleanup and other unfinished business is completed.
 - b. Notify the Crash Chief/NCOIC when the section's total effective personnel strength falls below 28.
 - c. Have at least 28 Marines aboard by 0600, or 1 hour prior to the airfield opening, in order to meet manning requirements and perform the mission.
 - d. Augment the duty section with day workers or other ARFF Section personnel by recall as necessary after coordinating with the Crash Chief or NCOIC.
5. Airfield Response. The duty section will always be within enough distance of the airfield to permit response to the center point of the airfield within 3 minutes for all inboard crews.

4001. SECTION LEADER

1. The Section Leader is selected from assigned, qualified MOS 7051 SNCO's for a period of time determined by the NCOIC/OIC. The Section Leader is directly responsible to the Crash Chief or NCOIC for both the operational readiness and performance of assigned Marines, and maintenance of all ARFF equipment and facilities during the tour of duty. Both the Section Leader and the Assistant are to remain on duty at the ARFF Branch while the airfield is open. The Section Leader shall be thoroughly familiar with the contents of this Manual and applicable portions of references (a) and (b). A Section Leader, by virtue of the leadership position during an emergency, must be a quality Marine able to assess the emergency and employ sound judgment utilizing a strong base of MOS knowledge through well developed skills and training.

2. The Section Leader will perform the following before assuming duties:

a. Building and Grounds. Inspect the ARFF building and grounds areas for proper police, function and acceptable state of orderliness. Discrepancies will be taken care of before relief. Any building maintenance discrepancies requiring action will be brought to the attention of the Building Monitor (via the Crash Chief) to ensure the proper actions are taken to correct the problem.

b. Formations/Personnel Inspection. Ensure all oncoming watch section Marines are in formation with all fire fighting gear near them and in their designated work uniform.

c. Vehicle and Support Equipment. Inspect all vehicles and support equipment at ARFF ensuring all discrepancies found are rectified prior to relief being made.

3. After assuming the duty:

a. Take Charge. Be prepared to respond and take charge of any emergency or crash until relieved by a cognizant senior from within the ARFF Branch.

b. Safety Equipment Wear. The Section Leader will ensure that all Marines have been indoctrinated in safety procedures and precautions to take when responding to emergencies. Ensure protective clothing is worn by designated crew members participating in all standbys, emergencies and crashes, and that hearing protection is worn to include the wearing of protective head gear at all times on the top surface of any major ARFF vehicle.

c. Unusual Situations. Ensure the Crash Chief, NCOIC or OIC is notified of all major or unusual situations that occur outside normal working hours.

d. Command Vehicle. The command vehicle will be manned by the Section Leader or Assistant and 1 (one) rescueman. If in the down status, adjust accordingly to the seating capacity of the vehicle being used, with the minimum of the Section Leader or Assistant being the occupants. Keep a senior Marine on or near the command vehicle monitoring the crash radio net at all times during emergencies. This Marine will keep other agencies informed of all information pertinent to the situation.

e. Driver Assignment/Responsibility. Ensure Marines assigned as drivers/operators have a valid, current government vehicle operations permit (SF-46), are qualified to operate the assigned vehicle, have a current emergency driver physical medical certificate, a backing regulations card, Flightline Access Card and attended the mandatory Airport Drivers Safety Course taught by Air Traffic Control. Drivers are to remain behind the wheel of their vehicles until the emergency is secured. No vehicle will be left unattended while it is running.

f. Crew Roster Assignments. The Section Leader or Assistant is responsible for the daily crew roster and management of the nights-off book. All crew rosters will be in strict compliance with the NAVAIR 00-80R-14.

g. Critique. The Section Leader or Assistant is responsible for giving a critique to the section immediately following all emergency responses, mishaps and drills. The critique will be a review of the section's performance during the emergency, mishap or drill.

h. Airfield Orientation/Refamiliarization. Ensure an airfield orientation/refamiliarization is conducted on weekends for all crew chiefs and newly joined personnel. This is to familiarize the Marines with all access roads, buildings and equipment on or adjacent to the airfield. This should also be done for all Marine Reserves prior to being assigned on a crew who are reporting for their weekend drills or 2 week annual training duty (ATD).

i. Self Contained Breathing Apparatus (SCBA). SCBA's are to be checked out daily by Section ARFF Marines. Section Leaders are charged with the responsibility of reviewing check sheets daily. SCBA's will be inspected during vehicle inspection.

j. Radios. Ensure that functioning FM radios are available in all ARFF emergency and support vehicles and are checked daily for serviceability; that correct radio procedures are used and are secured after parking vehicles on line at ARFF.

k. Runway Alert ("Hot Spot") Position. Ensure the runway alert position is posted at least 15 minutes prior to airfield opening and that all relief's are made in a timely manner as required.

l. Bunker Gear Drills. Bunker gear drills should be conducted by the Section Leader to maintain the proficiency in donning protective clothing and self contained breathing apparatus. Evolution's should be timed to test each crewmember's ability to respond to their assigned vehicle and prepare themselves to respond to an emergency situation.

m. Dry/Wet Rescue Runs. Section Leaders are encouraged to engage Marines in dry/wet rescue runs which provide them with experience in response, setup, and rescue. Drills should be such that they demand the Marines use all available resources so that when a real mishap occurs, Marines will be able to effectively deal with any situation. Care will be exercised due to potentially dangerous aspects of working with water under great pressure and slippery surfaces in and around jagged metal surfaces.

n. Pumping and Rolling. The duty section leader or his assistant will supervise and observe each P-19A pumping system wet checks. The ARFF Training Burn Pit area has been designated for P-19A pumping systems wet check to include pumping and rolling.

4002. ASSISTANT SECTION LEADER. The Assistant Section Leader will be directly responsible to the Section Leader and will carry out such tasks as may be necessary to aid in the accomplishment of assigned duties. The Assistant Section Leader will perform the duties of the Section Leader in his absence and as required.

4003. P-19A CREW CHIEF

1. The most experienced and qualified licensed and responsible Marines will be assigned as Crew Chief of a major ARFF vehicle by and under the direct supervision of the Section Leader. The Crew Chief will remain constantly alert during any emergency or training fire.

2. Vehicle Checkout. Ensure that the assigned vehicle and equipment are properly inspected. Each vehicle is to be topped off with fuel, water, fire fighting agent, and wet checked daily. The following safety precautions will be adhered to by all ARFF personnel. All Halon extinguishers will be checked and inspected daily to ensure safety pin and anti-pilferage seal are in place at all times. Anytime the anti-pilferage seal has been broken/damaged the following guidelines will be strictly adhered to:

- a. Advise Section Leader via Crew Chief.
- b. Halon extinguisher will be inspected and weighed by material personnel.
- c. A damaged gear statement will be forwarded through the Material Section via the Section Leader and the Crash Chief.
- d. An entry will be made in the anti-pilferage seal log book, with weight, serial number and truck number. Only then will a seal be issued.
- e. If there is a difference between the current weight and initial weight, further investigation will be conducted by the Section Leader, via the ARFF Chain of Command.

3. Driver's Maintenance. Ensure maintenance and upkeep of the assigned vehicle, tools and equipment is performed.

4. Pumping and rolling. The following procedures shall be used when performing daily P-19A vehicle fire fighting systems operational wet checks and pumping and rolling.

a. When approaching and upon entering training area, Driver/Operators should exercise extreme caution in all phases of this operation. The crew member's safety is paramount.

b. There shall be only one vehicle at any given time conducting operational functional checks in the burn pit area.

c. Driver/Operators shall use basic approach procedures when spotting vehicles at the training burn pit. (Not to exceed 5-8 MPH)

d. After completion of roof, bumper, handline and structure panel wet checks and the handline is secured in its compartment, and when all crewmembers are seated safely inside the vehicle cab, than pumping and roll procedures will commence (Horseplay will not be tolerated).

e. At no time will a vehicle conduct wet check on another vehicle or personnel. At no time will a vehicle execute Pump and Roll procedures when another vehicle(s) or personnel are in the area. At no time will the P-19 bumper or hand-line be engaged at another vehicle or personnel unless it is in the performance of extinguishing a fire.

5. Runway Alert Position "Hotspot" Readiness

a. Crews for the runway alert "hotspot" position are assigned by the Section Leader from Section Marines. Hotspot assignment will not normally exceed 8 hours of duty in a 24 hour period. The Crew Chief is charged with responsibilities for the proper operational readiness of assigned equipment, safety and performance of the crew. The Crew Chief will advise Miramar Ground Control when the vehicle and crew are physically in position at hotspot via the FM radio.

b. The Crew Chief will ensure that the assigned crew is in a constant state of readiness and fully alert when posted as the runway alert position crew during all hours of flight operations. Personnel are not authorized to have personal radios, cell phones

or any reading material/books that would interfere with performing their duties. These items and such items are strictly prohibited. The crew chief will also ensure that all crew members, with the exception of the driver, have on at least their bunker boots and trousers and have all other serviceable protective clothing close at hand for instant donning in the event of an emergency. Drivers will have bunker gear aboard their assigned vehicle at all times.

c. Ensure that a lookout "turret watch" is posted at the runway alert position at all times during flight operations. Notify Miramar Ground Control anytime animals or flocks of birds are seen on runways or taxiways, and when unauthorized vehicles are seen on the airfield.

6. ARFF Vehicle Speed Limits. Ensure that all vehicles are driven within the prescribed speed limits. These speed limits are: 5 mph for vehicles operating within aircraft parking ramps and fuel pits, vehicles towing aircraft, vehicles in vicinity of aircraft and night driving; all other areas are 15 mph.

4004. TURRET OPERATOR

1. This position is assigned by the Section Leader from assigned crew Marines and is directly responsible to the Crew Chief in the performance of duties.

2. When an actual mishap occurs involving fire, create a rescue path immediately. After rescue and under the direction of the Section Leader or Crew Chief, extinguish the remaining fire.

4005. RESCUE PERSONNEL

1. These positions are assigned by the Section Leader from assigned crew Marines and are directly responsible to the Crew Chief in the performance of duties.

2. Upon arrival at the scene of a mishap or fire, immediately start rescue operations if required. Once rescue is completed, assist with immediate first aid to victims until arrival of medical personnel.

