



## **Air Force Civil Engineer Center**

### **Fire Emergency Services Management Tool (FESMT) Playbook**



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## Chapter 1 Introduction

### 1.1 Purpose

The purpose of the Air Force (AF) Fire Emergency Services Management Tool (FESMT) Playbook is to educate AF Fire Emergency Services (FES) personnel and stakeholders on the FESMT. The FESMT was created to:

- Provide a standard reporting format across installations.
- Capture data and centralize six AF FES asset management programs.
- Simplify management reporting, Concept of Operations (CONOPS) and Tactics, Techniques and Procedures (TTP) in order to:
  - Reduce duplication of effort.
  - Increase accuracy.
  - Improve the sustainability of operations.

The FESMT is an interim tool while the FES-Information Management System (IMS) (via [CE Applications > Fire Department](#)) is being developed. The FESMT is prescribed by FES for reporting until further guidance is released.

This playbook describes the six programs and highlights the links between the programs to promote the importance of the information and reporting process.

The as-is state of FES reporting is considered to be inconsistent. Currently, installations are providing data, information and reports in different formats and varying levels of detail. This variance requires manual standardization of the information upon receipt which is labor intensive and ineffective. The desired end state is a uniform reporting process facilitated by the use of the simplified FESMT.

### 1.2 Scope

The AF Fire Chief is responsible for developing programs and advocating for resources that enable FES Flights to protect people, property and the environment through preventative measures or direct intervention. The intended audience of this playbook is the FES installation-level personnel. They should understand that the FESMT forms, completed by the installation, are directed by [AF/A4C](#) (Civil Engineer (CE) Directorate) and impact AF firefighting resource advocacy.



Figure 1-1 FES Mission



The new reporting format educates and informs AF and FES leadership of all installations' emergency response capabilities to effectively support the availability and allocation of resources, accurately facilitate budget projection and contribute to the development of policy guidance.

This playbook clarifies responsibilities required by the FES installation personnel and how to communicate the information generated in a standardized format.

### **1.3 Description**

The playbook describes the use of the FESMT as well as the importance of the inputted data and generated reports.

Additionally, the playbook provides links to existing resources available on the [Air Force Civil Engineer Center \(AFCEC\) SharePoint site](#): AFIs, Job Aids and Computer-Based Training (CBT). This enables any member of the FES community to quickly navigate to the desired information and find useful guidance to complete the FESMT reporting processes.

### **1.4 References**

Refer to [Appendix B](#) for the directory and links to the related electronic resources, libraries and publications.

If the playbook or job aids do not answer your question(s) on how to complete a particular FESMT form, contact the AFCEC Reach Back Center at [afcec.rbc@us.af.mil](mailto:afcec.rbc@us.af.mil). They will distribute your question(s) to the appropriate subject matter expert (SME) and track your ticket status.



## Chapter 2 FES Management Tool

The FESMT is used to capture relevant information from various installation sources. It creates a universal set of installation-level detail for the Installation Fire Chief (IFC) to report compiled data to Higher Headquarters (HHQ).

It consolidates six stand-alone programs into one application. Each program can be viewed by selecting the associated tab along the top navigation bar. The programs included in the FESMT are:

- [Emergency Response Capability \(ERC\)](#)
- [Air Force Common Output Level Standards \(AF COLS\)](#)
- [Fire Emergency Response Notification System \(FERNS\)](#)
- [Fire Emergency Services Assessment Program \(FESAP\)](#)
- [Facility Risk Assessment \(FRA\)](#)
- [NFPA 1500 Checklist \(NFPA 1500\)](#)

There is one additional tab, [Setup](#), which is required to be completed prior to using the FESMT to ensure specific installation data is obtained.



Figure 2-1 Welcome Screen of the FESMT

The FESMT provides information required to make informed decisions regarding the FES programs, assets and requirements at all organizational levels. To facilitate standardization in the reporting process, the FESMT clearly defines the inputs and limits the verbiage used.

### Roles and Responsibilities

[AFI 32-2001, Chapter 1](#) provides the complete list of HHQ and installation-level FES responsibilities.

### 2.1 Setup

*Completing the Setup process is required prior to using the other six forms in the FESMT.*

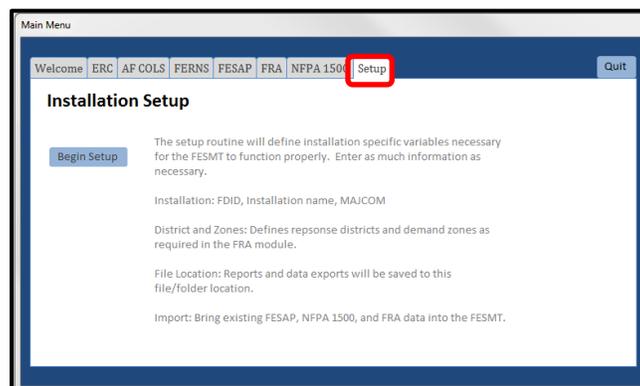


Figure 2-2 Setup home page



Each Setup screen requires installation-specific information. The [FESMT Setup Job Aid](#) provides step-by-step instructions on how to complete the Setup process.

The second page in the Setup process requires input used to capture information directly related to the installation. The installation details can be changed at any time by returning to the Setup tab. Some of the Setup input is used in other FESMT forms (i.e., the *Vehicle Set* is used for the [ERC form](#)). The necessary information for this page is:

Field	Definition
<i>FDID</i>	A unique fire department identifier assigned to each fire department by <a href="#">FEMA</a> and used to track the FES responses. This includes military and non-military fire departments.
<i>MAJCOM</i>	The Major Command identifier.
<i>Unit</i>	The unit identifier.
<i>Installation</i>	The installation name.
<i>Address</i>	The street, city and state address of the installation.
<i>Flying Mission</i>	Does the installation have a flying mission?
<i>Airfield</i>	If it has a flying mission, does the installation have an airfield?
<i>Vehicle Set</i>	The <a href="#">NFPA</a> established 10 categories of aircraft based on fuselage size. The AF has grouped the 10 categories into six categories, requiring pre-determined Aircraft, Rescue and Firefighting (ARFF) vehicle sets: <ul style="list-style-type: none"> <li>• Size is associated with the vehicle’s volumetric capacity of water, measured in gallons.</li> <li>• 1-4 are combined into Set 1. 5-10 are listed as Sets 2-6.</li> </ul>
<i>Airfield Name</i>	The name of each airfield at the installation.

Table 2-1 Setup: Installation Information form definitions

The third screen captures the installation’s *Fire Response District(s) (FRD)* and *Fire Demand Zone(s) (FDZ)* through the *FRD Numbers* and *FDZ Numbers*, respectively. The FRD is the geographical area a fire station serves. The FDZ is a specific area within a FRD that demands similar resources, tactics and strategy to manage FES incidents. The FDZ can be shared between FRDs (examples include: industrial, housing, flight line area, etc.). This screen also allows the user to establish the *Facility Risk Assessment (FRA) Range*. The *FRA Range* defines a low, medium and high risk facility on the installation and is used as the basis for grouping facilities by the calculated Facility Risk Score (FRS) in the [FRA Reports](#).

The fourth screen, the User Directory, states where the generated reports are saved on the user’s personal computer.

The final screen allows the user to import existing data from the current, stand-alone versions of the [FESAP](#), [FRA](#) and [NFPA 1500](#) such that valuable existing information is not lost (e.g., FRA facility profiles) in transition to the FESMT.

## 2.2 ERC: Emergency Response Capability

### 2.2.1 Purpose and Description

The ERC program is designed to provide a quantitative snapshot of the installation fire service’s day-to-day capability. The program assists the IFC in making mission support decisions based on the temporary changes in personnel, vehicles, training and equipment. This information is dynamic as it changes weekly, daily and, sometimes, hourly when significant events prompt the unavailability of resources required to meet the mission.



In the FESMT, the [ERC form](#) generates the [ERC Report](#). The report tracks each, individual *Overall Department ERC* captured over the current calendar year and can be an indication of how the installation historically manages its resources. It also provides the Wing Commander with insight on how to predict resource allocation and need.

There is an important distinction between the ERC and the [AF COLS](#).

	ERC	AF COLS
<b>Criteria</b>	Grade-based	PEC-based
<b>Measures</b>	Available resources	Authorized resources
<b>Reporting is for</b>	The installation	HHQ via the <a href="#">AF COLS Reporting Tool</a>
<b>Purpose</b>	To help the IFC make mission support decisions	Inform HHQ of funding need and budget effectiveness
<b>Frequency</b>	As needed	Semi-annually

Table 2-2 ERC versus AF COLS

### 2.2.2 Definitions and User Instruction

The [FESMT ERC Job Aid](#) provides step-by-step instructions to complete the ERC forms.

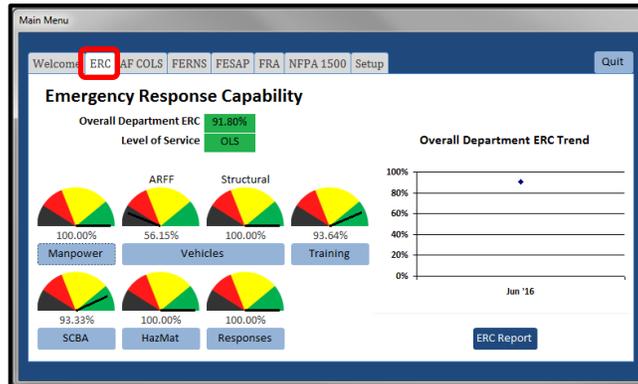
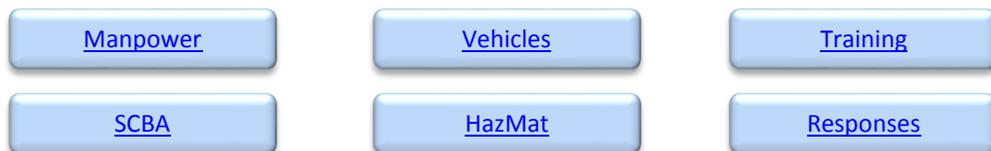


Figure 2-3 ERC home page

Figure 2-3 shows the home page of the ERC form. It displays the *Overall Department ERC* and *Level of Service* as well as the capabilities for the individual components contributing to the *Overall Department ERC*: *Manpower*, *Vehicles*, *Training*, *SCBA*, *HazMat* and *Responses*.

The *Overall Department ERC* is then calculated as a weighted score based on the six component capabilities. Each component capability is calculated using information specified by the user on the component's form.



For an installation with or without a *Flying Mission*, the six components are weighted as follows:



Component	Flying Mission	No Flying Mission
Manpower	30%	30%
Vehicles: Overall ARFF Capability	15%	0%
Vehicles: Structural In-Service Rate	15%	30%
Training	10%	10%
SCBA	10%	10%
HazMat	10%	10%
Responses	10%	10%
<b>Total Weight</b>	<b>100%</b>	<b>100%</b>

Table 2-3 Weighted values of the components contributing to the Overall Department ERC

The ERC performance for each component is measured using a color scale to illustrate its *Level of Service* based on what is expected of the installation.

Color	Level of Service Definition	Capability Range
Green	Optimum Level of Service (OLS)	OLS ≥ 90%
Yellow	Reduced Level of Service (RLS)	70% ≤ RLS < 90%
Red	Critical Level of Service (CLS)	60% ≤ CLS < 70%
Black	Inadequate Level of Service (ILS)	ILS < 60%

Table 2-4 ERC Level of Service capability scales

The value in the *Overall Department ERC* field auto-adjusts its color and the *Level of Service* field’s text and color after any of the component forms are completed. For the six components, the color scale auto-adjusts when its form is completed.

### Manpower

The Manpower capability defines the percent of available personnel versus the number assigned for each grade (rank).

Field	Definition
Grade	The rank of personnel positioned on the installation.
Required	The number of personnel essential to perform the role at 100% capability, specified in <a href="#">AFMS 44EF00</a> .
Assigned	The number of personnel the IFC has allocated against the number funded in the installation’s Unit Manpower Document (UMD) (i.e., Authorized).
Extended Absence	The number of personnel currently not available due to TDYs, sick leaves, etc.
% Available	$(Assigned - Extended Absence) \div Required$
Temp Hire	The number of personnel on temporary assignment on the installation.
% Available (w/ Temp Hire)	$(Assigned - Extended Absence + Temp Hire) \div Required$

Table 2-5 ERC Manpower form definitions

The *% Available (w/ Temp Hire)* metric contributes to the installation’s *Overall Department ERC*.

### Vehicles

The *Vehicles Capability* includes *ARFF*, *Structural*, *Water Tender* and *Specialized* vehicles.

The *ARFF Vehicle Capability* is affected by the *Flying Mission* and the airfields listed by the user during the [FESMT Setup process](#). If the installation has no flying mission, the *ARFF Vehicle Capability* is weighted at 0% and the *Structural Vehicle Capability* is weighted at 30%, as outlined in [Table 2-3](#).



The *ARFF Vehicle Capability* and the *Structural Vehicle Capability* contribute to the installation's *Overall Department ERC*.

### Training

The Training capability is a combined weighted average of two measurements: Continuing Education Units (CEU) and certifications.

The **CEUs** section displays the installation's overall percent completion of critical and non-critical CEUs. The inputs requested in the CEUs form can be looked up for the user's installation on the FES-IMS [via [CE Applications > Fire Department](#)].

Field	Definition
<i>Critical CEUs</i>	The installation's overall percentage of completed Critical CEUs out of the number required by the FES Training Program (FESTP). <ul style="list-style-type: none"> <li>The installation is expected to meet <b>90%</b> Critical CEU completion by the end of the calendar year.</li> </ul>
<i>Non-Critical CEUs</i>	The installation's overall percentage of completed Non-Critical CEUs out of the number required by the FESTP. <ul style="list-style-type: none"> <li>The installation is expected to meet <b>80%</b> Non-Critical CEU completion by the end of the calendar year.</li> </ul>

Table 2-6 ERC Training: CEUs form definitions

The **Certifications** section identifies the number of certified personnel versus the number required to be certified. The inputs requested in the Certifications form can be retrieved from the installation's training personnel.

