

'05

RISK ASSESSMENT
DATA

Information Requested the Day of Arrival

- K • Provide a copy of Annual Fire Department Operation Costs.
 - Has the installation commander established a formalized fire protection program? Provide a copy of the implementation order/instruction/regulation.

K/1-5 • What is the classification of the fire department (A, B or C)? What criteria were utilized to establish the classification?

- K/1-5 • Are there any existing mutual aid agreements?
 - Identify each jurisdiction in which the installation provides and receives mutual aid. Provide a copy of the mutual aid agreement.

1-9 ✓ How are installation engineering services and fire protection systems reviewed, maintained, tested and repaired?

- K • Need a breakdown of all emergency and routine calls. Identify response categories, and number of responses.

K • Provide a hard copy of all SOPs, SOG's, and OI's. Electronic copies are acceptable.

K • Provide a copy of Position Description for each GS position including annual employee performance rating criteria for each major position.

K • Provide an excel or access spread sheet of all personnel including prevention, dispatch, administrative personnel, identify their position and FFCS certification level.

K • Provide a copy of the installation staffing plan. Identify the number of overtime hours per year in support of fire department minimum staffing requirements, traumatic injury, support of military leave and friendly family leave care.

1-7 • How many staffed fire companies (include pumpers, aerial ladders, wild lands apparatus, rescue vehicles) are authorized?

-- Who performs vehicle maintenance on emergency apparatus?

1-7 • What type of equipment is dispatched on a first alarm assignment to a structural fire?

-- Identify pumping capacity of each responding engine

-- Identify any responding ladder or squirt companies

-- If first alarm response varies by FDZ identify each zone separately

-- Identify each type of response other than structure fire and the corresponding fire department equipment response and staffing.

(3-6) ✓ 1-9 • Provide a copy of the installation water distribution map, showing main sizes, section valves, hydrant placement and emergency storage. (Towers)

1-7 • Provide an excel or access spread sheet identifying the emergency and administrative vehicle fleet. Identify serial numbers, age, condition, mileage, pump hours, annual maintenance/repair expenditures, scheduled vehicle replacements, etc.

1-7 • Provide copies of the annual pump test/certification and aerial certification if applicable.

1-6 • Is the installation fire department capable of meeting the standard response times as outlined in the MCO and DODI?