3. Upon completion of rescue activities, assist handline operators in fire fighting operations.

4006. HANDLINE OPERATOR

1. This position is assigned by the Section Leader from assigned crew Marines and is directly responsible to the Crew Chief in the performance of duties.

2. Upon arrival at the scene of a mishap or fire, immediately deploy the entire handline providing fire protection for the rescue personnel and start rescue operations if required. Once rescue is completed, assist with immediate first aid to victims until arrival of medical personnel.

4007. NURSE TRUCK/WATER TANKER OPERATOR

1. This position is assigned to a qualified Marine by the Section Leader. The nurse truck/water tanker operator is directly responsible to the Section Leader in the performance of duties.

2. Be prepared to respond to all emergencies and any mutual aid request off station as required by higher authority. Therefore, it is imperative that the nurse truck/water tanker operator be very familiar with access roads, etc. within the MCAS Miramar area of responsibility.

3. The water tanker will be manned by an operator, started, and remain running while monitoring the FM radio until the emergency is secured.

4008. CRANE OPERATOR

1. The driver/operator of the Crash Crane is assigned by and under the direct supervision of the Section Leader.

2. The crane operator will be thoroughly familiar with all Navy/ Marine Corps aircraft, as well as other type aircraft, their lifting points and emergency access/egress systems, that frequently

visit this Air Station. Further information can be obtained by referring to NAVAIR 00-80R-20, U.S. Navy Aircraft Crash and Salvage Operations Manual for Shore Activities; NAVAIR 00-80R-14-1, Aircraft Emergency Rescue Information; U.S. Air Force T.O. 00-105E-9, Aircraft Emergency Rescue Information Manual, reference (b).

3. Cranes will not respond to emergencies unless authorized by the Section Leader. Cranes will be manned by operators, started, and remain running while monitoring FM radios until the emergency is secured.

4. Ensure all accessories (choker cables, lifting cables and slings, etc.) are checked daily and all discrepancies corrected.

5. Crane Safety. The following safety precautions will be adhered to by all drivers/operators and driver/operator trainees.

a. The crane will be on firm stable surface with wheel chocks in place at all times prior to any movement of the boom or hook, no matter how slight the degree of movement is.

b. Crane drivers/operators and crane drivers/operator trainees will, at all times, have on hand current lift tables and will refer to these tables prior to lifting any object. Objects of unknown weight will not be lifted. If emergency circumstances require a lift of any object of unknown weight, the lift can be performed after being authorized by the ARFF OIC, NCOIC, Crash Chief, or Duty Section Leader.

c. Any object lifted by the crane will always be considered heavier than the operator's estimate (even if the object weight is listed on a recognized weight chart or on the object itself).

d. If any questions or doubts arise as to the safety of a particular lift, the driver operator will stop the lift at that point. Clarification will be obtained from reference manuals, ARFF OIC, NCOIC, Crash Chief or Duty Section Leader before lift continuing.

e. Safety is the number one priority when conducting crane lift operations.

4009. RUNWAY ALERT "HOT SPOT" POSITION

1. This position is manned with a major ARFF vehicle and crew of four Marines assigned (minimum actual occupants in vehicle can be three Marines with the fourth coming from the rescue vehicle) at all times while flight operations are in progress. The runway alert position "Hotspot" provides immediate response to all unannounced emergencies or incidents which occur on the airfield. When the Hotspot crew observes good cause to respond to an emergency, the crew will notify Miramar Ground Control by radio providing the location and nature of the emergency. On an unannounced emergency, initial response will be down the side of the runway until clearance is granted.

2. The vehicle returning from the runway alert position will be designated as the "DUTY CREW." Their duties shall include off-station responses, structural support, medevac's and all other collateral ARFF duties. This crew will consist of a minimum of four personnel at all times.

4010. STANDBY ALERT

1. A standby alert shall be maintained at all times during flight operations. This alert must be maintained in a state of readiness that will permit response to an emergency within 3 minutes from standby positions to field alert positions. The purpose of the standby alert is to supplement the runway alert and to provide fire fighting capability necessary to minimize danger to flight crew personnel. This alert consists of an ambulance, fire department, military police and additional ARFF vehicles, personnel and support equipment.

2. Five Minute-Standby. Provide ARFF protection immediately when the airfield is on operational standby (5 minute) in the event of unannounced flight activity or other emergencies. The Section Leader may have the Hotspot crew return to the ARFF building after getting approval from Tower or the ODO. This crew will be assigned as the 5 minute standby crew and will be ready to respond when called.

4011. DECLARED IN-FLIGHT EMERGENCY

1. The majority of all emergency landings are made on runway 24. However, this does not prevent use of other runways when situations develop requiring this change. The following procedures are normally followed when notified of emergencies.

2. The ARFF Branch is notified by means of the crash alarm public address (PA) and crash phone systems of an aircraft that has declared an in-flight emergency. All crash vehicles and personnel respond to pre-designated airfield positions and await instructions from the Section Leader.

3. Pertinent information is passed to Rescue Center who then relays this information over the FM net to all ARFF Marines.

4. Permission to chase an emergency aircraft down the runway will be obtained from Miramar Ground Control by the Section Leader. If a chase is necessary, all vehicles will use the extreme side of the runway closest to their entrance. (Note: At no time whatsoever shall any ARFF vehicles run over the arresting gear tapes or other related aircraft recovery items while responding).

5. Obtain all pertinent information on aircraft emergencies and ensure all such information is entered on the response sheet and in the daily logbook.

6. Bring all ARFF assets back to a standby ready status to support normal operations.

7. Resume normal operations and complete the required response reports.

8. The guidelines provided below are basic established tactics and procedures.

a. Alarm Notification. After an alarm has been received, the most direct route with the best travel conditions should be utilized. The speed of the vehicle when responding to an emergency/mishap must be that which will allow the vehicle to be maneuvered safely. Vehicle sirens and warning lights will be utilized when the response route is other than a taxiway or runway.

b. Basic Approach. Normally the first rescue vehicle to arrive at the scene will be the Hotspot Vehicle. All other vehicles take positions complementing the first arriving vehicle, enlarging on the pattern for rescue and total extinguishment.

c. Protective Clothing. All personnel directly assigned to fire fighting vehicles, except drivers, shall wear full protective clothing to include SCBA's. SCBA's are mandatory for all responses.

d. Ordnance Stores. The basic vehicle position should be adjusted to keep the vehicle from being in the line of fire of forward launch weapons as well as aircraft guns. The Section Leader will be aware of flash times/cook off times and establish a time that all rescue operations will cease due to ordnance cookoff. The Section Leader will also be aware of when rescue of all crew and passengers has been made. When the cook off time has expired, crash vehicles will withdraw on command of the Section Leader, who will then coordinate with the on-scene EOD representatives. The command to withdraw will be announced over the vehicle PA system and three long blasts of a vehicle siren or horn.

4012. DOWNLOCKING/PINNING. The Section Leader will ensure qualified pinmen are assigned to install pins/downlocks on all aircraft desiring/requiring this service. The following procedures or actions are to be taken when downlocking or pinning aircraft landing gear.

1. Most aircraft (with the exception of low fuel emergencies and hung ordnance), that declare an emergency and are serviced by ARFF Marines will be pinned or down locked at the earliest opportunity and only after receiving visual or verbal confirmation from the air crew that this service can be accomplished. A major ARFF vehicle and command vehicle will escort the emergency aircraft back to its flight line and will remain with the aircraft until the engines are shut down and chocks are in place before returning to the ARFF building. Recover pins and downlocks that belong to ARFF if they were applied to the emergency aircraft.

2. No ARFF Marine will approach the aircraft until the "point" person indicates that the pilots attention is gained and the Section Leader so directs the pinning/downlocking to proceed.

3. At least one handline will be out and ready to activate if any fuel or fluid is present and to provide coverage should it become necessary for the pilots to egress the aircraft.
4. All turrets will be manned.
5. All Marines enter from the point man position and return to the same point.
6. If a pin or downlock cannot be applied, all personnel will get out from underneath the aircraft. The point man will inform the pilot that the gear is unable to be pinned/downlocked.
7. All Marines will maintain eye contact with the point man and be aware of the aircraft danger areas (i.e. intakes, exhaust and ordnance).
8. In the event that the emergency aircraft cannot taxi safely under it's own power, downlocks/pins will be applied and the aircraft chocked. The pilot will then be given the signal to shutdown and standby to assist towing the aircraft clear of the runway.

4013. ON-STATION MISHAPS

1. The current edition of reference (d) will be used for all on-station mishaps.
2. All ARFF vehicles with crews will move out as quickly as possible utilizing the shoulder along the runway until clearance to cross or proceed on the runway is received from Miramar Ground Control.
3. Pertinent information will be passed to the Section Leader by Miramar Ground Control. The Section Leader will then relay the information to all crews. Section Leader may repeat as necessary.
4. Personnel, other than ARFF Marines, are to remain clear of the crash area and aircraft until all fire hazards have been eliminated and the area has been declared safe by the On Scene Commander.

5. When approaching the mishap scene, all aircraft should be considered a hazmat site and appropriate measures should be taken for containment. All personnel directly assigned to fire fighting vehicles, except drivers, shall wear full protective clothing to include SCBA's and will be on air immediately.

a. Look for chutes/crew, passengers and other personnel who may have been ejected or injured on way to crash site.

b. Request any additional backup water, agent or support personnel (Medical, EOD, ARFF, MP's).

c. Thoroughly search the aircraft and the area surrounding the crash scene for personnel. Never stop search unless all personnel are accounted for unless directed by higher authority.

d. Establish exactly what additional actions will be necessary.

e. After rescue and fire fighting operations are completed, secondary considerations include:

(1) Securing area until PMO arrives. Protect scene for aircraft mishap board. Photos are allowed as defined in the current edition of reference (d).

(2) Reposition vehicles for airfield support.

6. The Station Fire Department will place all available fire fighting equipment on standby alert at the request of the ARFF Officer or senior ARFF representative. These forces will proceed to the scene as requested.

7. In the event of a hazardous materials spill, notify the Station Fire Department. The Station Fire Department has a contract with a civilian agency that will respond and clean the mishap and or spill site.