Field	Definition
<i>Duty Position</i>	The installation assignments requiring certifications, as identified in the <a href="#">DoD 6055.06-M, Table: DoD F&amp;ES Minimum Qualification Standards and Certification Requirements</a> .
<i>Number Assigned</i>	The number of personnel filling the specific position on the installation.
<i>Not Certified</i>	The number of assigned personnel yet to receive certifications for the position.
<i>Meet Criteria</i>	$(\text{Number Assigned} - \text{Not Certified}) \div \text{Number Assigned}$

Table 2-7 ERC Training: Certifications form definitions

The total percent of the *Meet Criteria* metric in the Certifications form, along with the averaged percentage of CEU completion, contributes to the installation's *Overall Department ERC*.

### Self-Contained Breathing Apparatus (SCBA) Equipment

The *SCBA Capability* identifies the number of SCBAs required versus the number of SCBAs available to the installation. An SCBA is made up of three components: the harness, cylinder and mask.

Field	Definition
<i>Required Qty</i>	The number of SCBA units required by HHQ for an installation. This is determined by clicking the first  icon.
<i>Qty On-Hand</i>	The number of units available on the installation. This is determined by clicking the second  icon.

Table 2-8 ERC SCBA form definitions

The *SCBA Capability* metric contributes to the installation's *Overall Department ERC*.



### Hazardous Materials (HazMat) Equipment

Every installation has a HazMat mission. This form identifies the amount of equipment HHQ determined is necessary for the installation’s mission.

The filter at the top of the form, *HazMat Category*, determines the size of the installation and, in turn, adjusts the number of HazMat equipment items required. For example, a large-size base needs more equipment than a medium-size base.

Field	Definition
<i>HazMat Category</i>	The size of the installation being assessed. Helps to determine equipment requirements for the installation. <i>FDHZS</i> : Small installation <i>FDHZM</i> : Medium installation <i>FDHZL</i> : Large installation
<i>Required Qty</i>	The number of units required by HHQ for an installation of the selected <i>HazMat Category</i> size.
<i>Qty On-Hand</i>	The number of units available on the installation. This is determined by clicking this icon: 

Table 2-9 ERC HazMat form definitions

The *HazMat Capability* metric contributes to the installation’s *Overall Department ERC*.

### Responses

Firefighters have an expected aggregate response time (ART) for the first vehicle, with the ability to affect (mitigate) the incident, to arrive on-scene, as outlined in the [DoDI 6055.06, Table: Minimum Level of Service Objectives - Operations](#). Department of Defense (DoD) requires FES to meet 90% first response within the installation’s FRD.

The *Overall Response* capability is a combined average of four essential measurements to determine the initial response performance IAW [DoDI 6055.06](#) criteria. The four measurements are *ARFF*, *Structural*, *Emergency Medical Services (EMS)* and *Rescue*.

Field	Definition
<i>ARFF</i>	Frequency FES met initial response criteria to ARFF incidents.
<i>Structural</i>	Frequency FES met initial response criteria to structural incidents.
<i>EMS</i>	Frequency FES met initial response criteria to EMS incidents.
<i>Rescue</i>	Frequency FES met initial response criteria to all other rescue incidents (e.g., technical, motor vehicles, etc.).

Table 2-10 ERC Responses form definitions

The inputs requested in the Responses form can be found in the FES-IMS [via [CE Applications > Fire Department](#)] or a locally-developed product used by the installation (e.g., Microsoft Excel worksheets). The *Overall Response* metric contributes to the installation’s *Overall Department ERC*.

### 2.2.3 ERC Report

The ERC Report tracks each *Overall Department ERC*, broken out by the six components, captured over the current calendar year and graphs the snapshots on a year-to-date (YTD) trend.

This document is generated by user inputs in the [FESMT’s ERC form](#).



## 2.3 AF COLS: Air Force Common Output Level Standards

### 2.3.1 Purpose and Description

The third tab in the FESMT correlates to the AF COLS program. It is a Program Element Code (PEC)-based form completed semi-annually for reporting to HHQ. Managed by the Responsibility Center/Cost Center (RC/CC), the PECs related to FES are codes 4425 (*Command and Control*), 4427 (*Fire Prevention*) and 4426 (*Fire Operations*).

AF COLS provides a high-level view of the resources required to accomplish the installation’s mission. This analysis shows the effectiveness of the allocated funds to the installation and provides data for funding advocacy during the budget process.

The IFC assigns personnel to the *Authorized* positions in order to meet mission requirements. [Table 2-2](#) describes the difference between the AF COLS and the [ERC](#) resource management programs.

Refer to the [AF COLS Playbook, Fire Emergency Services](#) for more information. It states FES roles and responsibilities for the AF COLS reporting process, as well as the key AF COLS definitions and performance indicators.

### 2.3.2 Definitions and User Instruction

The [FESMT AF COLS Job Aid](#) provides step-by-step instructions on how to complete the AF COLS form in the FESMT.

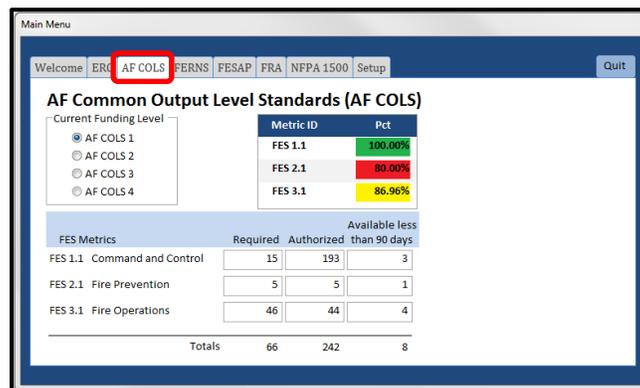


Figure 2-4 AF COLS home page

Figure 2-4 shows the AF COLS form. It displays the AF COLS capability for each of the three *FES Metrics*:

RC/CC PEC	Metric ID	AF COLS FES Metric
4425	FES 1.1	Command and Control
4427	FES 2.1	Fire Prevention
4426	FES 3.1	Fire Operations

Table 2-11 AF COLS FES Metrics

[Table 2-12](#) describes the fields for input by the user in the AF COLS form.



Field	Definition
<i>Current Funding Level</i>	The current level of AF COLS funding HHQ has allocated to the installation. ( <i>AF COLS 1</i> is the highest funding level)
<i>Metric ID</i>	The PEC funding criterion’s unique identifier, defined in the <a href="#">AF COLS Playbook</a> for FES AF COLS reporting.
<i>FES Metric</i>	PEC funding criterion measured for FES AF COLS reporting.
<i>Required</i>	The number of personnel essential to perform the mission at 100% capability, specified in <a href="#">AFMS 44EF00</a> .
<i>Authorized</i>	The number of personnel funded in the installation’s UMD.
<i>Available less than 90 days</i>	The number of personnel available to the flight less than 90 days during the previous 6-month period.
<i>Pct</i>	$((Authorized - (Available less than 90 days)) \div Required)$

Table 2-12 AF COLS form definitions

Based on (1) the installation’s *Current Funding Level*, (2) what is expected for each *FES Metric* and (3) the user inputs for the fields in [Table 2-12](#), the *Pct* performance of each *FES Metric* is illustrated on a color scale, as indicated in [Table 2-13](#).

Color	AF COLS 1	AF COLS 2	AF COLS 3	AF COLS 4
Green	90 - 100 %	80 - 100 %	70 - 100 %	65 - 100 %
Yellow	85 - 89 %	75 - 79 %	65 - 69 %	60 - 64 %
Red	below 85 %	below 75 %	below 65 %	below 60 %

Table 2-13 AF COLS color scale for AF funding levels

Semi-annually, the user records the calculated *Pcts* and associated colors from the FESMT AF COLS form in the [AF COLS Reporting Tool](#).

## 2.4 FERNs: Fire Emergency Response Notification System

### 2.4.1 Purpose and Description

FERNs is a mandated form to be completed for significant FES emergencies. Anytime a significant emergency occurs, an [Incident Report](#) is required to be submitted to HHQ, as outlined in [AFI 32-2001, Attachment 2, para A2.1.1](#).

The FESMT [FERNs form](#) consolidates two currently used reporting tools: the Major Incident Notification Report and the Save Report. It provides a standardized incident reporting format to streamline the documentation process for FES personnel.

From the [FERNs form](#) user inputs, the FESMT generates an [Incident Report](#) for each significant emergency response, giving senior leadership visibility of the installation’s response to high-profile, mission-impacting incidents.

### 2.4.2 Definitions and User Instruction

The IFC fills out a FERNs form to report the details of a significant FES emergency response. An incident is considered a significant emergency when it meets one of the eight criteria defined in [AFI 32-2001, Attachment 2, para A2.1.1](#).

Additionally, [AFI 32-2001, Attachment 2](#) dictates the required criteria for incident reporting and communication, from when the call is received (beginning of the incident) to when the incident is concluded. When a significant emergency occurs, the IFC is responsible for communicating with several parties regarding the incident’s [Initial Notification](#), [Interim Updates](#) and [Final Report](#). These reporting responsibilities are outlined in [AFI 32-2001, Table: Notification Requirements Quick Reference Chart](#). The [Final Report](#) is synonymous to the [Incident Report](#) generated from the completed FESMT FERNs form.



The [FESMT FERNS Job Aid](#) provides step-by-step instructions on how to complete the FERNS form.

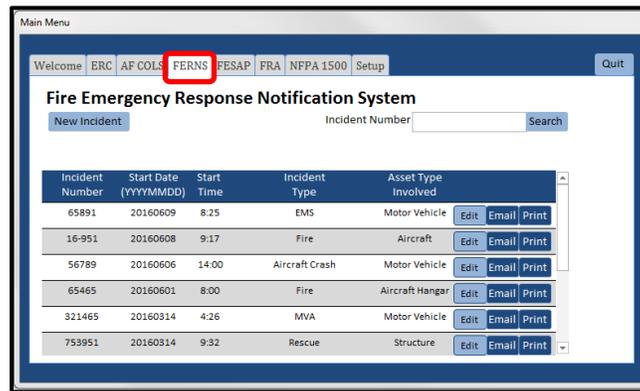


Figure 2-5 FERNS home page

Figure 2-5 shows the home page of the FERNS system. This page displays a table of the installation’s historical, significant FERNS incidents.

Metric	Definition
<i>New Incident</i>	Enables the user to begin a FERNS form once a new incident occurs.
<i>Search</i>	Enables the user to search for an existing <a href="#">Incident Report</a> , via the <i>Incident Number</i> .
<i>Incident Number</i>	A unique, auto-generated number assigned to each FES emergency response by the FES-IMS [via <a href="#">CE Applications &gt; Fire Department</a> ] when an incident record is created in the system.
<i>Start Date</i>	The incident’s start date, captured in YYYYMMDD format.
<i>Start Time</i>	The incident’s start time, captured in 24-hour format.
<i>Incident Type</i>	The category of the response.
<i>Asset Type Involved</i>	The category of the entity requiring the response.
<i>Edit</i>	Enables the user to modify an existing FERNS form.
<i>Email</i>	Enables the user to send the generated <a href="#">Incident Report</a> to HHQ, via the user’s Outlook account. The report’s data file is temporarily saved in the file location specified by the user during the <a href="#">FESMT Setup process</a> .
<i>Print</i>	Enables the user to print the <a href="#">Incident Report</a> with the details of the selected FES emergency response.

Table 2-14 FERNS home page definitions

Each FERNS form is labeled with an *Incident Number*. As listed on the [Incident Report](#), the combination of the *Incident Number* and the *Installation ID Number* acts as a unique emergency response identifier for HHQ.

The user is required to fill out the *Incident Number* before completing the remainder of the FERNS form. The user can retrieve the *Incident Number* from the FES-IMS [via [CE Applications > Fire Department](#)].

[Table 2-15](#) defines the data the user is responsible for entering in the FERNS form.

Field	Definition
<i>Delete</i>	Discards the entire record of the event.
<i>Save</i>	Saves the form in the current state of completion.
<i>Close</i>	Saves form and returns the user to the FERNS home page.



Field	Definition
<i>Incident Number</i>	[Required] A unique, auto-generated number assigned to each FES emergency response by the FES-IMS [via <a href="#">CE Applications &gt; Fire Department</a> ] when an incident record is created in the system.
<i>Report Criteria: AFI 32-2001, Attachment 2</i>	The eight FERNS reporting criteria defined by <a href="#">AFI 32-2001, Attachment 2, para A2.1.1</a> . In order for the incident to be determined a <u>significant</u> emergency, at least one of the eight criteria checkboxes should be selected.
<i>Report Criteria: Other Reporting Requirements</i>	Other FERNS reporting criteria not outlined in <a href="#">AFI 32-2001, Attachment 2, para A2.1.1</a> .
<i>Report Criteria: None of the above</i>	If the response did not apply to any of the requirements listed in the <i>Report Criteria</i> pop-up window.
<i>Number of Firefighters</i>	The number of FES personnel involved in mitigating the incident.
<i>Equipment Used</i>	The apparatus, gear or specialized equipment used by the FES personnel to mitigate the incident.
<i>Incident Started</i>	<i>Date:</i> The date the FES unit left the station in response to a call. <i>Time:</i> The time the FES unit left station, in 24-hour format. <i>On Scene:</i> The time the FES unit arrived at the incident's location, in 24-hour format.
<i>Incident Terminated</i>	<i>Date:</i> The date the FES unit returned from the response. <i>Time:</i> The time the FES unit returned, in 24-hour format.
<i>Incident Type</i>	The category of the response. <i>MVA:</i> Motor Vehicle Accident
<i>Physical Location</i>	The site (i.e., address) where the incident occurred.
<i>On/Off Base</i>	Description of whether the incident occurred on or off the installation.
<i>Distance from Base</i>	The distance away from the installation that the incident occurred, measured in miles.
<i>Assistance to Others</i>	When the FES unit responded to the emergency as a result of an agreement with another organization: <ul style="list-style-type: none"> <li>• <i>Automatic Aid (under a Mutual Aid Agreement):</i> Assistance dispatched by contractual agreement between two communities or fire districts.</li> <li>• <i>Mutual Aid:</i> Voluntary assistance dispatched in a reciprocal exchange of resources and services for shared benefit.</li> <li>• <i>DoD Support to Civil Authority:</i> U.S. military assets and personnel used to assist in missions normally carried out by civil authorities.</li> <li>• <i>None:</i> No agreement with another organization.</li> <li>• <i>Privatized Housing:</i> Partnership based on a long-term commitment between the AF and a private developer.</li> </ul>
<i>Type of Asset Involved</i>	The category of the entity involved in the response. <i>AC Hangar:</i> Aircraft Hangar
<i>Aircraft Type</i>	The descriptor of the aircraft impacted by the incident.
<i>Location of Fire on Aircraft</i>	[For when the <i>Incident Type</i> is "Fire"] The site on the aircraft where the incident occurred (i.e., the engine).
<i>Building # / Name</i>	The number or common name of the involved structure.
<i>Occupancy Type</i>	Description of the structure where the incident occurred.
<i>Vehicle Owner</i>	The type of owner(s) of the motor vehicle(s) involved.