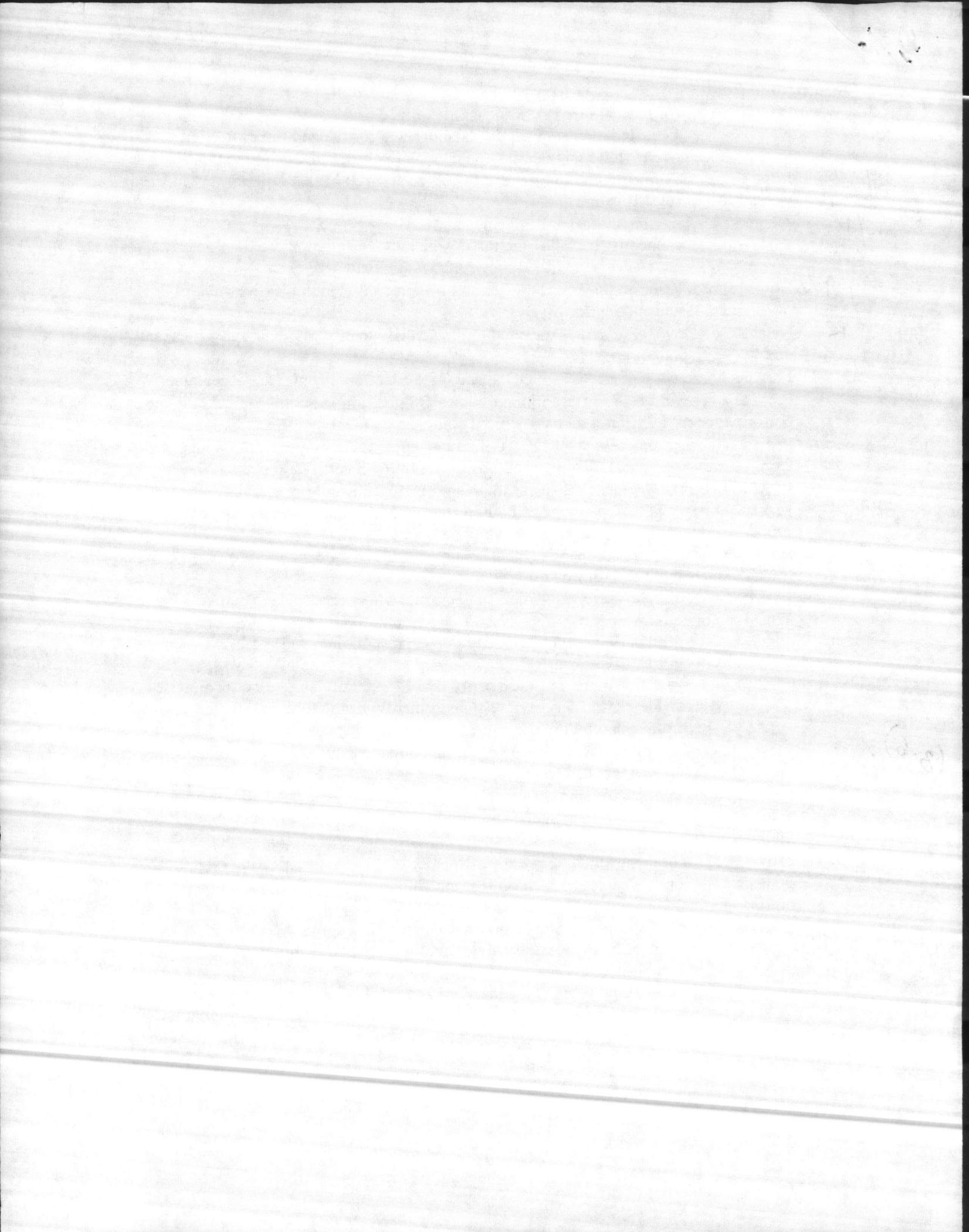
-- If a response time matrix exists, provide a copy.

-- Identify any response areas and times, which do not meet the established criteria

-- Are mutual aid companies utilized to meet standard response times?

--- Identify each mutual aid company that responds to the installation.

--- What type of equipment do mutual aid companies respond with and what is their average staffing?



- Identify the travel distance and response time for each mutual aid company to the closest entrance.
- Are there any force protection barriers, which impede response of mutual aid companies? If so identify each. Are there any exceptions to responding mutual aid companies?

- Who performs primary dispatch services (Fire Department, Police Department or 911 center)?

- How many emergency responses are dispatched annually?
- If permanent dispatchers are utilized, under what series are they classified?
- Are dispatchers certified in their current duty position? Provide a copy of certification.

- 1-9 • ✓ What type of alarm receiving equipment is utilized on the installation?

- ✓ -- Hard wired or radio?

- ✓ 581- How many facilities are protected by fire alarms systems?

- ✓ 381- How many facilities are protected by Sprinkler systems?

- Are emergency and routine communications recorded?
- If recorded how long are tapes kept?

*SEA board
Kry Fisher*

- Who performs first responder medical services? What is their level of medical training?
--What is the department breakdown for medical certification (how many First Responders, EMTs, Medics, ACLS)?
- Who manages the emergency ambulance services for the installation?
-- If ambulance services are provided by contract or civilian community, identify level of medical certification and average response time to the installation.
- Does the installation provide hazardous materials response (including WMD)?
-- Is a hazardous materials vehicle provided for response?
-- What level of NFPA (471) response is provided by the fire department?
- Provide a copy of the monthly training schedule and annual training plan.
- Who performs hazardous materials clean-up and disposal on the installation?
- KWT • Provide a copy of the pre incident plan for each installation target hazard which drives the installation fire flow and provide a copy of the fire flow calculation.
--Provide a copy of the pre incident plan for each FDZ
- BO 1-9 • ✓ Provide a copy of the facility fire inspection frequency.
-- What criteria were utilized to establish inspection frequency?
- 1-9 • Provide a copy of the family housing orientation program.
- Does the installation participate in the DOD F&ES Awards Program?
-- If the installation participates, provide a copy of the last submission for review.