4014. OFF-STATION MISHAPS. The current edition of reference (d) will be used for all off-station mishaps. Additional requirements are as follows:

1. Response to an off-station mishap is made with the objective that the rescue of personnel is never hopeless, and all efforts and actions required will be devoted to the rescue. All ARFF vehicles will have off-station maps and a complete accident package aboard inside the cab.
2. When notification of an off-station mishap is received over the crash alarm system by the Control Tower, reference should be made to the grid map with the location of the crash site clearly stated so that all personnel concerned will be able to readily locate and choose the best response route. These maps depict the area surrounding MCAS Miramar for which ARFF has primary responsibility for providing fire fighting services.
3. When a mishap occurs within a 5 mile radius of the airfield (the response radius can be extended with the Air Operations Duty Officers authorization), normally one command/rescue vehicle and one major ARFF vehicle with equipment will respond immediately when the location of the mishap is known. An ambulance and military police vehicle will rendezvous at Building 9-211, Airfield Operations, and proceed to the crash.
4. The Assistant Section Leader will respond to off-station mishaps with two hand held radios and the cellular phone and shall have primary communication with Miramar Ground Control and the Search and Rescue (SAR) helicopter. The SAR helicopter will be instructed to use frequency 141.0 mhz to guide ARFF personnel to the mishap site. The Assistant Section Leader will be responsible for the fire fighting and rescue efforts and will be designated the On Scene Commander upon arriving at the mishap site until relieved by a cognizant authority. Any request for assistance will originate from the On Scene Commander and be directed to the Rescue Coordination Center (RCC) via radio. The RCC is located at the Airfield Operations Tower.
5. In the event additional ARFF Marines and equipment are needed at the mishap site, off-duty and day worker assigned Marines will report to the Section Leader to provide support where needed. This will be accomplished by recall as necessary. The Station Fire Department will also provide available equipment as directed by ARFF.

4015. MUTUAL AID SUPPORT1. MCAS FIRE DEPARTMENT

a. General. This mutual aid support plan is intended to furnish assistance between the MCAS Miramar ARFF Branch and Station Fire Department in emergency situations whenever mutual support would be in the best interest of this Command and is not intended as a merger of the two branches. To effectively utilize the expertise and experience of both branches, the ARFF Officer and Fire Chief will act as technical advisors to each other upon request. The current edition of DODI 6055 provides details in areas of fire response, requests for assistance, and cooperation between the Fire Department and ARFF.

b. Responsibility. The ARFF officer has command/control of all fire fighting operations involving aircraft except when the aircraft is located inside a structure. In the latter case, the Fire Chief will have command/control at the scene.

c. ARFF Supporting the Fire Department. The ARFF Branch is authorized to furnish assistance to the Station Fire Department whenever the situation is deemed necessary and upon request of the Fire Chief or other competent authority. However, the ARFF Branch will maintain sufficient personnel and equipment on the airfield to meet the minimum response requirements required by reference (b). Should the airfield be closed by appropriate authority and assistance is required to support the Fire Department in an emergency situation, then all other assistance is authorized.

d. Fire Department Supporting ARFF. The Station Fire Department is authorized to furnish assistance to the ARFF Branch whenever necessary and upon request of the ARFF Officer.

2. Other Agencies

a. Agreement. Mutual aid agreements with the surrounding communities (San Diego County Fire District) are kept as part of the OIC/NCOIC turnover requirements. Additional copies are held by the MCAS Miramar Fire Department and the MCAS Joint Law Center. References (a) and (c) define this area further.

b. Requests for Assistance. Calls for mutual aid normally come from the MCAS Miramar Operations Duty Officer (ODO) or Command Duty Officer (CDO) to the Fire Department. However, there may be a

time when ARFF assistance is needed. If ARFF assistance is needed, the Section Leader will first notify the Crash Chief/NCOIC/OIC prior to sending Marines or equipment. (Note: The sending of these assets cannot effect the operation of the airfield. If this requested aid will affect the operation of the airfield the Airfield Operations Officer must give approval for response by ARFF assets).

4016. STRUCTURAL FIRE ALARMS. The MCAS Fire Department is responsible for response to structural fire alarms. The following procedures will be taken by ARFF when responding to all fire alarms and/or calls from the MCAS Fire Department.

1. Crew Section. When assigning vehicles for responses to a structural fire alarm, all efforts will be made to man such response vehicles with personnel qualified as structural fire fighters in the State of California and Emergency Medical Technicians (EMT).
2. Priority Condition. As the ARFF Division has a primary mission of support for the airfield, response to structural alarms shall not jeopardize vehicles or manning minimums per reference (b). In times of severe or impending disastrous circumstances, additional structural fire support may be requested that would not permit adequate response to airfield emergencies. The Section Leader will contact the ODO and obtain authority to provide such support.

4017. HAZARDOUS CARGO (RED LABEL). When notification is received of an aircraft landing with hazardous cargo, the Section Leader will ascertain the arrival time (from the Station ODO or Visiting Aircraft Line), type aircraft, category of cargo and take the following actions:

1. Advise the Hotspot Crew to observe the touchdown and roll out of the aircraft until crossing in front of their position.
2. Dispatch one A/S32P-19A ARFF vehicle with appropriate crew, forcible entry equipment and breathing apparatus to the designated Combat Armament Loading Area (CALA) or Strategic Lift Pad. This vehicle will remain with the aircraft during the loading or unloading operations and will maintain a minimum distance of 100

feet. The Crew Chief will position the ARFF vehicle in such a manner as to fully observe the entire operation. All crew members will be in full protective clothing, including breathing apparatus, ready for immediate action.

3. In the event of fire, all ARFF vehicles will respond to the scene to rescue personnel and extinguish the fire. After the fire has been extinguished, all equipment and personnel, except one ARFF vehicle and crew with breathing apparatus, will withdraw to a distance of 2000 feet. This vehicle will remain with the aircraft until secured by proper authority or until the aircraft departs. All crews involved with fire fighting operations will report to a pre-designated point and be checked by a monitor team for contamination.

4. There are occasions when the ARFF Branch is called upon to furnish a vehicle for the loading of special ordnance or the mixing of fire bombs. The Section Leader will brief the crew chief on the type of ordnance, action to be taken and tactics to be implemented should an accident occur.

4018. MEDICAL EVACUATION (MEDEVAC.) The following procedures will be observed as per NAVAIR 06-5-502 during the landing, take-off, taxiing, refueling, loading/unloading of all aircraft with litter patients aboard:

1. Prior to loading/unloading litter patients in the designated area, a major ARFF vehicle and an ambulance will be positioned at the rescue side of the aircraft approximately 50 meters away. When the aircraft is taxiing out for takeoff, the ARFF vehicle will follow the aircraft to the warm-up position and then standby until the aircraft has departed.

2. A minimum of one major ARFF vehicle will be dispatched to afford ARFF protection during takeoff and landing. The ARFF vehicle will be stationed in a safe position readily accessible to the runway in use by the taxiing aircraft and will follow the aircraft until parked and chocked. The vehicle will standby until all litter patients are loaded/unloaded. Whenever practical, the aircraft will be parked with the exit door on the upwind side and

the vehicle positioned facing the exit. When litter patients cannot be removed and refueling is to be conducted, the positions will be altered to ensure that the ARFF vehicle is between the refueling operation and the cargo door. Two ARFF Marines in full protective clothing and utilizing breathing apparatus will be stationed aboard the aircraft to effect rescue in case of emergency.

3. When performing rescue operations on cargo or passenger aircraft, one ARFF Marine in protective clothing will remain at the access door to serve as a communication link between interior/exterior ARFF Marines.

4. Prior to refueling, one ARFF Marine will standby with a hand held dry chemical extinguisher. One ARFF Marine will man a handline with handline extended and the turret will be manned to provide immediate extinguishment and rescue in case of emergency.

5. Get ambulatory patient report from crew member.

4019. AIRCRAFT FUEL SPILLS. When a request is received for ARFF response to a fuel or oil spill in a hangar or flight line area, the Section Leader will dispatch a major ARFF vehicle to the spill scene to assess the situation and provide fire protection or assistance as required. Large spills require notification of both the MCAS Miramar Environmental Department and the Station Structural Fire Department. Cleanup will be done by personnel responsible for spill. When cleanup is complete, ensure a response sheet is completed with all pertinent information. Fuel spills are not to be washed down unless there is an immediate threat of damage to aircraft. ARFF is responsible for containing the spill, but it is the responsibility of the unit for the spill to comply with unit cleanup procedures. Fuel is to be picked up by use of absorbents or other methods and disposed of as directed by the MCAS Miramar Environmental Office, at 577-6533/1108/1087.

4020. AIRFIELD LIGHTING INSPECTION/SURFACE CHECK. The duty Section Leader and one other Marine will make a daily visual morning surface and check of the airfield at least an hour prior to airfield opening and as required by the current edition of reference (d).

4021. DESTRUCTIVE WEATHER. The Duty Section Leader upon notification from the Weather Section or ODO that a hazardous weather condition is in effect will take the following action:

1. Alert all duty personnel concerning hazardous weather conditions, and established readiness conditions, as per the current edition of reference (d).
2. Secure all nonessential married personnel to their quarters. Secure all other personnel and ARFF vehicles in crash barn.
3. Tie down all loose equipment and secure all building windows.
4. Stand by to assist the Station Fire Department in case of structural fire, major structural damage response or any other unusual destruction that they may respond to.
5. When the "All Clear" has been given, make a visual runway and flight line check and report any damage to the ODO.

4022. CLOSED FIELD OPERATIONS. Reference (d) explains ARFF involvement in this procedure. Additional ARFF requirements include informing section Marines of a scheduled closed field takeoff with estimated time of departure, type aircraft and call sign.

1. ARFF personnel observing any military or civilian aircraft landing or taking off without a Prior Permission Request (PPR) will notify the ARFF dispatcher. Dispatchers will obtain as much information as possible on the aircraft (Time, BuNo, Squadron, etc.) and make a log entry. After obtaining the required information the Section Leader will notify the Operations Duty Officer (at his residence if necessary) and the weather duty clerk.

2. Closed Field PPR's are assigned through Airfield Operations.

4023. Unexpended and Hung Ordnance Procedures. Whenever an attempt to release, fire or jettison practice of live ordnance fails, that ordnance is considered to be hung ordnance. Examples include, but are not limited to, missiles, rockets, bombs, flares, drop tanks, pods, tows, containers, racks, and launchers. If no attempt has been made to release or fire ordnance, then this ordnance is defined as unexpended ordnance, and no special aircraft handling or routing is required: however, no overhead breaks are allowed for aircraft with unexpended ordnance. All aircraft arriving at MCAS Miramar with "hung ordnance," live or inert, will be considered an EMERGENCY situation and treated as such.