Field	Definition
<i>Vehicle Type</i>	Category of the motor vehicle(s) involved in the incident. ATV: All-Terrain Vehicle SUV: Sport Utility Vehicle
<i>Was This Incident A Save</i>	Prevention of death or further injury, a rescue, saved property from fire or prevention of a direct loss to the AF occurred because of direct action of FES personnel.
Checkboxes: <i>Type of Save</i>	The category of the asset saved as a result of the response.
<i>Patient Num</i>	[For when <i>Type of Save</i> is "Person"] The unique, <u>numeric</u> identifier for the person saved as a result of the FES response. Each person saved is to be indicated in a unique line of the table. <u>Note:</u> The user determines the <i>Patient Num</i> as it is only for the installation to be able to identify an individual patient.
<i>Affiliation</i>	The group the patient is associated with to provide a more detailed form of identification.
<i>Condition</i>	The description of the <u>initial</u> status of the patient when found by FES personnel.
Checkboxes: Medical Assistance by FES personnel during Response	<ul style="list-style-type: none"> <li>• <i>AED</i>: If FES personnel used an Automated External Defibrillator on the patient.</li> <li>• <i>CPR</i>: If FES personnel used Cardiopulmonary Resuscitation on the patient.</li> <li>• <i>Rescued</i>: If FES personnel removed the patient from a hazardous situation (e.g., a river, a structure fire).</li> </ul>
<i>Replacement Value at Risk</i>	Total monetary worth of the property (or properties) threatened to be lost or damaged as a result of the incident (e.g., structure, aircraft, facility).
<i>USAF Loss or Damage</i>	Total monetary value of AF property destroyed or damaged as a result of the incident (not including AF FES property).
<i>Non-USAF Loss or Damage</i>	Total monetary value of non-AF property destroyed or damaged as a result of the incident.
<i>USAF FES Loss or Damage</i>	Total monetary value of AF fire-related or AF FES-exclusive property destroyed or damaged as a result of the incident.
<i>Total Loss / Damage Value</i>	<i>USAF Loss or Damage + Non-USAF Loss or Damage + USAF FES Loss or Damage</i>
<i>Total Value Saved</i>	<i>Replacement Value at Risk - (USAF Loss or Damage + Non-USAF Loss or Damage + USAF FES Loss or Damage)</i>
<i>Injuries</i>	Number of personnel wounded as a result of the response.
<i>Fatalities</i>	Number of personnel deceased as a result of the response.
<i>Most Probable Cause</i>	The description of the likely reason the incident occurred.
<i>Narrative</i>	The detailed description of the incident.
<i>Mission Impact</i>	The affect this incident has on the installation's mission.
<i>Cognizant Fire Officer</i>	The on-scene Incident Commander (IC) in charge of the FES emergency response. Defaults to the IFC unless the IFC is not present on-scene.
<i>DSN Telephone #</i>	The <i>Cognizant Fire Officer's</i> DSN telephone number.
<i>Attachment(s)</i>	Photos and files to further document the incident.

Table 2-15 FERNS: New Incident form definitions

When the FERNS form is complete, the user saves the content and the incident appears in the table on the FERNS home page.



### 2.4.3 FERNs Incident Report

Upon the conclusion of each significant FES emergency response, a [FERNs form](#) is fully completed. Once the form is complete, an [Incident Report](#) can be generated by selecting the *Email* or *Print* options on the FERNs home page. The report produces two pages; the first outlines the emergency response details and the second displays any attachments provided by the user.

Follow the instructions outlined in [AFI 32-2001, Attachment 2](#) for incident reporting criteria and responsibilities.

## 2.5 FESAP: Fire Emergency Services Assessment Program

### 2.5.1 Purpose and Description

The FESAP is the installation's annual self-inspection program, mandated by [AFI 32-2001](#). This assessment of the installation is a continuous improvement process which provides benchmarks to promote efficiency and sound management practices while verifying compliance with regulatory requirements, based on national consensus standards, [Occupational Safety and Health Administration \(OSHA\)](#) regulations, DoD- and AF-specific guidance and policy.

The FESAP is also required if the installation is seeking accreditation or re-accreditation (approximately every 5 years) with the [Center for Public Safety Excellence \(CPSE\) Commission on Fire Accreditation International \(CFAI\)](#).

The user inputs in the FESMT [FESAP Assessment form](#) generate the [FESAP Report](#).

### 2.5.2 Definitions and User Instruction

The IFC is accountable for overseeing the FESAP inspection and typically delegates responsibility of conducting the inspection to the Accreditation Manager. The Accreditation Manager, then, assigns the required *Performance Indicator* assessments to various inspection officers on the installation.

Once the FESAP inspections are finished, the FESAP form is completed in the FESMT by the Accreditation Manager or the assigned inspection officer. For additional guidance, the [FESMT FESAP Job Aid](#) provides step-by-step instructions on how to complete the FESAP form.

For accreditation with [CFAI](#), the [CPSE](#) instructs Accreditation Managers on how to complete the FESAP program and the accreditation process. Supplementary information on the accreditation process, requirements, criteria and benefits can be obtained via the "CFAI Fire & Emergency Services Self-Assessment Manual" and the [CPSE website](#).

Figure 2-6 shows the home page of the FESAP form. The installation is evaluated using the 8th or 9th edition of the [CFAI](#) assessment criteria during a Compliance Inspection (CI) self-assessment. The CI Inspection assesses areas, mandated by law, in addition to mission areas identified by AF and MAJCOM leadership, as critical or important to the effectiveness, performance, compliance and readiness of a unit.

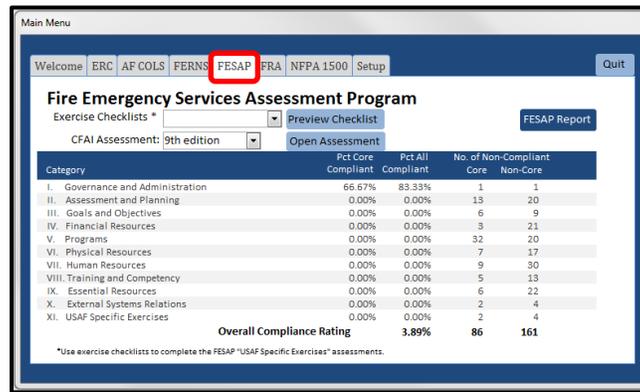


Figure 2-6 FESAP home page

The installation is assessed in the following categories:

- |                                  |                               |
|----------------------------------|-------------------------------|
| I. Government and Administration | VII. Human Resources          |
| II. Assessment and Planning      | VIII. Training and Competency |
| III. Goals and Objectives        | IX. Essential Resources       |
| IV. Financial Resources          | X. External Systems Relations |
| V. Programs                      | XI. USAF Specific Exercises   |
| VI. Physical Resources           |                               |

The AF FES leadership determined the [CFAI](#) I. through X. categories were applicable to the CI assessment since they provided a logical grouping of *Performance Indicators* based on commonality. Category XI. was added to meet AF-specific criteria and *Performance Indicators*.

In the FESMT, the *Exercise Checklists* are used to complete the “XI. USAF Specific Exercises” assessment. They are printable, inspection criteria documents for the evaluator to use in the field to perform exercise-related inspections. [Table 2-16](#) outlines the *Exercise Checklists* available to the inspector.

Note: All *Exercise Checklists* are IAW the publications listed in [Appendix C](#).

Checklist	Definition
<i>ARFF Exercise Checklist</i>	Provides a list of items to evaluate aircraft exercises. <ul style="list-style-type: none"> <li>• Successfully meeting all checklist items satisfies <u>one</u> CEU requirement for an <b>ARFF exercise</b> as required by the FESTP.</li> </ul>
<i>Live Fire Exercise Checklist</i>	Provides a list of significant safety and operational evaluation items for conducting safe and effective live fire training using an aircraft or a structural live fire trainer. <ul style="list-style-type: none"> <li>• Successfully meeting all checklist items satisfies <u>one</u> CEU requirement for an <b>ARFF</b> or a <b>Structural Live Fire exercise</b> as required by the FESTP.</li> </ul>
<i>Hazardous Materials Exercise Checklist</i>	Provides a list of items to evaluate HazMat exercises. <ul style="list-style-type: none"> <li>• Successfully meeting all checklist items satisfies <u>one</u> CEU requirement for a <b>HazMat exercise</b> as required by the FESTP.</li> </ul>
<i>Incident Command Exercise Checklist</i>	Provides a list of items to evaluate the IC during a major exercise. <ul style="list-style-type: none"> <li>• Successfully meeting all checklist items satisfies <u>one</u> CEU requirement for an <b>Incident Command exercise</b> as required by the FESTP.</li> </ul>



Checklist	Definition
<i>Structural Exercise Checklist</i>	Provides a list of items to evaluate structural exercises. <ul style="list-style-type: none"> <li>• Successfully meeting all items on Page 1 of the checklist and the items listed under an Operation on Page 2 satisfies <u>one</u> CEU requirement for a <b>Structural exercise</b> as required by the FESTP.</li> </ul>
<i>Technical Rescue Exercise Checklist</i>	Provides a list of items to evaluate confined space rescue exercises and other technical rescue scenarios. <ul style="list-style-type: none"> <li>• Successfully meeting all checklist items satisfies <u>one</u> CEU requirement for a <b>Confined Space Rescue exercise</b> as required by the FESTP.</li> </ul>

Table 2-16 FESAP "XI. USAF Specific Exercise" *Category* checklist definitions

Based on the user's inputs entered into the FESAP CI Assessment [Table 2-18], the FESMT calculates the installation's *Overall Compliance Rating* in the read-only summary on the FESAP home page. The summary is used to inform the user on how many items have not been inspected and how many still need to be compliant to performance standards for each inspection *Category*.

Field	Definition
<i>Exercise Checklists</i>	Worksheets that can be printed and used in the field for exercise-related evaluations to be marked by the user with the installation's performance in each criterion. These values are later inputted into the FESMT FESAP form for the "XI. USAF Specific Exercises" <i>Category</i> . It provides a complete list of the criteria analyzed in the 'XI' assessment.
<i>Preview Checklist</i>	Allows the user to view the specific checklist chosen from the <i>Exercise Checklists</i> menu.
<i>CFAI Assessment</i>	Enables the user to choose the CFAI CI assessment edition (e.g., 8th or 9th) used by their installation.
<i>Open Assessment</i>	Enables the user to begin a FESAP form once the installation has been evaluated.
<i>Category</i>	The <a href="#">CFAI</a> -classification of the areas being inspected.
<i>Pct Core Compliant</i>	The percentage of <i>Core Competency</i> items inspected and determined as <i>Compliant</i> : $\text{Compliant} \div (\text{Compliant} + \text{Non-Compliant} + \text{Open Item})$ <u>Note:</u> Excludes items determined <i>Non Applicable</i> . [Refer to <a href="#">Table 2-19</a> for definitions of the <i>Status</i> options]
<i>Pct All Compliant</i>	The percentage of all items inspected and determined as <i>Compliant</i> : $\text{Compliant} \div (\text{Compliant} + \text{Non-Compliant} + \text{Open Item})$ <u>Note:</u> Excludes items determined <i>Non Applicable</i> . [Refer to <a href="#">Table 2-19</a> for definitions of the <i>Status</i> options]
<i>No. of Non-Compliant: Core</i>	The number of <i>Core Competency</i> items inspected and determined to be Non Compliant (NC) or remain in an "Open Item" <i>Status</i> .
<i>No. of Non-Compliant: Non-Core</i>	The number of non-core items inspected and determined to be NC or remain in an "Open Item" <i>Status</i> .
<i>Overall Compliance Rating</i>	The total percentage of all CFAI items across all CI <i>Categories</i> inspected and determined as <i>Compliant</i> . <u>Note:</u> Excludes items determined <i>Non Applicable</i> . [Refer to <a href="#">Table 2-19</a> for definitions of the <i>Status</i> options]

Table 2-17 FESAP home page definitions

Each FESAP *Performance Indicator* is determined, by [CFAI](#), to be either a core (labeled



as *Core Competency*) or a non-core item depending on the item’s significance to the inspection. The IFC is responsible to complete all FESAP *Performance Indicators* as part of their annual self-inspection.

The read-only summary on the FESAP home page provides guidance for the installation to gauge the completion of the inspection process and to prepare for re-accreditation. If the installation is seeking CFAI re-accreditation, once the installation is 90% complete with the self-inspection process and in concurrence with HHQ, a CFAI mentor may be assigned to the installation to assist in completing the remaining 10% of the process.

**The installation will not be accredited until a 100% Overall Compliance Rating is achieved for all core and non-core *Performance Indicators*.**

Each assessment form requires the same user inputs. [Table 2-18](#) describes the metrics required for each assessment form.