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UNITED STATES MARINE CORPS
Fire and Emergency Services Division
Marine Corps Base
Camp Lejeune, North Carolina 28542-5004

11320
FESD
9 Nov 05

From: Fire Prevention Chief
To: Base Fire Chief

Subj: RISK ASSESSMENT DATA

1. How are installation engineering services and fire protection systems reviewed, maintained, tested and repaired?

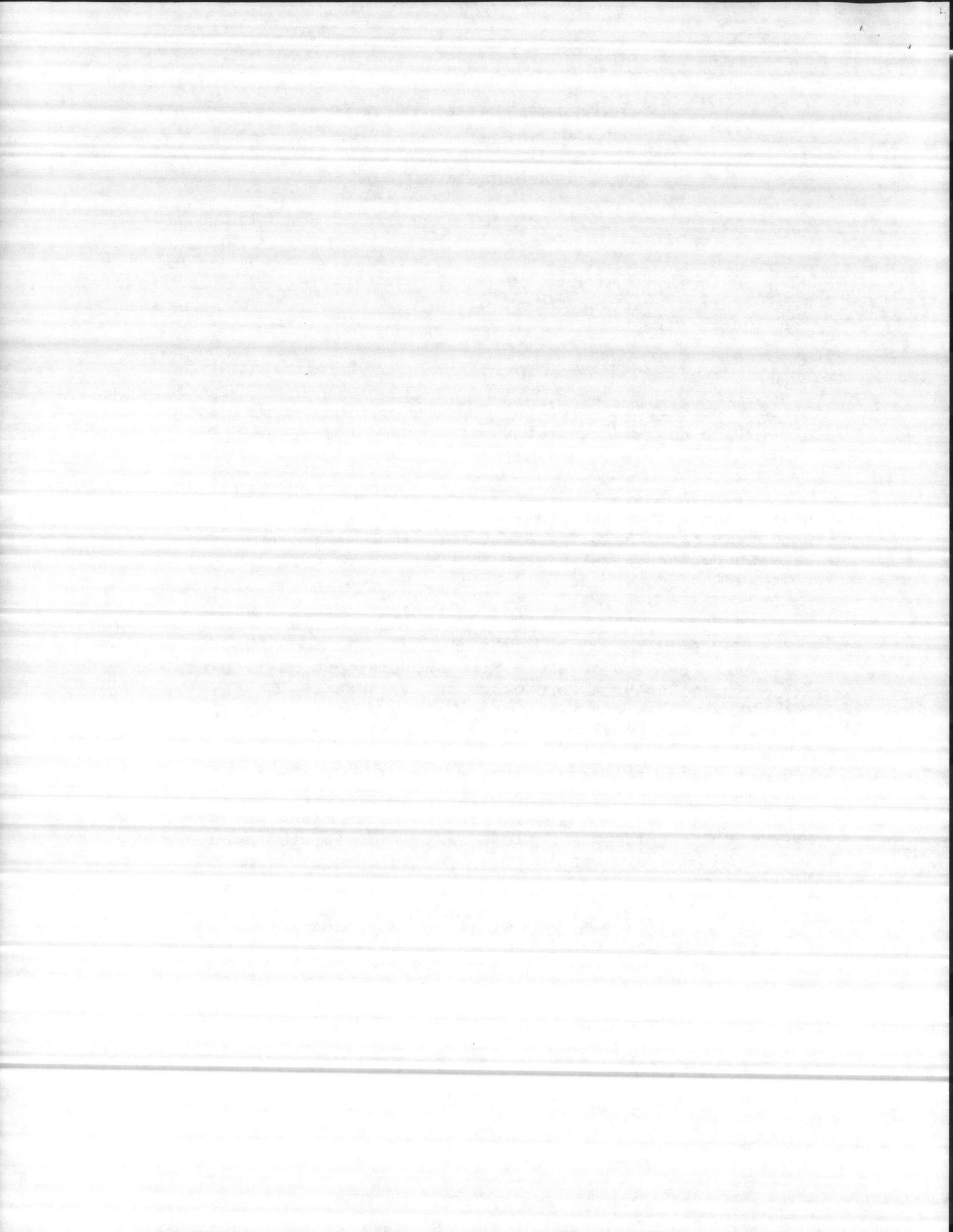
a. Installation engineering services and fire protection systems are reviewed by Fire Protection Engineers from LANTDIV and reviews are also looked at by Fire Inspectors here at Camp Lejeune. Some designed reviewed and completed by Public Works, which has a mechanical/ electrical engineering staff.