1. Pilots of aircraft arriving at MCAS Miramar with Hung Live Ordnance (including Hung Inert Forward Firing Ordnance) shall:

a. Advise SOCAL Approach that their aircraft has "hung ordnance" and request a GCA or visual straight-in approach for a full stop landing.

b. The tower will notify ARFF and Station Explosive Ordnance Disposal (EOD) by regular/crash phone of all aircraft inbound to MCAS Miramar with "hung ordnance." ARFF will respond immediately. EOD will assume a standby alert status at their work space.

2. All aircraft with hung ordnance after landing and roll out will proceed directly to the appropriate de-arming area at the end of the runway. The aircraft will hold in the De-arm area until the hung ordnance is inspected and safetied (in the De-arm area) by ordnance personnel from the aircraft's squadron.

a. Primary response to hung ordnance will be by ordnance personnel from the aircraft's squadron. Pilots will notify and request assistance from their ordnance personnel on their squadron's tactical radio; Tower can also assist with contacting trained and certified on specific aircraft ordnance handling and the aircraft's ordnance personnel. Squadron ordnance personnel have safetying procedures, therefore they are responsible for safetying "hung ordnance" on their squadron's aircraft.

b. Responding ARFF units will follow the aircraft to the appropriate Dearth Area and wait for further instruction from squadron ordnance personnel. If squadron ordnance personnel safety the hung ordnance so that an unsafe situation no longer exists, the responding ARFF units will stand down from the emergency (with the concurrence of the aircraft commander), and the aircraft is free to taxi on its own to the CALA(s).

c. Should responding ordnance personnel be unable to safe the ordnance or encounter ordnance conditions that are outside their area of expertise, they will inform the on-scene ARFF personnel who will in turn contact Station EOD. Station EOD personnel will respond to this "hung ordnance" situation.

3. Squadron ordnance personnel should utilize their own squadron vehicles for transportation to the aircraft. However, if a vehicle is not available, they may request transportation assistance from either the Airfield ODO at (858) 577-4277/4279, or from the Visiting Aircraft Line (VAL) at (858) 577-4284/4285.

4. All unexpended or hung ordnance shall be downloaded in an authorized loading area unless the hung ordnance is considered unsafe. If considered unsafe to move an aircraft with hung ordnance, it will be downloaded at its current location on the airfield; or, if possible, moved to an appropriate Dearth Area for downloading in accordance with appropriate weapons checklist.

5. Aircraft carrying any type of ordnance that cannot be secured in accordance with the applicable NAVAIRSYSCOM weapons and stores loading manual and checklist will not be refueled ("hot" or cold) at MCAS Miramar.

6. Buns shall be dearthed prior to leaving Dearth Area.

7. When transient/divert aircraft land with live or inert hung ordnance, the Operations Duty Officer shall request a dearthing/downloading crew from Third Marine Aircraft Wing (3d MAW) ALD, commercial (858) 577-7337/7338, DSN 267-7337/7338 to assist this transient/ divert aircraft. 3d MAW will also provide other essential personnel, equipment, and magazine stowage.

8. Squadron ordnance crews shall dearm all guns (except crew-served weapons), rockets, and missiles in the Dearming Area before aircraft are moved. Missiles that have not been subjected to firing attempt shall have handling safety devices installed in the Dearming Area; then the aircraft may be taxied to the loading area.

9. Aircraft Rescue and Fire Fighting (ARFF) safety regulations forbid installing landing gear downlocks, conducting hot brake checks, or cooling hot brakes on aircraft loaded with live or "hung" ordnance. These evolution's can be conducted only after the ordnance has been safed by qualified ordnance personnel. Exceptions may be made in the case of 20mm ammunition or in circumstances when the flight crew is endangered.

10. Aircraft gun jams/malfunctons (except for crew-served weapons) shall be cleared in the dearming areas described above. Aircraft with jammed guns shall notify ground control when clear of the runway. Once the ordnance crew has safed the guns, the aircraft may taxi to the CALA for further downloading. Jammed guns with any type of 20mm ammunition (HEI, TP, TPT) require setting a HERO condition if applicable before commencing downloading operations.

11. Crew-served weapons. An aircraft with a jammed crew-served weapon shall render that weapon safe prior to returning to MCAS Miramar.

Note: All aircraft with any live hung ordnance are prohibited from taxiing on Quebec Taxiway; and on the Visiting/Transient Aircraft Line, defined as the concrete ramp area in front of the Airfield Operations Building (Building 9211) between aircraft parking ramps three and four.

12. Pilots of F/A-18 aircraft arriving at MCAS Miramar with Hung Practice/Inert Free-Falling Ordnance (MK-76, BDU-45, etc) shall comply with the following procedures.

a. Aircrew will notify SOCAL Approach and the MCAS Miramar tower of the type and condition of the ordnance.

b. Straight-in full stop landings are required for all aircraft carrying either hung or unexpended ordnance.

c. All **Forward Firing Ordnance, unexpended or hung**, will proceed to the dearming area for safing.

d. All **Unexpended High Explosive Ordnance** will proceed to the CALA directly for downloading.

e. All Hung High Explosive Ordnance (locked or unlocked) will proceed to the dearming area for inspection and safeying by squadron ordnance personnel prior to taxiing to the CALAs for downloading.

f. All Hung Practice/Inert Free-Falling Ordnance after landing and roll out will proceed directly to the Dearming Area at the end of the Runway. The aircraft will hold in the Dearm Area until the Hung Practice/Inert Free-Falling ordnance is visually inspected (from a safe distance) by the responding ARFF personnel. Tenant and transient F/A-18 aircraft will comply with the following procedures.

13. Tenant F/A-18 aircraft: If the hung practice/inert free-falling ordnance is deemed safe for taxi, the tenant F/A-18 aircraft will be allowed to proceed down Papa Taxiway to a point just west of the intersection of Papa and Hotel Taxiways for both a hot brake check, and a safety check of this hung practice/inert free-falling ordnance by squadron ordnance personnel. The responding ARFF units will follow this aircraft to this location and wait for further instructions from squadron ordnance personnel. Once responding ordnance personnel have safeyed the hung practice/inert free-falling ordnance, the responding ARFF units will stand down from the emergency (with the concurrence of the aircraft commander) and the aircraft is free to taxi to the in-line fuel pits for hot refueling, back to its line, etc. If for any reason the practice/inert free-falling ordnance is unsafe (not properly secured to the ordnance rack), notify Tower and ARFF immediately. Depending on the level-of danger and safety, the aircraft may be directed to download its practice/inert free-falling ordnance at its current location on the airfield, or permitted to taxi back to its squadron flight line under escort by ARFF.

14. Non-Tenant aircraft: All non-tenant aircraft (transient, divert, training detachment, etc) with hung practice/inert free-falling ordnance will remain in the Dearm area at the end of the runway until an ordnance crew from 3d MAW arrives and safeties this ordnance. The Airfield Operations Duty Officer shall notify 3d MAW ALD at telephone 577-7337/7338 to request an ordnance crew to safe the ordnance on this aircraft. Once responding ordnance personnel have safed the hung practice/inert free-falling ordnance, the responding ARFF units will stand down from the emergency (with the concurrence of the aircraft commander) and the non-tenant aircraft is free to taxi to a location on the airfield such as the Visiting/Transient Aircraft Line, a hosting unit's line, etc.

Note: F/A-18 aircraft with live hung ordnance are prohibited from taxiing on Quebec Taxiway; and on the Visiting/Transient Aircraft Line, defined as the concrete ramp area in front of the Airfield Operations Building (Building 9211) between aircraft parking ramps three and four.

4024. HUNG LANDING GEAR DEVICE. The procedures for the deployment of the Helicopter Hung Landing Gear Device (HLGD) is as follows:

1. Upon notification of a Hung Landing Gear emergency, the Section Leader will dispatch a qualified and licensed ARFF Marine to Truckmaster, building 9274 to retrieve the HLGD with the fork lift.
2. The HLGD will be positioned centered at helicopter landing spot #5. The HLGD must be placed flat on the deck. No palletization is to be utilized. Palletization will defeat the solid crib design of the device.
3. Once the HLGD is in place the emergency aircraft's squadron personnel will assume all responsibility of guiding the emergency aircraft onto the HLGD. "All ARFF" personnel/assets will standby at a safe distance until such time, that the rotor blades come to a complete stop.

SOP FOR ARFF

CHAPTER 5

MAINTENANCE MANAGEMENT

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SOP FOR ARFF

CHAPTER 5

MAINTENANCE MANAGEMENT

5000. GENERAL

1. The ARFF Branch requires specific vehicles and equipment in order to perform its mission. To aid in this effort, vehicles and equipment from 3d MAW are used in support of this mission as available.

2. Unauthorized Use. Major ARFF vehicles and support equipment will not depart the airfield without permission from the NCOIC/OIC.

5001. TRUCKMASTER

1. The Truckmaster is designated from assigned MOS 7051 Marines as a primary duty and is responsible to and under direct supervision of the NCOIC and OIC in the performance of duties.

2. Vehicles. Ensure an adequate number of ARFF vehicles and support equipment are maintained and operationally capable to perform the mission as required by references (a) and (b).

a. Daily Checkout Monitoring/Inspection

(1) Monitor/supervise the daily check out and inspection of all vehicles, preventive maintenance (PM) and repair of all ARFF equipment. Maintain continuous liaison with the Station Motor Transportation Division and Marine Wing Support Squadron (MWSS) Motor Transportation Sections to ensure PM of equipment is accomplished in accordance with existing directives and to ensure maximum availability of required equipment.