If existing FESAP *Performance Indicators* were imported by the user during the [FESMT Setup process](#), they can be found pre-loaded into the FESAP assessment forms.

Field	Definition
<i>Category</i>	The <a href="#">CFAI</a> classification of the areas being inspected. <u>Note:</u> The <i>Category</i> ’s description is pre-populated.
<i>Criterion</i>	The <a href="#">CFAI</a> classification of the sub-competencies within each <i>Category</i> by which the installation is assessed. <u>Note:</u> The <i>Criterion</i> ’s description is pre-populated.
<i>Summarize criterion performance</i>	Summary of the installation’s performance of all of the <i>Performance Indicators</i> within the selected <i>Criterion</i> .
<i>Performance Indicator</i>	Organized by <i>Category</i> and <i>Criterion</i> , the inspection item being assessed. The <a href="#">CFAI</a> agreed these items are required to achieve the goals/objectives of a credible organization and are quantifiable within a reasonable time frame. <u>Note:</u> The <i>Performance Indicator</i> ’s description is pre-populated.
<i>Core Competency</i>	An indication if the <i>Performance Indicator</i> is a significant inspection item. <u>Note:</u> The <i>Core Competency</i> ’s checkbox is pre-populated.
<i>Status</i>	The current classification of the <i>Performance Indicator</i> . [Refer to <a href="#">Table 2-19</a> for definitions of the <i>Status</i> options]
<i>POC</i>	The person’s name who is the point of contact in the <i>Functional Area</i> .
<i>Est. Completion Date</i>	The date the installation estimates the <i>Performance Indicator</i> will be in compliance.
<i>Functional Area</i>	The Office of Primary Responsibility (OPR) accountable for managing, inspecting and fixing the item. <u>Note:</u> Multiple functional areas may work together within a <a href="#">CFAI</a> CI <i>Category</i> .
<i>Description</i>	Answers the question: “What is the installation currently doing for this <i>Performance Indicator</i> ?” <ul style="list-style-type: none"> <li>• Should be written in present tense.</li> </ul>
<i>Appraisal</i>	Answers the question: “How well is the installation meeting the standards of the <i>Performance Indicator</i> ?” <ul style="list-style-type: none"> <li>• Determines the gap between where the installation is currently and where the installation wants to be.</li> </ul>



Field	Definition
<i>Plan</i>	The installation's strategy for how to meet the standards of the <i>Performance Indicator</i> . <ul style="list-style-type: none"> <li>The response is seen as the installation's goals and objectives as well as the tasks for future work efforts.</li> </ul>
<i>Remarks</i>	Any additional comments the user has regarding the inspection of the installation's delivery of the <i>Performance Indicator</i> .
<i>Exhibits</i>	Photos and files to further document the item.
<i>Est. Cost</i>	A monetary estimate of how much the installation needs in order for the <i>Performance Indicator</i> to be compliant.
<i>References</i>	The source(s) of the item for authoritative guidance. Subject to modifications by the local jurisdiction.

Table 2-18 FESAP assessment form definitions

[Table 2-19](#) describes the options the user has to define the *Performance Indicator's Status*.

Status	Definition
<i>Compliant</i>	Indicates the program or operation conforms to the governing directives and supports mission accomplishment. Deficiencies may exist but do not necessarily impede mission accomplishment.
<i>Non Applicable</i>	Indicates the program or operation is not relevant to the installation's mission.
<i>Non-Compliant</i>	Indicates the program or operation does not conform to the key elements of governing directives; significant deficiencies exist that could result in legal liabilities, penalties or significant mission impact.
<i>Open Item</i>	Indicates the <i>Performance Indicator</i> has not been closed or completed by the user.

Table 2-19 FESAP Item Status definitions

The *Close* button saves the FESAP form and returns the user to the FESAP home page.

### 2.5.3 FESAP Report

The [FESAP Report](#) is a PDF which includes the *Criterion* performance summaries and the *Performance Indicators* for the CI assessment. It is generated with the user inputs in the [FESAP form](#).

## 2.6 FRA: Facility Risk Assessment

### 2.6.1 Purpose and Description

The FRA is used to determine facility risk levels for the IFC. The FRA program allows the IFC to reliably and objectively assess the risk of each facility using standardized criteria and quantify the risk allocation across the installation. Once a year, every facility on the installation must be inspected as required by [AFI 32-2001](#).

The FRA is highly encouraged to be completed as part of the [Standards of Cover \(SOC\)](#) prior to beginning CFAI re-accreditation, in tandem with the mandated [FESAP](#).

### 2.6.2 Definitions and User Instruction

The [FESMT FRA Job Aid](#) provides step-by-step instructions on how to complete the assessment for each building on the installation.

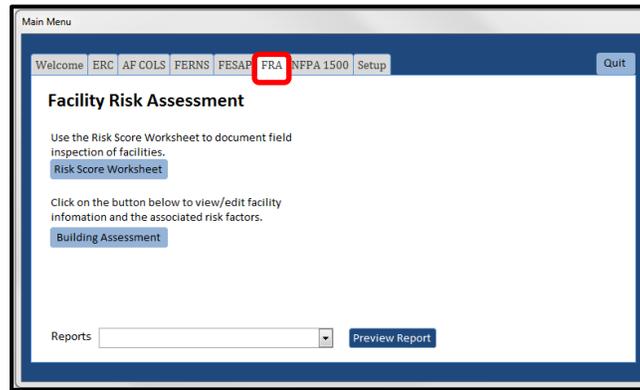


Figure 2-7 FRA home page

Figure 2-7 shows the home page of the FRA form.

Field	Definition
<i>Risk Score Worksheet</i>	A worksheet that can be printed and used in the field for on-site facility inspections to be marked by the inspector with the performance of the facility in each category. These values are later inputted into the FESMT FRA form. <u>Note:</u> It provides a complete list of the criteria used to calculate the building's FRS.
<i>Building Assessment</i>	Once the inspection is complete, this button guides the user to enter the results into the FRA form in order to assess the risk of each installation facility.
<i>Complete Facility Listing by FRS</i>	A report containing the building information and risk assessment of <u>all</u> inspected facilities, listed in order of FRS. It can be viewed, saved and printed.
<i>Complete Facility Listing by FRD</i>	A report containing the building information and risk assessment of <u>all</u> inspected facilities, listed in order of FRD. It can be viewed, saved and printed.
<i>High Risk Facilities</i>	A report containing the building information and risk assessment of the <u>high</u> risk facilities, listed in order of FRS. It can be viewed, saved and printed.
<i>Medium Risk Facilities</i>	A report containing the building information and risk assessment of the <u>medium</u> risk facilities, listed in order of FRS. It can be viewed, saved and printed.
<i>Low Risk Facilities</i>	A report containing the building information and risk assessment of the <u>low</u> risk facilities, listed in order of FRS. It can be viewed, saved and printed.
<i>Preview Report</i>	Allows the user to view the specific report chosen from the <i>Reports</i> menu.

Table 2-20 FRA home page definitions

Each facility is assessed individually. The building's FRS is assessed on a 6 to 126 scoring range, where 6 is low risk and 126 is high risk.

In the [FESMT Setup process](#), the user defined the *FRA Range* for the installation. This is required for the FESMT to gauge the performance of the FRS and whether the facility is a low, medium or high risk. The IFC should articulate the rationale for determining the *FRA Range* based in the installation's SOC.

The *Building Assessment* button opens the FRA form to be filled out for each facility on the installation. Once the Building Assessment form is open, the existing facility profiles imported during the [FESMT Setup process](#) can be found pre-loaded, with the



exception of the *FRD* and *FDZ* fields. The user can easily find existing facility profiles using the *Go To Building Number* menu.

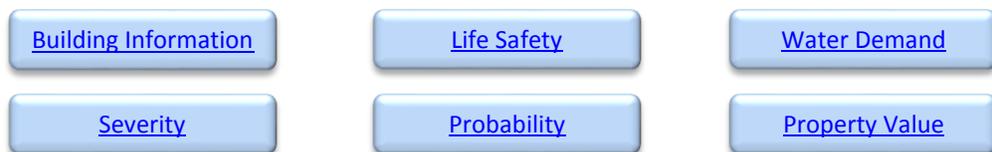
For each facility being assessed, the user is required to fill out and maintain a Building Assessment form, which includes the general building identification information and the scores for each category identified on the Risk Score Worksheet.

[Table 2-21](#) describes the general building identification data provided by the user.

Field	Definition
<i>Go to Building Number</i>	A menu to allow the user to select a facility based on its <i>Building #</i> and navigate between existing risk assessments of the facilities on the installation.
<i>Add New Building</i>	Allows the user to assess a new facility that was not previously included in the <i>Go to Building Number</i> menu.
<i>Delete Building</i>	Allows the user to delete the facility's risk assessment, currently open on the Building Assessment screen, from the <i>Go to Building Number</i> menu.
<i>Close</i>	Saves form and returns the user to the FRA home page.
<i>Building #</i>	The building identification number associated with the facility being assessed.
<i>Address</i>	The facility's street address.
<i>City</i>	The facility's city.
<i>Occupancy</i>	The usage description of the facility being assessed, as defined in <a href="#">NFPA 101</a> .
<i>FRD</i>	A menu to select which <i>FRD</i> the facility is assigned to. The <i>FRD</i> menu is populated with the <i>FRD</i> profile(s) provided by the user during the <a href="#">FESMT Setup process</a> .
<i>FDZ</i>	A menu to select which <i>FDZ</i> the facility is assigned to. The <i>FDZ</i> menu is populated with the <i>FDZ</i> profile(s) provided by the user during the <a href="#">FESMT Setup process</a> .
<i>Date Last Reviewed</i>	The date the facility was last inspected.

Table 2-21 FRA Building Assessment: Building Identification form definitions

The FRS is calculated by using the individual scores of the six categories, as they were evaluated by the inspector on the building's Risk Score Worksheet. The six FRA categories are:



The user is unable to alter the FRS.

### Building Information

The Building Information category describes the facility's external physical characteristics.

Factor	Definition
<i>Separation</i>	The distance between the assessed building and the nearest building. [Refer to <a href="#">NFPA 80A</a> for best exposure separation practices]
<i>Construction</i>	The classification of the building, as defined by <a href="#">NFPA 220, Chapter 4</a> .
<i>Height</i>	The height of the building, measured in stories.



Factor	Definition
Access	The number of sides with fire department access. <u>Note:</u> This is relative to the ability to advance interior attack lines, as opposed to the placement of apparatus. However, the ability to place an apparatus close enough to support the attack line must be considered. Most fire codes reference the ability to place fire apparatus within a certain distance of exterior walls.
Area	The size of the building's foot print.

Table 2-22 FRA Building Assessment: Building Information form definitions

The *Building Information Score* contributes to the building's overall *Facility Risk Score*.

### Life Safety

The Life Safety category describes life safety conditions and the ability of occupants to safely exit the building.

Factor	Definition
Occupant Load	The maximum number of personnel to occupy the building.
Occupant Mobility	Occupant portability during an emergency evacuation.
Warning Alarm	The location/type of alarm system installed in the building.
Exiting System	The compliance of the existing emergency evacuation system to the exit requirements defined in <a href="#">NFPA 101</a> .

Table 2-23 FRA Building Assessment: Life Safety form definitions

The *Life Safety Score* contributes to the building's overall *Facility Risk Score*.

### Water Demand

The Water Demand category describes the water capabilities of the facility.

Factor	Definition
Fire Sprinklers	Whether or not the building has an approved sprinkler system meeting NFPA standards.
Required Water Flow	The required flow rate from the facility's water supply necessary for firefighting, measured in GPM.
Available Water Flow	The flow rate of the facility's water supply on-hand in the Water Distribution System in the occurrence of an incident, measured in GPM.

Table 2-24 FRA Building Assessment: Water Demand form definitions

The *Water Demand Score* contributes to the building's overall *Facility Risk Score*.

### Severity

The Severity category describes the ability for FES personnel to effectively respond to a fire at the facility.

Factor	Definition
Capacity to Control	The degree of difficulty expected during firefighting activities at this facility.
Hazard Index	The type of risk FES personnel would confront in response to a fire incident.
Occupancy Classification	The hazard classification used in the design of the facility's sprinkler system. These hazard classifications are defined in <a href="#">Table 2-26</a> by the definitions in <a href="#">UFC 3-600-01, Appendix B</a> and <a href="#">NFPA 13</a> .

Table 2-25 FRA Building Assessment: Severity form definitions



As dictated by [UFC 3-600-01, Table 2-26](#) outlines the characteristics of *Occupancy Classification* hazard classifications. [UFC 3-600-01, Appendix B](#) provides further explanation and examples for each hazard classification.

Characteristic	Light	Ordinary Hazard Group 1	Ordinary Hazard Group 2	Extra Hazard Group 1	Extra Hazard Group 2
<i>Combustibility of Contents</i>	Low	Low	Moderate to High	Very High	Very High
<i>Quantity of Combustibles</i>	Low	Moderate	Moderate to High	Very High	Very High
<i>Rate of Heat Release</i>	Low	Moderate	Moderate to High	High	High to Very High
<i>Storage Height</i>	n/a	≤ 8 feet	≤ 12 feet	n/a	n/a
<i>Quantity of flammable and/or combustible liquids</i>	n/a	n/a	n/a	Small	Moderate to High
<i>Additional Notes</i>	n/a	n/a	n/a	n/a	Shielding of combustibles is extensive.

Table 2-26 FRA Building Assessment: Severity, [UFC 3-600-01](#) *Occupancy Classification* definitions

The *Severity Score* contributes to the building's overall *Facility Risk Score*.

### Probability

The Probability category describes the usage of the facility and evaluates the likelihood of an emergency.

Factor	Definition
<i>Human Activity</i>	The facility usage by the occupants relative to the public's ability to access the facility.
<i>Regulatory Oversight</i>	The frequency in which the building is inspected and the level of required compliance.
<i>Experience</i>	The average frequency of fires occurring at facilities with this <i>Occupancy</i> type, according to local/regional statistics.