b. Systems are maintained during the warranty period by the manufacture. Fire and Emergency Services Division maintains fire protections systems beyond the warranty, with a staff of two electronic mechanics (fire alarm) and one instrument mechanic (sprinkler).

c. Fire protection systems are tested during the initial check-out by fire protection engineers from LANTDIV, fire and emergency services technicians and public works personnel. Also, systems are tested annually in accordance with regulations by fire inspectors or technicians.

d. Systems are repaired by Fire and Emergency Services Division technicians as needed.

R. A. NICHOLS



Information Requested prior to On-Site Risk Assessment

- 1-5 • Are there any existing waivers to the fire protection program at the installation?
-- If so, provide a narrative and copy of waiver and risk assessment justification.
- 1-5 • Has the installation submitted a waiver request that has been disapproved?
-- If submitted, provide a narrative and a copy of the waiver request.
- Does the installation utilize metrics (or other self measurements tools) for self-evaluation? If metrics are utilized, provide a copy of the metric's and last FY data.
- Are there any host tenant agreements currently in effect?
- Any reimbursable ISA agreements with the fire department?
-- If agreements exist, provide a copy of standard ISA and identify any annual cost reimbursable's.

1-6? • Have fire demand zones (FDZ) for the installation been established? Provide a copy of the FDZ

THOMAS • Provide a copy of all mission critical facilities pre-fire plan utilized in the installation fire flow calculation. Provide a work sheet with the fire flow calculations for each mission critical facility utilized to establish the fire flow requirement (a consolidated excel spread sheet is acceptable).

-- List all target hazards for each fire demand zone.

- Does the installation have sufficient staffing as identified in the MCO and DODI to support the existing mission?

Kathy • Provide a copy of the current organization chart and identify any existing vacancies.
-- Has there been any CMC (LFF) additional positions approved for the installation?

-- If additional positions have been approved, identify each position and grade.

- ✓ Provide a copy of the last NAVFAC Fire Protection Engineering survey (no matter how old)
- ✓ Provide a copy of the last two Navy Fire Marshals inspection reports, include any installation reclama or response correspondence.
- Provide the last two copies of the Fire Department Operating Cost Data Report.
- Provide a copy of the Camp Lejeune Fire Department Standards of Response Coverage document
- Request a current copy of the existing Union Labor Agreements (Installation or HQ agreements)
- What data management software is utilized for Automated Information Systems (AIS) for records documentation, training, fire inspections, inventories, and equipment maintenance?
-- What types of records are automated?
-- Is the AIS available on the base LAN?

- Provide a copy of the departments NFPA 1500 Occupational Health and Safety Program (SOP, SOG or OI).

1-5 • Provide a copy of the Installation Fire Management Plan.

1-6 • Provide a copy of the Installation Disaster Response Plan.

K • ✓ Provide a copy of the Base Fire Regulation.

21/12 • ✓ Provide a copy of outstanding fire protection projects which have been submitted to HQMC for correction, and provide current status of each project.