(2) Truckmaster will ensure that any vehicle considered unsafe (worn tires, electrical or pump problems, etc.) is placed in a down status. Notify the Section Leader immediately in these cases.

b. ARFF Vehicle Maintenance/Truck Turn In. Ensure that certain items such as tools, rescue kits, power saws, extinguishers, wheel fans, ladders and air packs are removed from the vehicle and properly stored in the ARFF's Truck Master Section building before the vehicle is turned into Motor Transportation for repairs. This effort will also be coordinated with the Material Section prior to removing any equipment from the vehicle.

c. Escort to Maintenance Facility. After first ensuring the vehicle or piece of equipment being turned in is clean and all first echelon maintenance is performed, personally accompany ARFF vehicles with discrepancies to the respective Station or MWSS Motor Transportation compounds and furnish the maintenance inspector with a detailed list of discrepancies beyond 1st echelon requirements. The ARFF OIC/NCOIC will be informed of any actions taken by these Motor Transportation Sections in each instance including estimated out-of-service time.

d. Vehicle Status Notification

(1) Keep the Section Leader, Crash Chief, NCOIC and OIC continually informed of the current status of all ARFF vehicles and related support equipment so that the minimum response requirements are met as outlined in references (a) and (b). This will be accomplished by obtaining, reviewing and initialing the vehicle status report prepared by the Section Leader daily.

(2) Maintain a management program to project truck availability over an extended period of time and to ensure an equal distribution of time/hours is achieved on each vehicle.

3. Records

a. PM/Check out sheets. Review vehicle check sheets and preventive maintenance records daily and initiate action to correct discrepancies per established procedures. Maintain vehicle check sheets and PM sheets on file as required.

b. Maintenance Logs. Keep vehicle maintenance logs on all ARFF equipment assigned noting all preventive maintenance and repairs performed, time/date of delivery to other controlling agencies, and the time returned to ARFF custody.

c. Work/Part Orders. Maintain a log of pending work/part orders at Motor Transport and ensure prompt follow-up action is taken as required.

4. Maintenance

a. Corrosion Control. Establish an internal rehabilitation program to ensure all corrosion and maintenance related items are performed as required. Any rust or corrosion on outer surfaces, undercarriage, and compartments or inside cab will be repaired. Chips in paint will be spot painted. Dents and dings in vehicle body will be corrected under the supervision of the Truckmaster and approved by the Station Motor Transportation Officer. Vehicle tools and equipment will be checked for corrosion, serviceability and operation.

b. Aircraft Lifting Slings. Tenant aircraft squadrons maintain and perform routine maintenance and inspections on the slings that the ARFF crane would use to assist in a salvage effort. The ARFF crane operator performs these same duties on the Universal Aircraft Fabric Hoisting Slings "Belly bands," maintained by ARFF that are used for an emergency rescue lift.

c. Technical Assistance. Provide technical assistance to section Marines when 1st echelon maintenance is performed.

d. Small Engines. Ensure maintenance on all small engine equipment is performed as required. All small engines are maintained by a service contract, which states quarterly PM's and repairs will be performed to allow minimum down time on equipment.

5. Inspection. Assist the Crash Chief in inspecting vehicles and associated equipment.

6. Tool Control. Maintain a tool control program.

7. Equipment Preventive Maintenance (PM). Ensure all rescue equipment is PM'ed quarterly.

5002. MAJOR ARFF VEHICLES

1. Major ARFF vehicles are used primarily to extinguish aircraft fires by engaging the roof and bumper turrets and handlines. If any of these systems are inoperable, then the vehicle is not capable of performing the mission. The vehicle will be immediately placed in a down status and replaced with a back line vehicle. The Section Leader and Truckmaster are to be notified immediately in these instances.

2. Station. MCAS Miramar is required to have the following vehicles in support of airfield operations.

a. A/S-32P-19A ARFF Vehicle. These vehicles are the primary ARFF vehicles currently in use by the Marine Corps.

b. ARFF Crash Crane. The 40-ton Crash Crane is used primarily for salvage operations in lifting crashed aircraft and rescue of personnel from inverted aircraft as needed. It is also used in a variety of other support functions aboard the Air Station.

c. P-26 Water Tanker/Nurse Truck. This vehicle is a 5000-gallon capacity Tanker/Nurse Truck. It is the primary source of refilling the A/S32P-19A ARFF vehicles with water during fire fighting operations.

d. Support Auxiliary Aircraft Fire-Rescue Trucks (Pickups). These are small light weight vehicles, multi-drive type, equipped with assorted power and hand operated forcible entry tools and field lighting equipment.

(1) A/S-32P-10 Rescue Vehicle (Rescue 25 and 29). This vehicle is a 4 wheel drive pickup used by the Section Leader as the primary response vehicle to emergency situations. This vehicle is specifically designed to carry tools and equipment particular to the ARFF mission.

(2) 4-Door Van (Rescue 27). This vehicle is a 1-ton, two-wheel drive van used as a secondary rescue vehicle for off-station responses and also used for transporting ARFF Marines to the Dining Facility.

(3) Pickup Truck (Rescue 26). This vehicle is a 1/2 ton two-wheel drive truck used as the Incident Command System's (ICS) primary response vehicle to emergency situations. This vehicle is specifically designed to serve as the ICS vehicle.

(4) Jeep Cherokee (Rescue 22). This vehicle is a two-wheel drive vehicle used as the ICS for the Aircraft Rescue and Fire Fighting Division. This vehicle also serves as the ICS off-station response vehicle.

5003. ARFF VEHICLE/EQUIPMENT SAFETY. All ARFF Marines will:

1. Use hearing protection and safety shoes when required to work around aircraft or operating rescue equipment.
2. Use eye and hearing protection when operating rescue tools.
3. Wear protective clothing and breathing apparatus during all crashes, emergencies, standbys, medevacs, and red label responses.
4. Wear hardhat and leather gloves when involved in salvage or lifting operations.
5. The use of head protection is required when performing any function on top of the emergency vehicles.
6. When backing vehicles, back-up personnel are required.
7. All driver operators must strictly observe the airfield speed limits and all other applicable regulations as stated in reference (d). The driver operator is responsible for the safe operation of his assigned vehicle at all times regardless of external factors.
8. Any ARFF vehicle or equipment that is determined to be not in accordance with proper operating specifications will be reported and placed in a down status until such time as the downing factor is rectified. It is the direct responsibility of the operator of the ARFF vehicle or equipment to be knowledgeable as to the proper safe operation of the equipment and or vehicle.

5004. MAINTENANCE PROCEDURES

1. First Echelon Maintenance. ARFF Marines are not vehicle mechanics by MOS and therefore are limited in the type work they can perform.

a. First Echelon Maintenance shall be conducted by the driver operator. Truck Masters section will provide assistance when 1st echelon is performed.

b. No batteries shall be removed from any ARFF/Recovery vehicles for any reason.

c. All repairs of vehicle radio discrepancies shall be brought to the attention of the ARFF Truck Master prior to turning radio's in to Ground Electronic Maintenance Division.

2. Inoperative ARFF Vehicle. Anytime a crash vehicle or support vehicle becomes inoperative due to mechanical failure, it will be parked and "deadlined" until the Truck Master section can ensure necessary repairs are made. The Section Leader will call a Truck Master after hours if the situation cannot wait until the next duty day. In no instance will unqualified personnel be permitted to perform unauthorized maintenance on ARFF vehicles.

3. Weekly Preventative Maintenance (PM). Ensure all weekly vehicle PM's are conducted during normal working hours and as per the published schedule.

4. Truck Field Day. Truck field day will be conducted on the first and second Sunday of each month by the on duty section, using the following established procedures and guidelines.

a. Field day will consist of one major ARFF fire fighting vehicle and one support vehicle, to include all SL-3 equipment. All other vehicles assigned to the duty section will have a general cleaning. The field day vehicles will be staged in the third and fourth stall of the truck barn with all SL-3 equipment staged on the deck.

b. The field day vehicle, excluding the olive drab P-19's, will also receive a coat of wax.

c. Monday morning at 0730 the Section Leader, scribe and a representative from trucks section will accompany the Officer in Charge through the inspection and annotate all discrepancies. In the absence of the OIC or NCOIC, the Crash Chief or designated personnel will inspect the vehicles.

d. Water will only be used to clean the engine compartment of the P-19 and the P-26. No water will be sprayed in any other compartment of any vehicle.

e. Section Leaders will ensure that their assigned vehicles are rotated equally for vehicle field days so that all vehicles are field day equally.

5. Fueling. Plastic Fuel Keys, which operate a self-service refueling pump, are issued for each vehicle. All ARFF vehicles and support equipment will be filled daily. Commercial pickups using unleaded fuel will be filled when the gauge registers 3/4. (NOTE: P-19's, P-26 water tanker, sweeper, and the crane use diesel). No vehicle will be operated with less than 3/4 of a tank of fuel. All fuel keys will be accounted for daily by the Section Leader who will make the appropriate Log Book entry.

NOTE: When vehicles are being fueled, ensure the fuel cap is not stripped or cross threaded when placing back on the tank and that the cap is securely fastened so that the gasket in the cap contacts the neck of the tank. If cap is not secured properly, fuel will splash in the compartment and the rubber gasket will come off the door.

6. Fluid Replacements. There will be no fluid replacements in any hydraulic reservoir, brake system, engine, transmission, etc. on any vehicle unless authorized by a Section Leader or Truckmaster. The Section Leader or Truckmaster will ensure that the proper fluid is being used and the proper level is obtained.

7. Tires. When tires need changing on the vehicles, the Truckmaster will ensure the proper maintenance facility is notified and arrangements are made for this action to be completed.

5005. ARFF VEHICLE CHECKOUT

1. This is to establish procedures to minimize, keep track, and document vehicle discrepancies and unnecessary damage to ARFF vehicles.
2. Section Leaders. Each Section Leader shall be held responsible for the permanent assignment of the Crew Chief for all P-19A's. The Section Leader shall maintain the overall responsibility for all assigned ARFF vehicles.
3. Crew Chiefs. Each vehicle shall be assigned a Primary and Alternate Crew Chief using the Vehicle Crew Chief Assignment Letter. The Primary Crew Chief shall be an NCO. The Primary Crew Chief is responsible for the following and in his/her absence; the alternate shall assume all responsibilities:
 - a. Daily check out, weekly PM, and monthly vehicle field day of their vehicle. The Crew Chief and the alternate Crew Chief shall be the only individuals to annotate on the check out sheet for their vehicle.
 - b. Keep their vehicle in a high state of readiness at all times.
 - c. Responsible for their crew and vehicle at all times while on duty until properly relieved or secured for the day. Held accountable for all negligent damage that is done to the vehicle while on duty.
 - d. Make liaison with the Crew Chief of other section concerning any changes in status, i.e., up/down status, mechanical changes, and/or damages.
4. Vehicle Check out Sheet. The Crew Chief, Truck Masters and Material shall complete and annotate discrepancies in their respective sheets of the check out.

a. Crew Chief. Visually check discrepancies on the vehicle. Complete the Section, Item Number, Discrepancy and Report Date of the vehicle discrepancy page. If any new damage is noticed, immediately notify Section Leader and Truck Master. Update the vehicle damage diagram located in the Truck Masters shop. Truck Masters and/or Material Shops shall then complete the discrepancy page.

b. Truck Masters/Material. Complete Code, Truck Master/Material Initials, Projected completion date, Remarks and Repair date. Remove discrepancies from the sheet once completed. Material shall contact Truck Masters when their discrepancies are completed.