Table 2-27 FRA Building Assessment: Probability form definitions

The *Probability Score* contributes to the building's overall *Facility Risk Score*.

### Property Value

The Property Value category and *Property Value* metric describe the worth of the building destroyed or damaged and the impact the damaged property has on the installation's mission. The *Property Value Score* contributes to the building's overall *Facility Risk Score*.

### 2.6.3 FRA Reports

The FESMT summarizes each facility's overall FRS in five reports: [Complete Facility Listing by FRS](#), [Complete Facility Listing by FRD](#), [High Risk Facilities](#), [Medium Risk Facilities](#) and [Low Risk Facilities](#). In each report, the assessed facilities are grouped by their FRS, *FRD*, *FDZ* and the *Building #*.

These documents are generated by user inputs in the FRA's [Building Assessment form](#).



## 2.7 NFPA 1500 Checklist

### 2.7.1 Purpose and Description

The [NFPA 1500](#) assessment is a mandated self-inspection to assess fire department occupational safety and health and to fulfill the [NFPA 1500 series OSHA](#) requirements (e.g., 1581, 1582, etc.). This program is a continuous improvement process providing benchmarks to meet [NFPA](#) life and safety requirements and identifying hazardous areas to personnel on the installation.

[NFPA](#) standards and recommended practices, affecting FES operations, are the foundation for AF FES operations and are adopted as written or as implemented with specific Technical Implementation Guides (TIG). TIGs ensure implementation of NFPA standards is consistent with AF policy and guidance.

### 2.7.2 Definitions and User Instruction

For additional guidance, the [FESMT NFPA 1500 Job Aid](#) provides step-by-step instructions on how to complete the NFPA 1500 form.

The Assistant Chief of Health and Safety (HSO) or the delegated individual on the installation is responsible for overseeing the [NFPA 1500](#) inspection.

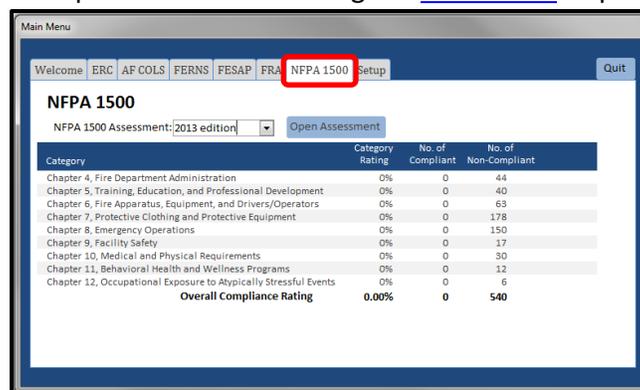


Figure 2-8 NFPA 1500 home page

Figure 2-8 shows the home page of the NFPA 1500 form. As dictated by the [NFPA](#), the installation is assessed on nine *Categories* throughout the self-inspection process. [NFPA](#) determines the chapters applicable to each *Performance Indicator* in order to better group the items by commonality.

Category	Definition
<i>Chapter 4, Fire Department Administration</i>	Assessing the policies and standard operating procedures (SOP) that document the organizational structure, membership, roles and responsibilities, expected functions and training requirements.
<i>Chapter 5, Training, Education and Professional Development</i>	Assessing the training, education and professional development program available to all the installation FES personnel.
<i>Chapter 6, Fire Apparatus, Equipment, and Drivers/Operators</i>	Assessing the gear in the department's possession to ensure the inspection requirements of the gear are met and the repair of the gear is performed to industry standards.



Category	Definition
<i>Chapter 7, Protective Clothing and Protective Equipment</i>	Assessing the personal protective equipment (PPE) ensembles and elements are provided to personnel and are maintained to industry standards.
<i>Chapter 8, Emergency Operations</i>	Assessing an Incident Management System has been functionally implemented, SOPs have been written applying to all FES personnel involved in emergency operations and meets the requirements of <a href="#">NFPA 1561</a> .
<i>Chapter 9, Facility Safety</i>	Assessing all fire department facilities are in compliance with all legally applicable health, safety, building and fire code requirements.
<i>Chapter 10, Medical and Physical Requirements</i>	Assessing all candidates are medically evaluated, qualified for duty and meet the medical requirements specified in <a href="#">NFPA 1582</a> .
<i>Chapter 11, Behavioral Health and Wellness Programs</i>	Assessing the policies and SOPs to ensure the department has provided access to counseling and Behavioral Health and Wellness programs to personnel and their families.
<i>Chapter 12, Occupational Exposure to Atypically Stressful Events</i>	Assessing the fire department's physicians. Medical oversight of all clinical aspects of the program and the written policies which outline the protocols to address occupational exposure to atypically stressful events.

**Table 2-28 NFPA 1500 Category definitions**

Based on the user's inputs entered into the NFPA 1500 assessment [[Table 2-29](#)], the FESMT calculates the installation's *Overall Compliance Rating* in the read-only summary on the NFPA 1500 home page. The summary is used to inform the user on how many items have not been inspected and how many still need to be compliant to performance standards for each inspection *Category*.

In order to finish the inspection process annually, the user must complete all *Performance Indicators* in the NFPA 1500 forms.

Field	Definition
<i>NFPA 1500 Assessment</i>	Enables the user to choose the NFPA 1500 assessment edition used by their installation.
<i>Open Assessment</i>	Enables the user to begin a NFPA 1500 assessment form once the installation has been evaluated.
<i>Category</i>	The <a href="#">NFPA</a> -classification of the chapters being inspected. [Refer to <a href="#">Table 2-28</a> for definitions of the NFPA chapters]
<i>Category Rating</i>	The percentage of items inspected and determined to be <i>Compliant</i> : $Compliant \div (Compliant + Non-Compliant + Open Item)$ <u>Note:</u> Excludes items determined <i>Non Applicable</i> . [Refer to <a href="#">Table 2-31</a> for item <i>Status</i> definitions]
<i>No. of Compliant</i>	The number of all <i>Compliant</i> items inspected. <u>Note:</u> Excludes items determined <i>Non Applicable</i> . [Refer to <a href="#">Table 2-31</a> for item <i>Status</i> definitions]
<i>No. of Non-Compliant</i>	The number of all items inspected and determined as NC. <u>Note:</u> Excludes items determined <i>Non Applicable</i> . [Refer to <a href="#">Table 2-31</a> for item <i>Status</i> definitions]
<i>Overall Compliance Rating</i>	The total percentage of all NFPA 1500 items inspected and determined as <i>Compliant</i> . <u>Note:</u> Excludes items determined <i>Non Applicable</i> . [Refer to <a href="#">Table 2-31</a> for item <i>Status</i> definitions]

**Table 2-29 NFPA 1500 home page definitions**



**In order to finish the inspection process, the installation must have a 100% Overall Compliance Rating.**

Each assessment form requires the same user inputs. [Table 2-30](#) describes the metrics necessary for each assessment form.

If existing NFPA 1500 *Performance Indicators* were imported by the user during the [FESMT Setup process](#), they can be found pre-loaded into the NFPA 1500 assessment forms.

Field	Definition
<i>Category</i>	The <a href="#">NFPA</a> classification of the chapters being inspected. <b>Note:</b> The <i>Category's</i> description is pre-populated. [Refer to <a href="#">Table 2-28</a> for definitions of the NFPA chapters]
<i>Sub Category</i>	The <a href="#">NFPA</a> classification of the sub-competencies within each <i>Category</i> by which the installation is assessed. <b>Note:</b> The <i>Sub Category's</i> description is pre-populated.
<i>Performance Indicator</i>	Organized by <i>Category/Sub Category</i> , the inspection item being assessed. The <a href="#">NFPA</a> agreed these items are required to achieve the goals/objectives of a credible organization and are quantifiable within a reasonable time frame. <b>Note:</b> The <i>Performance Indicator's</i> description is pre-populated.
<i>NFPA Annex</i>	An additional explanation or reference to further describe the <i>Performance Indicator</i> . <b>Note:</b> The <i>NFPA Annex's</i> description is pre-populated.
<i>USAF TIG</i>	Provides clarifications, determinations, interpretations and equivalencies to <a href="#">NFPA</a> standards consistent with AF policy and guidance. <b>Note:</b> The <i>USAF TIG's</i> description is pre-populated.
<i>Status</i>	The current classification of the <i>Performance Indicator</i> . [Refer to <a href="#">Table 2-31</a> for definitions of the <i>Status</i> options]
<i>POC</i>	The person's name who is the point of contact of the <i>Functional Area</i> .
<i>Est. Completion Date</i>	The date the installation estimates the <i>Performance Indicator</i> will be in compliance.
<i>Functional Area</i>	OPR in charge of managing, inspecting and fixing the item. <b>Note:</b> Multiple functional areas may work together within a <a href="#">NFPA Category</a> .
<i>Description</i>	Answers the question: "How well is the installation meeting the standards of the <i>Performance Indicator</i> ?" <ul style="list-style-type: none"> <li>Determines the gap between where the installation is currently and where the installation wants to be.</li> </ul>
<i>Remarks</i>	Any additional comments the user has regarding the inspection of the installation's delivery of the <i>Performance Indicator</i> .
<i>Exhibits</i>	Photos and files to further document the item.
<i>Est. Cost</i>	An estimate of how much the installation needs in order for the <i>Performance Indicator</i> to be compliant.
<i>References</i>	The source(s) of the item for authoritative guidance. Subject to modifications by the local jurisdiction.

Table 2-30 NFPA 1500 assessment form definitions

[Table 2-31](#) describes the options the user has to define the *Performance Indicator's Status*.



Status	Definition
<i>Compliant</i>	Indicates the program or operation conforms to the governing directives and supports mission accomplishment. Deficiencies may exist but do not necessarily impede mission accomplishment.
<i>Non Applicable</i>	Indicates the program or operation is not relevant to the installation's mission.
<i>Non-Compliant</i>	Indicates the program or operation does not conform to the key elements of governing directives; significant deficiencies exist that could result in legal liabilities, penalties or significant mission impact.
<i>Open Item</i>	Indicates the <i>Performance Indicator</i> has not been closed or completed by the user.

Table 2-31 NFPA 1500 Item *Status* definitions

The *Close* button saves the NFPA 1500 assessment and takes the user back to the NFPA 1500 home page.



## Appendix A - Acronyms

Acronym	Term
AC Hangar	Aircraft Hangar
AED	Automated External Defibrillator
AF	Air Force
AF COLS	Air Force Common Output Level Standards
AF IMS	Air Force Incident Management System
AF/A4C	AF / Logistics, Engineering & Force Protection / Civil Engineer Directorate
AFCEC	Air Force Civil Engineer Center
AFFF	Aqueous Film-Forming Foam
AFI	Air Force Instruction
AFMS	Air Force Manpower Standard
AFOSH	Air Force Occupational Safety and Health
AFPD	Air Force Policy Directive
AFTO	Air Force Technical Order (form)
ARFF	Aircraft, Rescue and Firefighting
ART	Aggregate Response Time
ATV	All-Terrain Vehicle
CBT	Computer-Based Training
CE	Civil Engineer
CEU	Continuing Education Unit
CFAI	Commission on Fire Accreditation International
CFR	Code of Federal Regulations
CI	Compliance Inspection
CLS	Critical Level of Service
CONOPS	Concept of Operations
CPR	Cardiopulmonary Resuscitation
CPSE	Center for Public Safety Excellence
DoD	Department of Defense
DoDI	Department of Defense Instruction
DoDM	Department of Defense Manual
DSN	Defense Switched Network
EA	Each
ECC	Emergency Control Center
EMS	Emergency Medical Services
EOC	Emergency Operations Center
ERC	Emergency Response Capability
FDHZL	Large-Size Installation
FDHZM	Medium-Size Installation
FDHXS	Small-Size Installation
FDID	Fire Department Identifier
FDZ	Fire Demand Zone
FEMA	Federal Emergency Management Agency
FERNS	Fire Emergency Response Notification System
FES	Fire Emergency Services
FES-IMS	Fire Emergency Services-Information Management System
FESAP	Fire Emergency Services Assessment Program
FESMT	Fire Emergency Services Management Tool
FESTP	Fire Emergency Services Training Program
FRA	Facility Risk Assessment
FRD	Fire Response District
FRS	Facility Risk Score



Acronym	Term
GPM	Gallons Per Minute
GS	General Schedule
HHQ	Higher Headquarters
HSO	Assistant Chief of Health and Safety
IAW	In Accordance With
IC	Incident Commander
IFC	Installation Fire Chief
ILS	Inadequate Level of Service
ISO	Incident Safety Officer
LEL	Lower Explosive Limit
MAJCOM	Major Command
MVA	Motor Vehicle Accident
NC	Non Compliant
NFPA	National Fire Protection Association
NSI	Nuclear Surety Inspection
OLS	Optimum Level of Service
OPR	Office of Primary Responsibility
OPREP	Operations Event/Incident Report
OSHA	Occupational Safety and Health Administration
PEC	Program Element Code
POC	Point of Contact
PPE	Personal Protective Equipment
PSI	Pounds Per Square Inch
RC/CC	Responsibility Center/Cost Center
RIT	Rapid Intervention Team
RLS	Reduced Level of Service
RPO	Real Property Office
SCBA	Self-Contained Breathing Apparatus
SME	Subject Matter Expert
SOC	Standards of Cover
SOP	Standard Operating Procedure
SUV	Sport Utility Vehicle
TO	Technical Order
TIG	Technical Implementation Guide
TTP	Tactics, Techniques and Procedures
U/I	Unit of Issue
U.S.	United States
UEI	Unit Effectiveness Inspection
UFC	Unified Facilities Criteria
UMD	Unit Manpower Document
USAF	United States Air Force
WFMS	Water Fuels Management System
YTD	Year-To-Date