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CHAPTER 6

TRAINING

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CHAPTER 6

TRAINING

6000. GENERAL. Constant training provides ARFF Marines with teamwork and the ability to maintain a continuous alert status for split second response that is required for ARFF emergency response operations at any time.

6001. TRAINING CHIEF

1. The Training Chief performs duties within the framework of the Training Section and under the direct supervision of the OIC and NCOIC. These duties include:

a. Indoctrinating all assigned Marines with limited ARFF experience as a basic aircraft rescue and fire fighter for the ARFF Branch.

b. Conduct continuous training in accordance with published ARFF training schedules and ensure that technical training is compatible with standard accepted procedures developed by appropriate Naval agencies for ARFF operations. All scheduled classroom training will consist of classroom periods of instruction followed by particle application on the subject being taught.

c. Schedule and monitor all of the following areas of military training ensuring 100 percent completion by the end of each area's appropriate calendar or fiscal year requirements:

CALENDAR

Basic Skills Training (BST)

Water Survival

Leadership Training

Troop Information

Physical Fitness Test (PFT)

Remedial PT/Military Appearance/Weight Control Programs

Gas Chamber/NBC

Swim Qualification

FISCAL

Rifle Range
Pistol Range

5. Submit annual and monthly training schedules.
6. Licensing classes will be scheduled routinely to ensure adequate amounts of qualified drivers/operators are licensed for ARFF vehicles and associated equipment. Driver/operators must have an airfield familiarity class given by ATC personnel before they can drive on the airfield in addition, they shall attend Emergency Vehicle Operators Course (EVOC).
7. Schedule Emergency Drivers Physicals with Occupational Health at the MCAS Miramar Branch Medical Clinic for each ARFF Marine annually (calendar year) and file it in the Marine's training jacket.

6002. DRILLS

1. Live fires and drills not involving actual fire are for the purpose of training and will last the shortest possible duration so as to complete the training required. The fatigue factor will be watched closely by the Section Leader so that Marines will not become fatigued to the point that they are not able to accomplish the primary mission of the ARFF Branch.
2. Training fires and drills are normally scheduled and conducted by the Training Section.
 - a. Extinguishing Agent Minimum Requirement. Extinguishing agent will not fall below the minimum requirement established in reference (b) for normal operational requirements. Agent usage chits are to be properly filled out and turned into the Crash Chief with the daily paperwork when a fire extinguishing agent is used.

NOTE: Aqueous Film Forming Foam (AFFF) is now considered a Hazardous Material in certain quantities. The ARFF HAZMAT representative will determine if additional paperwork will be required on a case by case basis.

b. The following safety precautions will be adhered to by all ARFF personnel. All Halon extinguishers will be checked and inspected daily to ensure safety pin and anti-pilferage seal are in place at all times. Anytime the anti-pilferage seal has been broken/damaged the following guidelines will be strictly adhered to:

(1) Advise Section Leader via Crew Chief.

(2) Halon extinguisher will be inspected and weighed by materiel personnel.

(3) A damaged gear statement will be forwarded through the Material Section via the Section Leader and Crash Chief.

(4) An entry will be made in the anti-pilferage seal log book, with weight, serial number and truck number. Only then will a seal be issued.

(5) If there is a difference between the current weight and initial weight, further investigation will be conducted by the Section Leader, via the ARFF chain of command.

c. Protective Clothing. Marines are to be fully dressed with protective clothing that is in good repair and proper fitting.

d. Notification. Ensure the ARFF dispatcher has notified appropriate agencies by using the ARFF Training Fire/Drill call-down sheet before and after all fires.

e. Fuel. Only clean JP-5 fuel, Tekflame or JP-5 contaminated with residual water will be burned. No other fuel or substance is authorized.

f. Vehicle Usage. Two major ARFF vehicles will always respond during live training fires. A third vehicle will be used in reserve to protect Marines during fire fighting and rescue operations.

3. Bunker gear drills should be conducted by the Section Leader to maintain proficiency in donning protective clothing and self contained breathing apparatus. Evolution's should be timed to test each crewmember's ability to respond to their assigned vehicle and prepare themselves to respond to an emergency situation.

4. Section Leaders are encouraged to engage Marines in dry/wet rescue runs, which provide them with experience in response, setup and rescue. Drills should be such that they demand the Marines use all available resources so that when a real mishap occurs, Marines will be able to effectively deal with any situation. Care will be exercised due to potentially dangerous aspects of working with water under great pressure and slippery surfaces in and around jagged metal surfaces.

5. Simulated emergencies/crashes will be scheduled as directed by ARFF Training to ensure the optimum readiness and performance of assigned Marines. Emphasis will be placed on:

a. Response routes, proper speed, approach and spotting of vehicles with respect to type of aircraft and situation being simulated.

b. Initial attack, approach, fire fighting and rescue techniques and tactics employed at the scene.

c. Use of prevailing wind conditions and direction when setting up.

d. Use of terrain in effecting setup and rescue.

e. Proper equipment carry and usage during rescue operations.

f. Confidence, control, management and teamwork of Marines at the fire scene.

6003. SAFETY

1. Strict safety precautions will be followed while in the training pit area. An experienced Safety NCO will be available at all training fires. The Safety NCO will enter the pit in full protective clothing with all handline/rescue operators for each training fire. The Safety NCO will instantly correct all safety violations. Safety is the responsibility of every ARFF Marine. However, the Section Leader or Training Chief has overall responsibility for ensuring that all drills and training are conducted safely.

2. When operating in the training area, the following safety precautions will be followed:

- a. Ensure all phone notifications are made.
- b. Ensure all personnel attend a Safety Brief prior to commencing Training Fires.
- c. Smoking is prohibited except in designated areas (at least 200 feet from the edge of the pit).
- d. Ensure all preventive measures are taken to eliminate static electricity or sparking when pouring fuel of any type in the training pit.
- e. Ensure all Marines handling fuel or lighting fires are in full protective clothing, including helmet.
- f. Ensure additional safety personnel are situated outside the pit area.
- g. A Marine from the Training Section will be in attendance at all live fires.
- h. The Training Chief or designee is responsible for all training drills and the proper conduct of personnel involved and will act as an advisor to the Section Leader during drills/fires. The Section Leader will coordinate ARFF Marines' fire fighting effort.

i. After each training fire, the Training Chief will ensure that the fire area (training pit) is washed down and cooled prior to adding additional fuel for the next fire.

j. Fuel will not be ignited until the Training Chief is sure that all Marines, equipment, combustible materials, fuel containers and hoses are clear of the fire area.

k. Fuel fires will be ignited by torch and the individual lighting the pit will be in full protective clothing. An additional Marine will be in full protective clothing with a portable extinguisher.

l. The training area will not be used for training fires at any time without prior consent from the NCOIC or OIC.

m. An excessive amount of fuel (300 gallons maximum) will not be used for any one fire. This is unnecessary, expensive and could jeopardize Marines and equipment.

n. A layer of water shall be in the burn pit prior to fueling the pit.

6004. ARFF PT AND WEIGH IN-PROGRAM. The ARFF PT and Weigh-In program will be maintained by the ARFF Training Department. This program establishes procedures and guidelines for assignment of Marines who do not meet Height and Weight Standards, and/or body fat percentage and Marines who fail a PFT at Headquarters and Headquarters Squadron.

1. Weigh-ins will be conducted each quarter. Marines over their allowable weight and/or body fat percentage will be placed on the ARFF program. If the Marine is not within the Marine Corps standards after 30 days, they will be sent to HQHQRON, S-3. The OIC, NCOIC and Crash Chief will be notified before a Marine is sent to HQHQRON S-3. An official counseling sheet will be entered on said Marine which shall be routed through the Crash Chief, NCOIC and OIC. This official counseling shall be documented in his/her Admin record book.

2. All PFT failures will receive a Page-11 counseling entry. HQHQRON PFT failures will be monitored on remedial for thirty days. Marines will take a PFT at HQHQRON on the first Wednesday available after the thirty days. Marines will remain on the program until they pass a total of two (2) PFT's at HQHQRON. All inventory PFT failures will be placed on the program. An inventory PFT will be held each Friday to monitor the progress of the Marine. To be taken off the program, a Marine must pass a PFT on two consecutive Fridays.
3. The OIC, NCOIC or Crash Chief can place a Marine on the program if their personnel appearance is unacceptable.
4. Marines will muster Tuesday through Friday at 0630 for PT wearing authorized green on green PT gear only. The only exception is holidays; Squadron PT will be incorporated into the Program.
5. Documentation of the Marine's PT will be kept on the ARFF PT Tracking sheet. The Training SNCO will sign off after each session to ensure no further entries are made.

6005. TRAINING AND READINESS (T&R) Program. The T&R Program provides the fundamental tools for commanders to build and maintain unit combat readiness. Using these tools, unit-training managers can construct and execute an effective training plan, which supports the unit's mission essential tasks.