## Appendix B - References

Reference	Location
AF COLS Playbook	<a href="#">Link</a>
AF COLS Reporting SharePoint site	<a href="#">Link</a>
AF COLS Reporting Tool	<a href="#">Link</a>
AFCEC Portal SharePoint site	<a href="#">Link</a>
ARIS (ACES-PR) SharePoint site	<a href="#">Link</a>
CE Applications home page [also navigable to FES-IMS (ACES-FD)]	<a href="#">Link</a>
CE Portal SharePoint site	<a href="#">Link</a>
CE Portal: Playbooks SharePoint site	<a href="#">Link</a>
CFAI	<a href="#">Link</a>
CPSE	<a href="#">Link</a>
FEMA	<a href="#">Link</a>
FES Facebook site	<a href="#">Link</a>
NFPA	<a href="#">Link</a>
OSHA	<a href="#">Link</a>
29 CFR 1910.146, <i>Permit-Required Confined Spaces</i>	<a href="#">Link</a>
AFI 32-2001, <i>Fire Emergency Services (FES) Program</i>	<a href="#">Link</a>
AFI 38-201, <i>Management of Manpower Requirements and Authorizations</i>	<a href="#">Link</a>
AFI 91-203, <i>Air Force Consolidated Occupational Safety Instruction</i>	<a href="#">Link</a>
AFMS 44EF00, <i>Fire Emergency Services (FES)</i>	<a href="#">Link</a>
AFPD 32-20, <i>Fire Emergency Services</i>	<a href="#">Link</a>
AFTO 88, <i>Aircraft Pre-Fire Plan</i>	<a href="#">Link</a>
DoD 6055.06-M, <i>DoD Fire and Emergency Services Certification Program</i>	<a href="#">Link</a>
DoDI 6055.06, <i>DoD Fire and Emergency Services (F&amp;ES) Program</i>	<a href="#">Link</a>
NFPA 13: <i>Standard for the Installation of Sprinkler Systems</i>	<a href="#">Link</a>
NFPA 80A: <i>Recommended Practice for Protection of Buildings from Exterior Fire Exposures</i>	<a href="#">Link</a>
NFPA 101: <i>Life Safety Code</i>	<a href="#">Link</a>
NFPA 220: <i>Standard on Types of Building Construction</i>	<a href="#">Link</a>
NFPA 472: <i>Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents</i>	<a href="#">Link</a>
NFPA 473: <i>Standard for Competencies for EMS Personnel Responding to Hazardous Materials/Weapons of Mass Destruction Incidents</i>	<a href="#">Link</a>
NFPA 1001: <i>Standard for Fire Fighter Professional Qualifications</i>	<a href="#">Link</a>
NFPA 1003: <i>Standard for Airport Fire Fighter Professional Qualifications</i>	<a href="#">Link</a>
NFPA 1006: <i>Standard for Technical Rescuer Professional Qualifications</i>	<a href="#">Link</a>
NFPA 1061: <i>Professional Qualifications for Public Safety Telecommunications Personnel</i>	<a href="#">Link</a>
NFPA 1201: <i>Standard for Providing Fire and Emergency Services to the Public</i>	<a href="#">Link</a>
NFPA 1401: <i>Recommended Practice for Fire Service Training Reports and Records</i>	<a href="#">Link</a>
NFPA 1403: <i>Standard on Live Fire Training Evolutions</i>	<a href="#">Link</a>
NFPA 1407: <i>Standard for Training Fire Service Rapid Intervention Crews</i>	<a href="#">Link</a>
NFPA 1410: <i>Standard on Training for Emergency Scene Operations</i>	<a href="#">Link</a>
NFPA 1500: <i>Standard on Fire Department Occupational Safety and Health Program</i>	<a href="#">Link</a>
NFPA 1561: <i>Standard on Emergency Services Incident Management System and Command Safety</i>	<a href="#">Link</a>
NFPA 1582: <i>Standard on Comprehensive Occupational Medical Program for Fire Departments</i>	<a href="#">Link</a>
NFPA 1584: <i>Standard on the Rehabilitation Process for Members during Emergency Operations and Training Exercises</i>	<a href="#">Link</a>
NFPA 1852: <i>Standard on Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA)</i>	<a href="#">Link</a>



Reference	Location
NFPA 1991: <i>Standard on Vapor-Protective Ensembles for Hazardous Materials Emergencies</i>	<a href="#">Link</a>
NFPA 1992: <i>Standard on Liquid Splash-Protective Ensembles and Clothing for Hazardous Materials Emergencies</i>	<a href="#">Link</a>
NFPA 1994: <i>Standard on Protective Ensembles for First Responders to CBRN Terrorism Incidents</i>	<a href="#">Link</a>
T.O. 00-105E-9, <i>Aerospace Emergency Rescue and Mishap Response Information (Emergency Services)</i>	n/a
T.O. 35E1-2-13-1, <i>Aircraft Fire Training Facility</i>	<a href="#">Link</a>
UFC 3-600-01, <i>Fire Protection Engineering for Facilities</i>	<a href="#">Link</a>



## Appendix C - References: FESAP Exercise Checklists

Reference	Chapter	Location
<b>ARFF Exercise Checklist</b>		
AFTO 88, <i>Aircraft Pre-Fire Plan</i>	Locally generated aircraft pre-fire plans	<a href="#">Link</a>
NFPA 1003: <i>Standard for Airport Fire Fighter Professional Qualifications</i>	5	<a href="#">Link</a>
NFPA 1061: <i>Professional Qualifications for Public Safety Telecommunications Personnel</i>	4, 6	<a href="#">Link</a>
NFPA 1401: <i>Recommended Practice for Fire Service Training Reports and Records</i>	All	<a href="#">Link</a>
NFPA 1407: <i>Standard for Training Fire Service Rapid Intervention Crews</i>	All	<a href="#">Link</a>
NFPA 1500: <i>Standard on Fire Department Occupational Safety and Health Program</i>	6-8	<a href="#">Link</a>
NFPA 1852: <i>Standard on Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA)</i>	7	<a href="#">Link</a>
T.O. 00-105E-9, <i>Aerospace Emergency Rescue and Mishap Response Information (Emergency Services)</i>	Reference chapter for specific aircraft	n/a
<b>Live Fire Exercise Checklist</b>		
NFPA 1403: <i>Standard on Live Fire Training Evolutions</i>	All	<a href="#">Link</a>
NFPA 1407: <i>Standard for Training Fire Service Rapid Intervention Crews</i>	All	<a href="#">Link</a>
T.O. 35E1-2-13-1, <i>Aircraft Fire Training Facility</i>	All	<a href="#">Link</a>
<b>Hazardous Materials Exercise Checklist</b>		
NFPA 472: <i>Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents</i>	7-8, 11	<a href="#">Link</a>
NFPA 473: <i>Standard for Competencies for EMS Personnel Responding to Hazardous Materials/Weapons of Mass Destruction Incidents</i>	4	<a href="#">Link</a>
NFPA 1061: <i>Professional Qualifications for Public Safety Telecommunications Personnel</i>	4-5	<a href="#">Link</a>
NFPA 1407: <i>Standard for Training Fire Service Rapid Intervention Crews</i>	All	<a href="#">Link</a>
NFPA 1991: <i>Standard on Vapor-Protective Ensembles for Hazardous Materials Emergencies</i>	Ref. manufacturer's recommendations	<a href="#">Link</a>
NFPA 1992: <i>Standard on Liquid Splash-Protective Ensembles and Clothing for Hazardous Materials Emergencies</i>	Ref. manufacturer's recommendations	<a href="#">Link</a>
NFPA 1994: <i>Standard on Protective Ensembles for First Responders to CBRN Terrorism Incidents</i>	Ref. manufacturer's recommendations	<a href="#">Link</a>
<b>Incident Command Exercise Checklist</b>		
NFPA 1500: <i>Standard on Fire Department Occupational Safety and Health Program</i>	7-8	<a href="#">Link</a>
NFPA 1561: <i>Standard on Emergency Services Incident Management System and Command Safety</i>	4	<a href="#">Link</a>
NFPA 1584: <i>Standard on the Rehabilitation Process for Members during Emergency Operations and Training Exercises</i>	6	<a href="#">Link</a>
<b>Structural Exercise Checklist</b>		
NFPA 1001: <i>Standard for Fire Fighter Professional Qualifications</i>	5-6	<a href="#">Link</a>
NFPA 1061: <i>Professional Qualifications for Public Safety Telecommunications Personnel</i>	4-5	<a href="#">Link</a>
NFPA 1407: <i>Standard for Training Fire Service Rapid Intervention Crews</i>	All	<a href="#">Link</a>
NFPA 1410: <i>Standard on Training for Emergency Scene Operations</i>	4-10, Appendix	<a href="#">Link</a>
NFPA 1500: <i>Standard on Fire Department Occupational Safety and Health Program</i>	6-8	<a href="#">Link</a>
NFPA 1852: <i>Standard on Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA)</i>	7	<a href="#">Link</a>



Reference	Chapter	Location
<b>Technical Rescue Exercise Checklist</b>		
29 CFR 1910.146, <i>Permit-Required Confined Spaces</i>	Para (c), (d), (h)	<a href="#">Link</a>
AFI 32-2001, <i>Fire Emergency Services (FES) Program</i>	3	<a href="#">Link</a>
AFI 91-203, <i>Air Force Consolidated Occupational Safety Instruction</i>	23	<a href="#">Link</a>
NFPA 472: <i>Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents</i>	7-8, 11	<a href="#">Link</a>
NFPA 1006: <i>Standard for Technical Rescuer Professional Qualifications</i>	5, 7	<a href="#">Link</a>
NFPA 1061: <i>Professional Qualifications for Public Safety Telecommunications Personnel</i>	4-5	<a href="#">Link</a>
NFPA 1407: <i>Standard for Training Fire Service Rapid Intervention Crews</i>	All	<a href="#">Link</a>
NFPA 1500: <i>Standard on Fire Department Occupational Safety and Health Program</i>	8	<a href="#">Link</a>



## Job Aids

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# Fire Emergency Services Management Tool (FESMT) Setup Job Aid

This document provides a quick overview for users to Setup the FESMT. When completing the initial Setup, follow the navigation instructions outlined in this job aid. The Setup only needs to be completed **the first time the user is using the FESMT**. The [FESMT Playbook, Chapter 2.1](#) includes the definitions associated with the terms in the Setup tab.

## 1 Setup the FESMT

If using the FESMT for the first time, proceed to [Step 2](#).

1. Select the Setup tab in the FESMT.
2. Click *Begin Setup*.

Main Menu

Welcome ERC AF COLS FERNs FESAP FRA NFPA 1500 Setup Quit

### Installation Setup

**Begin Setup**

The setup routine will define installation specific variables necessary for the FESMT to function properly. Enter as much information as necessary.

Installation: FDID, Installation name, MAJCOM

District and Zones: Defines response districts and demand zones as required in the FRA module.

File Location: Reports and data exports will be saved to this file/folder location.

Import: Bring existing FESAP, NFPA 1500, and FRA data into the FESMT.

## 2 Setup – Installation Information

1. Enter the *FDID* number. This number is very important.
  - Retrieve the *FDID* from the top-left corner of the FES-IMS [via [CE Applications > Fire Department](#)].
2. Enter the *MAJCOM*. Use the drop-down arrow to select the appropriate identifier.
3. Enter the *Unit* name.
4. Enter the *Installation* name.
5. Enter the installation's street *Address*.
6. Enter the installation's *City* and *State*.
7. Enter whether the installation has a *Flying Mission*.
8. If the installation has a *Flying Mission*, in the *Airfield* table, list all airfields within the installation's jurisdiction. One airfield per line:
  - Use the *Vehicle Set* drop-down arrow and choose the vehicle set assigned to your installation.
  - Enter a descriptive *Airfield Name* for each airfield that distinguishes one airfield from others listed.
9. Click *Next*.

Setup > Installation

Welcome to the Installation Setup page

The FESMT uses information about your installation. Please fill in as much information as possible. You can return to the setup area at any time if changes are required.

Use the Airfield section to list airfields within your jurisdiction and the ARFF vehicle set assigned. If your installation does not have a flying mission, please indicate accordingly.

FDID \* F1234567

MAJCOM ACC

Unit 325 CES

Installation \* Tyndall AFB

Address

Address

City Tyndall AFB

State FL

Flying Mission Yes

Airfield *	Vehicle Set	Airfield Name
4	4	Main airfield
1	1	Aux field
1	1	Test site
*		

\* Indicated required fields

Previous Next

# Fire Emergency Services Management Tool (FESMT) Setup Job Aid



## 3 Setup – Fire Response District(s), Fire Demand Zone(s) and FRA Range

- In the *Fire Response District(s) (FRD)* table, enter the FRD(s) applicable to the installation. One FRD per line:
  - Enter the *FRD Number* of the FRD location.
  - Enter the *Common Name* of the FRD.
- In the *Fire Demand Zone(s) (FDZ)* table, use the drop-down arrow to select the FRD in order to add associated FDZs to the table.
- Enter the FDZ(s) applicable to the selected FRD. One FDZ per line:
  - Enter the *FDZ Number* of the FDZ location.
  - Enter the *Common Name* of the FDZ.
- In the *Facility Risk Assessment (FRA) Range* section, define the low, medium and high risk ranges the installation determined is appropriate to measure its FRS.
- Click *Next*.

## 4 Setup – User Directory

This screen illustrates the location the reports are saved on the user's personal computer.

- Click the *Browse* button.
- Choose the desired file location.
- Click *Next*.

## 5 Setup – Import Existing Data: FESAP, NFPA 1500 and FRA

Import existing data from current, stand-alone versions of the FESAP, NFPA 1500 and FRA forms and upload into the FESMT.

- Click the appropriate button for the report applicable to the existing data. To import existing:
  - FESAP v2.014 data, click the *Import FESAP 8th Edition* button.
  - NFPA 1500 data, click the *Import NFPA 1500 2013 Edition* button.
  - FRA v1.1 data, click the *Import Facility Risk Assessment* button.

A 'Get External Data' pop-up window will appear.