1. Purpose of the Marine Aviation T&R Program is to provide commanders with standardized programs of instruction for all aviation personnel.
2. The goal is to develop unit warfighting capabilities, not to measure the proficiency of individuals. Syllabi are based on specific performance standards designed to ensure proficiency in core competencies.
3. The training of Marines to perform as an integral aviation unit in combat lies at the heart of the T&R Program. Unit readiness and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness. A Marine's ability to perform those critical skills required in combat is essential.

a. Evaluation of Training. Evaluation of those portions of the syllabus which are academic in nature will be conducted by either written/oral examination or a combination of the two means. Operational and system related subjects will be evaluated by practical application means whenever possible. Performance evaluation to qualify for mission qualifications and designations will be conducted per MCO P3500.14, Aviation T&R Manual, Volume 1, and standardized evaluation forms provided by the MOS sponsor.

b. Combat Capable Training. The Combat Capable tier will in most cases be accomplished at the completion of initial MOS skills training. With successful completion of the combat capable tier, unit personnel are assigned basic MOS qualification and progress to the Combat Ready tier.

c. Combat Ready Training. On the combat ready tier, qualifications that are normally made available to fairly inexperienced personnel will be delineated. This tier should take the individual who has completed initial MOS skills training and make them proficient in core competencies. With successful completion of the combat ready tier, unit personnel move to the Combat Qualification tier.

d. Combat Qualification Training. The Combat Qualification tier will be the portion of the model that produces combat leaders and fully qualified crewmembers. The personnel being trained in the combat qualification tier are those Marines a Commanding Officer feels are capable of directing the actions of subordinates during wartime scenarios.

e. Full Combat Qualification Training. The Special Skill Qualification tier will contain special skills, and qualification. These skills or qualifications are not prerequisite to combat qualification or the ability to function as combat leaders, but are those for which a certain number of trained individuals or crews must be maintained to accomplish special missions or tasks.

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CHAPTER 7

SUPPLY/MATERIEL

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CHAPTER 7

SUPPLY/MATERIEL

7000. GENERAL

1. The Materiel Section is responsible for the procurement, storage, and control of all material required for the effective operation of the ARFF Branch. The Materiel Section is responsible to the OIC and NCOIC in the fulfillment of their duties. They are also responsible for maintaining all programs that pertain to the ARFF Branch. The Materiel Chief is the responsible custodian for ARFF's Supply account, YM-58.

7001. MATERIEL NCO

1. The Materiel NCO responsibilities include the following programs:

a. Requisitioning the supplies and materials required for proper support of the ARFF division.

b. Submit forms to the ARFF OIC when ordering supplies for initial approval.

c. Maintain a running account of funds expended, description of items ordered, quantity and estimated cost.

d. Make recommendations to the ARFF OIC concerning the composition of the budget for each quarter and fiscal year.

e. Maintain liaison with the Marine Corps Property section to help expedite the requisition of needed supplies.

f. Maintain the Consolidated Memorandum Receipt (CMR) by conducting quarterly inventory to ensure on hand allowances, and reconcile with the station property officer on a quarterly basis.

g. Maintain an adequate supply of protective clothing at all times.

h. Maintain and adequate supply of fire fighting agents, tools and equipment.

i. Maintain up to date custody cards on all accountable items issued or on loan to ARFF from other departments.

j. Ensure all new personnel are properly outfitted with all required gear.

k. Maintain the air quality program.

l. Maintain the respiratory protection program.

m. Perform monthly protective clothing inspections.

n. Maintain the SCBA maintenance program.

o. Maintain calibration program.

p. Maintain hydrostatic testing program.

q. Maintain desktop procedures for the material section.

r. Maintain a hose testing program.

7002. INVENTORY. The Materiel section will conduct a quarterly CMR inventory inspection. These findings will be briefed to the Responsible Officer and the account updated to reflect the inventory findings.

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CHAPTER 8

COMMUNICATIONS

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CHAPTER 8

COMMUNICATIONS

8000. GENERAL

1. An emergency communications system is required per reference (b), and consists of a crash radio net, wire communications (public address and crash alert telephone) systems and the public telephone.
2. Communications are extremely vital to the safe operation of ARFF. Complete information regarding communications is contained in the current edition of StaO 2390.1_.
3. Handheld radios, flash light and fuel keys will be inventoried three times a day each duty day by either the Section Leader if the Assistant Section Leader. The inventory will take place at 1200 (noon), 1800 and 0000 (midnight). In order to exercise better control of Handheld Radios, only the Crew Chief of an assigned crew will be allowed to check out a radio from dispatch. The dispatcher will fill out the information on the log book and the Crew Chief will be required to sign his/her name.

8001. CRASH RADIO NET

1. The crash radio net operates on frequency megahertz (MHZ FM) and is usually assigned for specific use by the ARFF Branch. This net is for emergency communications and is not to be used for industrial or other purposes.
2. The crash radio net shall be tested daily at 0800 by the Control Tower with results logged in the logbook.

8002. NET CONTROL. MIRAMAR TOWER is designated "NET CONTROL." The ARFF command vehicle, or the Rescue Coordination Center (RCC) when activated, will assume "NET CONTROL" of all emergency situations and crashes. As such, the senior ARFF Marine aboard the command vehicle will monitor the radio traffic and keep unauthorized stations off the air by informing them that an emergency is in progress.

8003. RADIO MALFUNCTION

1. At no time will an ARFF vehicle of any type be on the airfield without radio communication. If a vehicle radio becomes inoperative, do the following:

- a. Clear the runways or taxiways.
- b. Point front of vehicle towards the control tower.
- c. Flash headlights on and off.
- d. Remain in position until a green light is observed from tower.
- e. All ARFF vehicles should have radio communication with Miramar Ground Control if possible. Vehicles without radios should obtain permission to operate on the airfield from Airfield Operations. Personnel or vehicles authorized to enter taxiways or runways shall proceed as directed by light signals from the Control Tower. The meaning of light signals utilized are as follows:

COLOR AND TYPE SIGNALMEANING

Green

Cleared to cross the
runway you are approaching.

Steady Red

Hold present position. Do
not enter or cross runway.

Flashing Red

Clear the Taxiway/Runway.

Flashing White

Return to starting point
on airport.

8004. CRASH ALERT PUBLIC ADDRESS (PA) SYSTEM

1. Primary Crash PA. In addition to radio equipment, this system is the primary method in which the Air Traffic Control Tower, ARFF, Fire Department and ODO are notified of pending emergencies or actual mishaps. The ARFF public address Crash PA system is also connected to the primary crash phone (net) and is activated simultaneously with the primary system. All agencies are required to remain on the circuit until instructed to secure by the tower.
2. Secondary. A wire communication (hot line) direct from the Control Tower to the Section Leader's office is installed as a secondary direct line of notification.

8005. CRASH ALERT TELEPHONE SYSTEM

1. This system is the secondary method in which notification is given of pending emergencies or actual mishaps. This system, located in the Control Tower, is utilized for simultaneous notification of essential support and administrative personnel. It is activated by the Control Tower.
2. Crash phone tests occur at approximately 0800 daily. All agencies are to remain on the circuit until instructed by Tower to secure.

8006. CELLULAR TELEPHONE. A cellular telephone is provided to the Section Leader for use at a crash site when other forms of communication are unavailable (off base emergencies). The Section Leader will ensure the cell phone is on his personnel possession at all times.

8007. 800 MHZ RADIOS. These portable hand held radios are provided to the Section Leader for use when monitoring or responding to mutual aid calls with San Diego County and the MCAS Miramar Fire Departments.

8008. NOTIFICATION

1. Contact the OIC/NCOIC/CRASH CHIEF on beeper/pager or cell phone if needed after hours.
2. Contact Day Shop Section Heads on beeper/pager if needed after hours.

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CHAPTER 9

RESPIRATORY PROTECTION PROGRAM

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CHAPTER 9

RESPIRATORY PROTECTION PROGRAM

9000. GENERAL. NAVAIR 00-80R-14 requires the establishment of a respiratory protection program.

9001. RESPIRATORY PROTECTION MANAGER (RPM)

1. The Supply/Material Chief is assigned the additional duty of RPM and will maintain the air pack refilling station.
2. Only qualified personnel will operate the refilling station.
3. Only personnel who have completed the prescribed course and received a certificate of completion will perform maintenance on the regulators, air bottles and other respiratory equipment.

NOTE: A copy of these certificates will be kept on file, and a list of qualified personnel will be posted in the air pack room and updated monthly.

4. Air used to replenish Self Contained Breathing Apparatus (SCBA) will meet federal specification (FEDSPEC) BB-A-1034a for grade "D" breathing air.
5. An accurate and up-to-date log will be maintained showing status, location and maintenance performed on all respirators.
6. All respiratory protection equipment will be maintained in a safe, clean and ready-to-use condition.
7. All respiratory protection equipment requiring repair will be turned into the proper repair agency.

9002. TRAINING PROGRAM. The ARFF Training Section will implement a training program, which will include all respiratory protection that ARFF Marines may use during their tour of duty. This program will include the use, cleaning and practical application of each type of respiratory protection equipment maintained by ARFF.

9003. PULMONARY FUNCTION TEST. The ARFF Training Section will schedule all ARFF Marines who use a respiratory protection device to receive a pulmonary function test, which will be provided by Occupational Health, MCAS Miramar Branch Medical Clinic. This test is to ensure all ARFF Marines are physically able to perform the work required and properly use the respiratory equipment without endangering themselves.

9004. INSPECTIONS

1. Selection of proper respiratory protection devices on the basis of the hazards to be encountered is of prime concern, and require the following inspections:

a. Annually, a knowledgeable person from Station Safety or the Branch Medical Clinic shall conduct an inspection to determine if the correct respiratory protection is being used. Ensure this protection is selected and certified by the National Institute of Occupational Safety and Health (NIOSH) or Occupational Safety and Health Act (OSHA) standards.

b. The RPM shall hold a monthly inspection of all respiratory protection devices.

c. All respiratory protection equipment shall be inspected daily to ensure equipment is clean and free of defects.

9005. RESPONSIBILITY

1. Section Leader

a. Ensure proper respiratory protective equipment is used when ARFF Marines encounter respiratory dust or vapors.

b. Ensure all ARFF Marines receive adequate instruction in the proper use of respiratory protection equipment.

c. Do not permit ARFF Marines to use the equipment if these standards are not met.

2. ARFF Marine

a. Don respiratory equipment during all emergencies or situations where respiratory hazards may exist.

b. Clean and disinfect all respiratory protective equipment after each use and at least once monthly. Commercial cleaners and disinfectants may be used to clean and disinfect face masks.

(1) Clean face mask inside and out with mild soap and water.

(2) Rinse in fresh tap water.

(3) Disinfect by immersing the face mask in a disinfectant solution which may be prepared by adding 1 cap full of laundry bleach to 1 gallon of water.