- To the right of the *File name* box, click the *Browse* button.
- Find the file location of the current database version used by the installation:
  - FESAP Access v2.014.accdb
  - NFPA 1500 Database 2013 version.accdb
  - USAF Facility Risk Assessment v1.1.accdb
- Select the file.
- Click *Open* and return to the 'Get External Data' window.



# Fire Emergency Services Management Tool (FESMT) Setup Job Aid

- Ensure the “*Import tables, queries, forms, reports, macros, and modules into the current database*” radio button is selected.
- Click *OK*.

An ‘Import Objects’ screen will appear. It provides a list of the Access tables, queries, forms, reports, macros and modules available to be imported from the Access database selected in [Step 5.3](#).

- In the ‘Import Objects’ screen, ensure the Tables tab is selected.
- Depending on which database was selected to be imported, choose the table name listed below:

For this Existing Data:	Choose this Table Name:
FESAP	<i>tbl_CI_Checklist</i>
NFPA 1500	<i>tblCI_Checklist</i>
FRA	<i>tbl_Premise_Information</i>

- Click *OK*.

The FESMT imports the data from the selected table and a ‘Save Import Steps’ pop-up window will appear.

- Click *Close*.

The FESMT analyzes the newly imported data for data validation. If duplicate records are found, the FESMT presents a notification window informing the user to remove or edit any duplicate entries.

- Click *OK*.

A ‘Duplicate Record(s)’ form will appear for user input. It is divided into two sections that display the same data but in two different views:

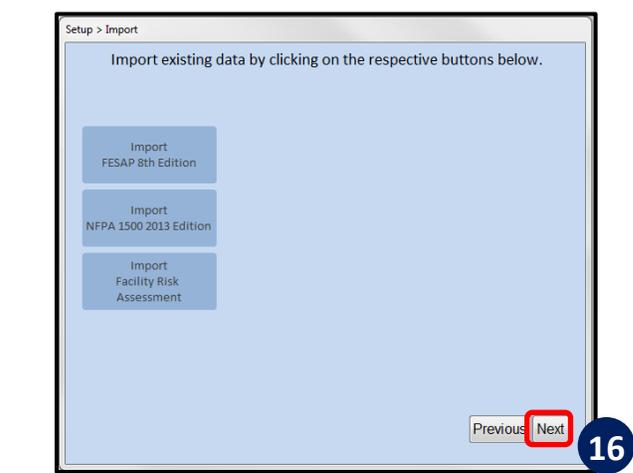
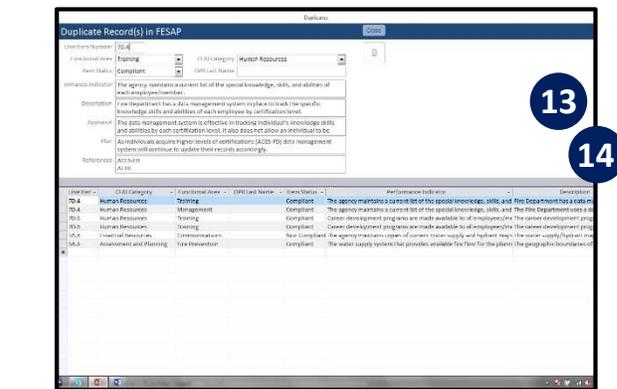
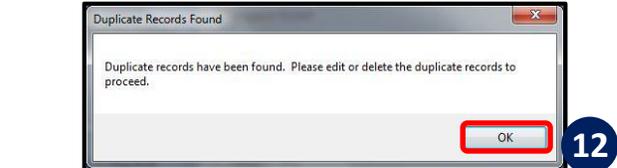
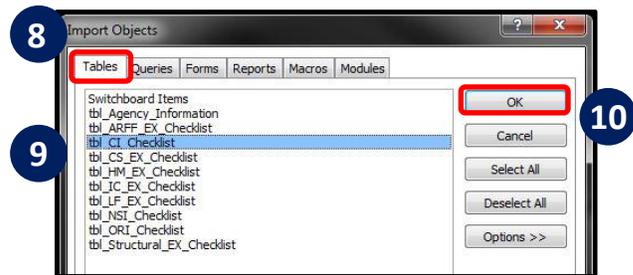
- Top Section = Record Detail view
- Bottom Section = Datasheet view

- Decide which view you find most preferable to make the necessary changes.
- In the desired view, edit or delete the duplicated item(s) before proceeding to Step 5.15.
- Once all identified item(s) have been cleared from the ‘Duplicate Record(s)’ form, click *Close*.

The imported data will reflect in the respective FESMT FESAP, NFPA 1500 or FRA tabs and forms.

**FESAP Note:** The FESMT FESAP tab for the *CFAI Assessment* 8th edition will reflect an accurate *Overall Compliance Rating*; however, the *Overall Compliance Rating* for the *CFAI Assessment* 9th edition will remain 0% until the AHJ validates each *Performance Indicator*.

- Return to the ‘Setup > Import’ home page, click *Next*.



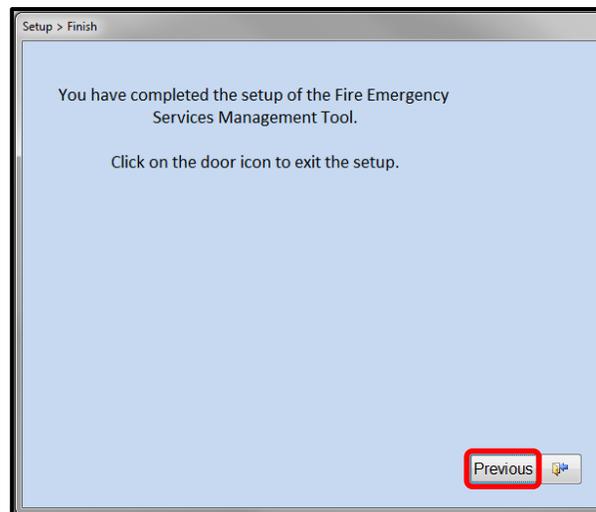
# Fire Emergency Services Management Tool (FESMT) Setup Job Aid



## 6 Completing and Exiting the Setup

1. If all information is entered and the setup is complete, click the *Door icon* button to save and exit the Setup process.

The user will be returned to the default FESMT Welcome Page.



### Additional Resources

If the FESMT Playbook or the Setup Job Aid does not answer your question(s) on how to complete the FESMT Setup process, contact the AFCEC Reach Back Center at [afcec.rbc@us.af.mil](mailto:afcec.rbc@us.af.mil). They will distribute your question(s) to the appropriate SME and track your ticket status.



# Fire Emergency Services Management Tool (FESMT) ERC Job Aid

This document provides an overview of the ERC tab in the FESMT. Follow the step-by-step instructions in this job aid to complete the user inputs. This is to be completed on an **as-needed basis**. The [FESMT Playbook, Chapter 2.2](#) includes the definitions associated with the terms in the ERC tab.

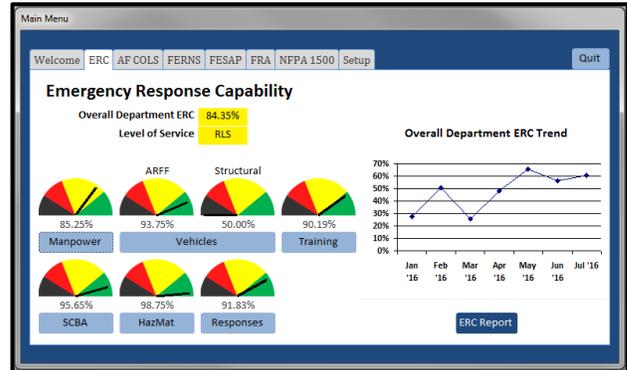
## 1 ERC

This figure illustrates the ERC home page. The *Overall Department ERC* is a weighted average of the ERC's six components to measure the installation's ability to respond to an emergency at a given moment.

- **ERC Report** - Generates a YTD report of the user inputs.

Each value is illustrated using the *Level of Service* scale.

Color	Level of Service Definition	Capability Range
Green	Optimum Level of Service (OLS)	OLS ≥ 90%
Yellow	Reduced Level of Service (RLS)	70% ≤ RLS < 90%
Red	Critical Level of Service (CLS)	60% ≤ CLS < 70%
Black	Inadequate Level of Service (ILS)	ILS < 60%



## 2 ERC – Manpower

1. Enter the *Grade* of personnel (choices include GS or enlisted positions).
2. Enter the *Required* number of personnel needed for each position on the installation, as specified in [AFMS 44EF00](#).
3. Enter the number of personnel the IFC has *Assigned*.
4. Enter the *Extended Absence* number of personnel.
5. Enter the *Temp Hire* number of personnel.
6. Click *Close*.

**Note:** The *% Available* and *% Available (w/ Temp Hire)* calculations update automatically based on the user inputs.

Grade	Required	Assigned	Extended Absence	% Available	Temp Hire	% Available (w/ Temp Hire)
GS-12	1	1	0	100.00%	0	100.00%
GS-10	3	3	0	100.00%	0	100.00%
GS-08	2	2	0	100.00%	0	100.00%
GS-07	6	6	0	100.00%	0	100.00%
GS-06	8	7	0	87.50%	0	87.50%
E-8	1	1	0	100.00%	0	100.00%
E-7	2	2	1	50.00%	0	50.00%
E-6	3	3	1	66.67%	0	66.67%
<b>Totals</b>	<b>61</b>	<b>58</b>	<b>6</b>	<b>85.25%</b>	<b>0</b>	<b>85.25%</b>

## 3 ERC – Vehicles

There are four Vehicle Series in the Vehicles capability form: *ARFF*, *Structural*, *Water Tender* and *Specialized*.

- The *ARFF Capability by Airfield(s)* box is pre-populated with the airfields specified in the [FESMT Setup process](#).
- Based on the *ARFF Vehicle(s)* table inputs, the *ARFF Capability by Airfield(s)* box auto-calculates with each airfield's ARFF Vehicle capability (*ARFF Pct by Airfield*).
- If no flying mission exists [specified in [FESMT Setup process](#)], *ARFF Vehicle Set(s)* requires no user input.

For each of the four types of *Vehicle(s)* boxes:

1. Specify all *Vehicle(s)* the installation has in possession.
2. Click the *Assigned (Y/N)* checkbox if the vehicle is assigned, otherwise leave it unchecked.
3. Click the *Out of Service* checkbox if the vehicle is out of service, otherwise leave it unchecked.
4. Click *Close*.

**Note:** The *Vehicle Capability* calculations update automatically based on the user inputs.

Vehicle Set	Airfield Name	Required Gallons	Total Gal Available	ARFF Percentage
4	Main airfield	8,000	6,000	75%

# Fire Emergency Services Management Tool (FESMT)

## ERC Job Aid

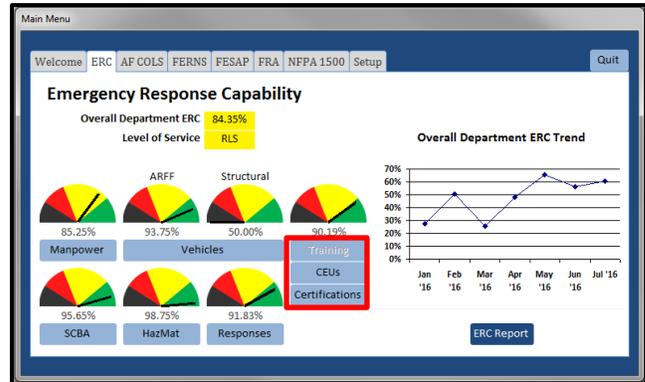


### 4

#### ERC – Training

Enter the installation’s Training information.

1. Click *CEUs* or *Certifications* button and follow [Steps 5 and 6](#), respectively, to complete these forms.



### 5

#### ERC – Training: CEUs

Retrieve user inputs from the FES-IMS [via [CE Applications > Fire Department](#)] in order to complete the CEUs form.

1. Enter the *Critical CEUs* information.
2. Enter the *Non-Critical CEUs* information.
3. Click *Close*.

### 6

#### ERC – Training: Certifications

The installation’s training team has this information readily available in order to complete the Certifications form.

**Note:** For personnel filling a duty position outside of those explicitly listed in [AFMS 44EF00](#), track their certification completion against their official, [AFMS 44EF00](#) position.

1. Select the *Duty Position* of personnel required to have a certification, as identified in [DoD 6055.06-M, Table: DoD F&ES Minimum Qualification Standards and Certification Requirements](#).
2. Enter the number of personnel currently assigned [*Number Assigned*] to the selected *Duty Position*.
3. Enter the number of personnel not yet certified [*Not Certified*] for the selected *Duty Position*.
4. Click *Close*.

**Note:** The *Meet Criteria* calculation updates automatically based on the user inputs.

Duty Position	Number Assigned	Not Certified	Meet Criteria
Fire Chief	1	0	100%
Deputy Fire Chief	1	0	100%
Assistant Chief for Operations	2	0	100%
Assistant Chief for Prevention	1	0	100%
Assistant Chief for Training	1	0	100%
Station Chief/Captain/Battalion	2	0	100%
Lead Firefighter	12	2	83%
Driver/Operator	10	1	90%
<b>Totals</b>	<b>49</b>	<b>3</b>	<b>93.88%</b>

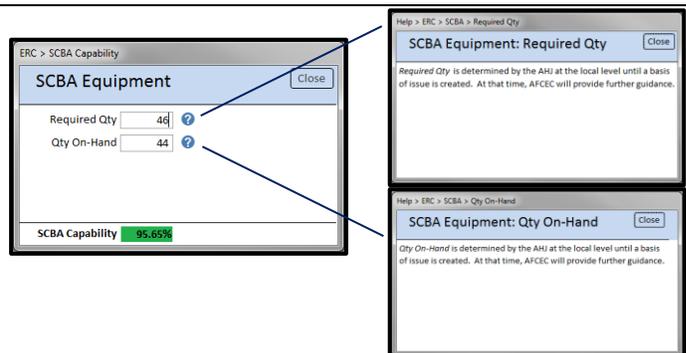


# Fire Emergency Services Management Tool (FESMT) ERC Job Aid

## 7 ERC – SCBA Equipment

1. Click the first ? icon to look up the *Required Qty* of SCBAs.
2. Return to the FESMT SCBA form and enter the *Required Qty* of SCBA units the installation is expected to possess.
3. Click the second ? icon to look up the *Qty On-Hand* value.
4. Return to the FESMT SCBA form and enter the *Qty On-Hand* of units available on the installation.
5. Click *Close*.