(4) Dry face mask with a soft towel or air dry.

9006. MAINTENANCE

1. Maintenance Classes will be set up by the RPM with a manufacturer's representative.

2. All air bottles, regulators, and face piece assemblies will be assigned serial numbers. Any maintenance performed on the regulators or air bottles will be recorded on the equipment's respective Maintenance Record Card (MRC).

3. The air pack refilling station will be checked-out everyday.

4. Quarterly maintenance will be done on the Air Pack Refilling Station by a civilian source. Other maintenance that needs to be done will be brought to the attention of the RPM so that a maintenance person can repair the problem. At no time will ARFF personnel attempt to fix the air compressor or its components.

5. There will be no painting of air bottles without the direct supervision of the RPM.

9007. STORAGE. The SCBA will be stored so that it will not come in contact with excessive heat, direct sunlight, or harmful chemicals. The SCBA should be kept in the cab of the ARFF vehicle or in the storage box. The SCBA will never be stored on top or outside the vehicle. All face pieces will be kept in a plastic bag to prevent damage and to keep them clean.

9008. INVENTORY. The RPM will conduct a quarterly inventory of all air pack equipment ensuring that there are adequate supplies on hand to perform maintenance. Any equipment that cannot be repaired or is out of hydrostatic test will immediately be taken out of service and tagged "OUT OF SERVICE."

9009. AIR SAMPLE. The RPM will ensure that a quarterly air sample is taken from the compressor using the approved sampling kit and sending it to a certified agency for proper evaluation. The results will be kept on file and the certificate posted for public viewing in the Air Pack Refilling Station.

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CHAPTER 10

DISPATCH PROCEDURES

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CHAPTER 10

DISPATCH PROCEDURES

10000. GENERAL

1. In accordance with reference (b), ARFF is required to maintain a manned 24-hour dispatching post. This post is a centralized point for incoming emergency calls to be taken and dispatching the appropriate response to the emergency.
2. The dispatcher is directly responsible to the Section Leader for performing all dispatching duties. A detailed listing of the dispatcher's duties is contained in the dispatcher desktop procedures binder. Responsibilities of the dispatchers include:
 - a. Announce the airfield open and designated duty runway.
 - b. Daily crash phone test conducted by the control tower at 0800.
 - c. Radio checks will be conducted with tower, recovery base, hotspot, and manned ARFF vehicles.
 - d. Daily logs of radios, flashlights, chargers, toolbox, fuel keys, ect, shall be updated and signed for.
 - e. Keep track of all chow runs.
 - f. When there is an on-station non-aircraft emergency or hangar alarm in which base fire is responding, dispatch is to notify the Section Leader and monitor radio traffic. Only when requested by base fire will ARFF respond.
 - g. Every morning a copy of the log and any response sheets will be made and archived in the appropriate folder.
 - h. Report any failure of the West Net alarm system to the dispatch NCO.

i. Marines coming on duty will check and sign the daily turnover log. Once that is signed you are responsible for any of the prior duty days information, to include the log, response sheets, tool box inventory, fuel log, radio and flashlight log. If there are any discrepancies, report them immediately.

j. Update the CALA assignment roster daily.

k. Initiate the Pre-mishap plan in the event of a crash.

l. If the crane is in the down status, the dispatcher must make contact with MWSS-373 to confirm their support if a crane is needed.

m. Sound reveille.

n. Close out the logbook and make appropriate entries into the NFIRS.

10001. LOGBOOK. The ARFF logbook is an official record and shall be handled as such. It may be used in a mishap investigation, Judge Advocate General (JAG), or other official investigations. The dispatcher is responsible for maintaining an accurate and concise record of all emergencies, standby's, and the daily dispatching of ARFF vehicles and crew personnel. The dispatcher is also responsible for receiving information from external and internal sources that could have a bearing on the ability of the ARFF division to accomplish it's assigned mission. All entries will be made in the appropriate computer log form. The only authorized colors for the ARFF Logbook is RED and BLACK. The list below dictates what entries receive RED ink and what entries receive BLACK ink:

RED INK ENTRIES:

- Emergencies (in-flight emergencies, ground emergencies and mutual aid emergencies)
- Standby's (Medevacs, high power turn-ups, new engine turn-ups, helicopter ground turn-ups, welding standby, mutual aid standby's, and red label/CALA standby's).
- Tower, crash phone, and P.A. test: Loud and Clear.

- Dispatch, West Net Alert System, P.A. test: Loud and Clear.
- Response numbers

BLACK INK ENTRIES:

- All other entries not covered in the red entry section above.

OTHER RED/BLACK LOGBOOK ENTRIES:**RED ASTERISKS (*):**

- Airfield open/closed.
- Hotspot on two minute standby.
- Precautionary arrestments.
- Duty runway change.
- Bunker gear drills, simulated drills, and training fires.
- Weather advisories.
- Date change entry.
- Any notification from tower not covered above.

BLACK ASTERISKS (*):

- Morning surface Check.
- Drivers training.

10002. EMERGENCIES. In accordance with reference (b), the following information must be obtained and disseminated to all agencies responding to an emergency:

ON STATION

- Location
- Type of aircraft
- Nature of emergency
- Fuel status
- Number of souls aboard
- Ordnance stores or other hazardous cargo
- Landing runway and ETA
- Any other pertinent information

OFF STATION

- Location of mishap and direction to the scene.
- Type of aircraft and whether fire is present.

-Reporting persons name and phone number and request that they remain at a designated location to act as a guide for responding crews.

10003. EMERGENCY RESPONSE SHEETS. Complete an emergency response data sheet with a response number assigned for all standbys when a crash vehicle responds to an emergency. The Section Leader is responsible for submission of the smooth report to the Crash Chief.

10004. TRAINING FIRES. When the training area is used for training fires ensure proper departments are notified via the Training Fires/Drill notification sheet located in dispatch.

10005. PHONE LISTING. Maintain an up-to-date telephone number listing of all departments, which support functions of the ARFF Branch.

10006. AIRFIELD OBSERVATION. Keep the Section Leader advised of the duty runway and all requests for services.

10007. CLOSED FIELD LANDINGS

1. ARFF personnel observing any military or civilian aircraft landing or taking off when the airfield is closed without a Prior Permission Request (PPR), will notify Rescue Center. Dispatchers will obtain as much information as possible on the aircraft (time, BuNo, squadron, etc.) and make a log entry. After obtaining the required information the Section Leader will notify the Station Operations Officer, G-3, the Airfield Operations Officer, (at his residence if necessary), and the Deputy Chief of Staff, G-3.
2. The ARFF Section will contact the weather duty clerk to obtain the ODO's recall number in order to notify him of unauthorized closed field landings after hours.

10008. RECALL BINDER. The recall binder shall contain an ARFF recall roster and will be updated monthly from ARFF Admin. Dispatchers will contact ARFF Admin on the 1st and 15th each month for an updated roster and will post the updated rosters in the recall binder. The recall binder shall also include rosters for AC/S G-3, Airfield Operations 30-minute Recall, and Aircraft Recovery Section.

10009. EQUIPMENT. The equipment assigned to dispatch personnel are: 15 handheld radios, 1 base unit, 5 survivor flash lights, recall binder, ARFF S.O.P., dispatch desktop procedures, radio log book, and premishap plans, ordnance book, NFIRs binder, Westnet binder.

10010. AIRCRAFT SLINGS POINTS OF CONTACT. The following procedures to obtain aircraft slings from MALS-11 and MALS-16 are as follows. Dispatchers will make calls to the below POC'S during normal working hours.

<u>1. POINTS OF CONTACT</u>	<u>PHONE#</u>	<u>DEPARTMENT</u>
IMRL Manager	X-1530	MALS-11 IMRL
IMRL Assistant Manager	X-1608	MALS-11 AIRFRAMS

The MALS-11 SDO is the point of contact for after hour incidents at extension 7-4467. The SDO will then recall the above personnel or make the necessary contacts.

<u>2. POINTS OF CONTACT</u>	<u>PHONE#</u>	<u>DEPARTMENT</u>
IMRL Manager	X-4371/4374	MALS-16 IMRL
IMRL Assistant Manager	X-4371/4374	MALS-16 IMRL

The MALS-16 SDO is the point of contact for after hour incidents at extension X-4290. The SDO will then recall the above personnel or make the necessary contacts.

3. The SDO will contact personnel in respective shops in charge of aircraft slings. For MALS-11, IMRL or the Airframes department will be contacted. For MALS-16, the IMRL department will be contacted.

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CHAPTER 11

FIRE PREVENTION

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CHAPTER 11

FIRE PREVENTION

11000. GENERAL. This chapter defines the Fire Inspectors responsibilities and related tasks.

11001. Assignment. The Fire Inspector will be appointed in writing by the OIC in accordance with 3d MAW's Table of Operations. This Marine will be a wing SNCO who is fap'd to the ARFF Division.

11002. Responsibilities

1. The Fire Inspector is designated from assigned MOS 7051 Marines as a primary duty and is responsible to and under direct supervision of the NCOIC and OIC in the performance of duties. The Fire Inspector responsibilities shall include the following:

a. Maintain all the NFPA Manuals that are utilized within the ARFF Branch.

b. Coordinate building inspections and training with the Station Fire Department Inspectors. This will require familiarization with duties and responsibilities of the Station Fire Inspectors (primarily provide assistance as required).

c. Assist the MWSS with establishing Fire Bills and tent camp fire protection SOP'S prior to deployments.

11003. Training. The ARFF Fire Inspector will coordinate the following training:

1. Annual Extinguisher training with the Station Fire Inspectors. This training will include assisting the Station Fire Inspectors with their requirements to train ARFF Personnel and Tenant Squadrons.

2. Conduct Quarterly extinguisher maintenance training for ARFF Personnel.

11004. Extinguisher Maintenance. The Fire Inspector shall supervise the following:

1. Supervise the weekly preventive maintenance of all ARFF portable fire extinguishers.
2. Inspect all extinguisher that are not in service.
3. Replenish all extinguisher after each usage.
4. Maintain records on all the ARFF Halon and PKP extinguishers.
5. Ensure that all Halon and PKP extinguishers meet proper hydrostatic test standards.
6. Maintain the entire Vehicle mounted Halon Extinguisher Systems.