Note: The *SCBA Capability* calculation updates automatically based on the user inputs.



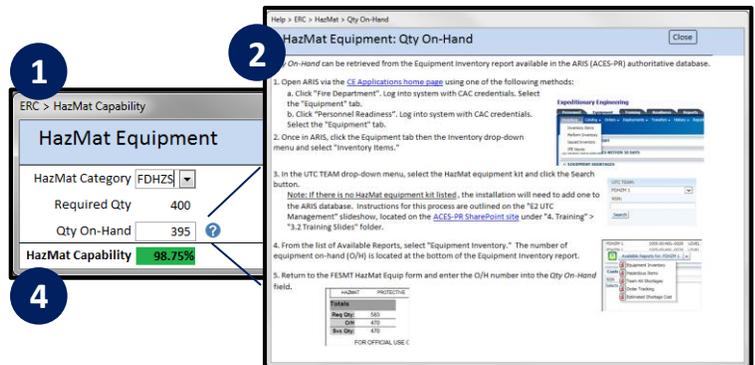
## 8 ERC – HazMat Equipment

1. Select the size of the installation [*HazMat Category*].  
FDHZS: Small FDHZM: Medium FDHZL: Large

Note: The *Required Qty* updates automatically based on the *HazMat Category* selected by the user.

2. Click on the ? icon to look up the *Qty On-Hand* in the ARIS (ACES-PR) authoritative database.
3. Follow the instruction outlined in the 'Qty On-Hand' pop-up window to determine the *Qty On-Hand* value.
4. Return to the FESMT HazMat Equipment form and enter the *Qty On-Hand* of units available on the installation.
5. Click *Close*.

Note: The *HazMat Capability* calculation updates automatically based on the user inputs.

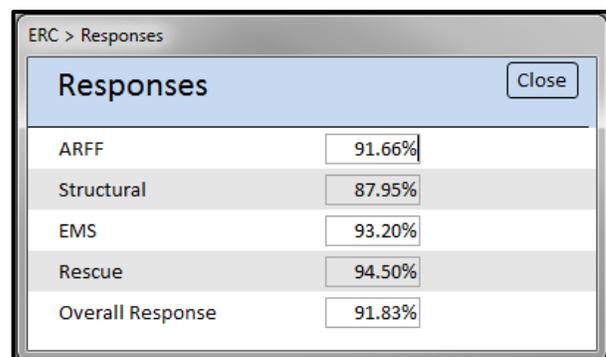


## 9 ERC – Responses

Retrieve user inputs from the FES-IMS [via [CE Applications > Fire Department](#)] or a locally-developed product in order to complete the Responses form.

IAW DoDI 6055.06 criteria:

1. Enter percent of *ARFF* responses meeting DoDI criteria.
2. Enter percent of *Structural* responses meeting DoDI criteria.
3. Enter percent of *EMS* responses meeting DoDI criteria.
4. Enter percent of *Rescue* responses meeting DoDI criteria.
5. Enter the *Overall Response* percentage in which the first vehicle, with the ability to affect the incident, arrived on-scene within the ART, as defined in [DoDI 6055.06, Table: Minimum Level of Service Objectives - Operations](#).
6. Click *Close*.



### Additional Resources

If the FESMT Playbook or the ERC Job Aid does not answer your question(s) on how to complete the FESMT ERC forms, contact the AFCEC Reach Back Center at [afcec.rbc@us.af.mil](mailto:afcec.rbc@us.af.mil). They will distribute your question(s) to the appropriate SME and track your ticket status.



# Fire Emergency Services Management Tool (FESMT)

## AF COLS Job Aid

This document provides an overview of the AF COLS tab in the FESMT. Follow the step-by-step instructions in this job aid to complete the user inputs. AF COLS is to be completed **semi-annually**. The [FESMT Playbook, Chapter 2.3](#) includes the definitions associated with the terms in the AF COLS form.

### 1 AF COLS

The FESMT AF COLS form analyzes the FES Division across installations via three PEC capabilities:

RC/CC PEC	Metric ID	AF COLS FES Metric
4425	FES 1.1	Command and Control
4427	FES 2.1	Fire Prevention
4426	FES 3.1	Fire Operations

### 2 AF COLS form in the FESMT

1. Select the *Current Funding Level* allocated to the installation by HHQ.

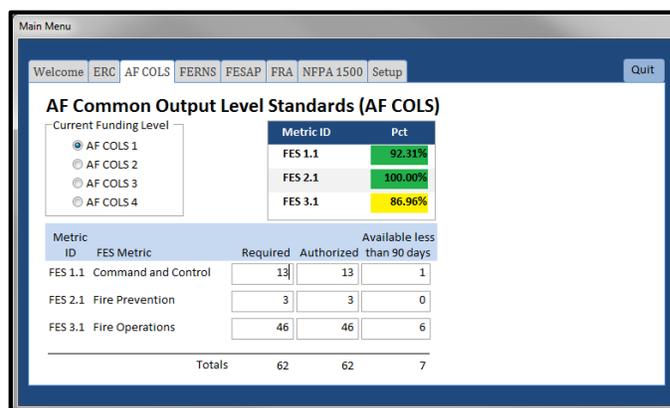
Using the FES-IMS [via [CE Applications > Fire Department](#)] for each *FES Metric*:

2. Enter the number of *Required* personnel, specified in [AFMS 44EF00](#), as needed on the installation.
3. Enter the number of *Authorized* personnel as funded in the installation's UMD.
4. Enter the number of personnel *Available less than 90 days* during the previous 6-month period.

**Note:** The PEC capabilities [Pct] for the *FES Metrics* automatically update based on the user inputs.

IAW the user inputs and the expectation for each *FES Metric*, Pct is illustrated using the performance color scale.

Color	AF COLS 1	AF COLS 2	AF COLS 3	AF COLS 4
Green	90 - 100 %	80 - 100 %	70 - 100 %	65 - 100 %
Yellow	85 - 89 %	75 - 79 %	65 - 69 %	60 - 64 %
Red	< 85 %	< 75 %	< 65 %	< 60 %



### 3 AF COLS Reporting Tool

Semi-annually, report the calculated *FES Metric Pct*, from the FESMT AF COLS form, in the AF COLS Reporting Tool.

1. Open the [AF COLS SharePoint site](#) in a web browser.
2. Click on the *Reporting* button to access the AF COLS Reporting Tool.
3. Report the FESMT Pct calculations and associated color for each of the three *FES Metrics*.



#### Additional Resources

If the FESMT Playbook, the AF COLS Job Aid or the AF COLS Playbook does not answer your question(s) on how to complete the FESMT AF COLS form, contact the AFCEC Reach Back Center at [afcec.rbc@us.af.mil](mailto:afcec.rbc@us.af.mil). They will distribute your question(s) to the appropriate SME and track your ticket status.



# Fire Emergency Services Management Tool (FESMT)

## FERNS Job Aid

This document provides an overview of the FERNS tab in the FESMT. Follow the step-by-step instructions in this job aid to complete the user inputs. This is to be completed **when a significant emergency occurs**, required by [AFI 32-2001, Attachment 2, para A2.1.1](#). The [FESMT Playbook, Chapter 2.4](#) includes the definitions associated with the terms in the FERNS tab.

### 1 FERNS

This figure illustrates the FERNS home page. It enables the user to create an [Incident Report](#) and search for an existing incident.

- *New Incident* - Enables the user to begin a FERNS form once a new incident occurs.
- *Search* - Enables the user to search for an existing FERNS form, via its *Incident Number*.

Incident Number	Start Date (YYYYMMDD)	Start Time	Incident Type	Asset Type Involved	Edit	Email	Print
65891	20160609	8:25	EMS	Motor Vehicle	Edit	Email	Print
16-951	20160608	9:17	Fire	Aircraft	Edit	Email	Print
56789	20160606	14:00	Aircraft Crash	Motor Vehicle	Edit	Email	Print
65465	20160601	8:00	Fire	Aircraft Hangar	Edit	Email	Print
321465	20160314	4:26	MVA	Motor Vehicle	Edit	Email	Print
755951	20160314	9:32	Rescue	Structure	Edit	Email	Print

### 2 FERNS – Incident Search

1. Enter the *Incident Number* for any existing event previously created in the FESMT.
2. Click *Search*.

If no results appear, verify the *Incident Number* is correct.

**Note:** The *Incident Number* is a unique identifier assigned to the response by the FES-IMS [via [CE Applications > Fire Department](#)].

Incident Number:  Search

### 3 FERNS – Edit/E-Mail/Print

1. *Edit* - Select *Edit* to open the previously saved FERNS form to view, edit or add additional detail.
  - The last-saved version of the selected FERNS form will open and allow edits to all input fields.
2. *Email* - Click the *Email* button to open a blank e-mail with the attached [Incident Report](#). Input the recipients' e-mail addresses and add any additional information. Click *Send*.
3. *Print* - Click the *Print* button to open a new window with the generated [Incident Report](#). Follow common practice to print the report as desired.

Incident Number	Start Date (YYYYMMDD)	Start Time	Incident Type	Asset Type Involved	Edit	Email	Print
65891	20160609	8:25	EMS	Motor Vehicle	Edit	Email	Print
16-951	20160608	9:17	Fire	Aircraft	Edit	Email	Print
56789	20160606	14:00	Aircraft Crash	Motor Vehicle	Edit	Email	Print
65465	20160601	8:00	Fire	Aircraft Hangar	Edit	Email	Print
321465	20160314	4:26	MVA	Motor Vehicle	Edit	Email	Print
755951	20160314	9:32	Rescue	Structure	Edit	Email	Print

### 4 FERNS – New Incident – Header Section

1. To open the FERNS form, click *New Incident* on the FERNS home page.
2. There are three buttons on the top of the FERNS form:
  - *Delete* - Discards the record of the event.
  - *Save* - Saves the form.
  - *Close* - Saves form and returns the user to the FERNS home page.

FERNS: New Incident

Delete Save Close

# Fire Emergency Services Management Tool (FESMT)

## FERNS Job Aid



### 5

#### FERNS – New Incident – Incident Information

1. **Incident Number** - Look up the event's *Incident Number* from the FES-IMS [via [CE Applications > Fire Department](#)] and type it into the *Incident Number* field.
2. Click *Enter* on the keyboard. This is required to proceed further.
3. Once the *Incident Number* is entered, a *Report Criteria* pop-up window will appear:
  - *AFI 32-2001, Attachment 2* - Select the checkbox(es) of the [AFI 32-2001, Attachment 2, para A2.1.1](#), reporting criteria applicable to the response.
  - *Other Reporting Requirements* - Select the checkbox(es) of any additional reporting criteria applicable to the response, not included in [AFI 32-2001, Attachment 2](#). Select *None of the above* checkbox if none of the options were applicable to the response.
  - Click *Save and Exit* to close the pop-up window.
4. **Number of Firefighters** - Enter the number of FES personnel who responded to the incident.
5. **Equipment Used** - List the apparatus or specialized equipment used to mitigate the incident.
6. **Incident Started:**
  - *Date* - The day, month and year the call was received.
  - *Time* - In 24-hour format, the time the call was received.
  - *On Scene* - In 24-hour format, the time FES personnel arrived at the incident.
7. **Incident Terminated:**
  - *Date* - The day, month and year the incident ended.
  - *Time* - In 24-hour format, the time the incident ended.

New Incident  
FERNS: New Incident  
Delete Save Close  
Incident Number \* [red asterisk] (required field)  
Number of Firefighters [ ]  
Equipment Used [ ]  
Incident Started  
Start Date 27-Jun-16  
Start Time [ ]  
On Scene [ ]  
Incident Terminated  
Term Date [ ]  
Term Time [ ]



New Incident  
FERNS: New Incident  
Delete Save  
Report Criteria (Select all that apply)  
AFI 32-2001, Attachment 2  
 1. A loss of \$50,000 or more to military family housing (combined AF and non-AF loss).  
 2. A loss of \$100,000 or more (combined AF and non-AF loss).  
 3. Loss of life or lost time injury at incidents where FES personnel rendered service.  
 4. Injury to FES personnel occurred during the emergency operation.  
 5. Adverse public reaction.  
 6. Mutual aid responses that require extensive use of personnel or equipment to suppress major fires, assist in mass injury or casualty recovery, have significant public impact potential, or result in injury or death of AF personnel.  
 7. Any event that generates OPREP 3 where FES personnel responded, had knowledge, and/or rendered service.  
 8. Any aircraft hangar fire suppression system activation that discharges foam or any other fire suppression agent.  
Other Reporting Requirements  
 The EOC was activated  
 Directed by MAJCOM  
 The incident was a Save  
 None of the above  
Save and Exit



New Incident  
FERNS: New Incident  
Delete Save Close  
Incident Number \* 12345 (required field)  
Number of Firefighters 4  
Equipment Used 3 Engines, 10 SCBA  
Incident Started  
Start Date 27-Jun-16  
Start Time 14:00  
On Scene 14:05  
Incident Terminated  
Term Date 27-Jun-16  
Term Time 15:32  
1 hr 32 mins



# Fire Emergency Services Management Tool (FESMT) FERNs Job Aid

## 6 FERNs – New Incident – Incident Specifics

1. Choose the applicable *Incident Type*.
2. *Physical Location* - Enter the address of the incident.
3. *On/Off Base* - Use the drop-down arrow to choose the applicable option.

*Distance From Base* - If Off Base is chosen, an additional block will appear. Enter the number of miles traveled to the off-base incident.

4. *Assistance to Others* - If the response was to aid an additional organization or agency, choose the type of agreement the installation has with that organization.

Once the type of assistance is chosen, the user is asked to select the *Type of Asset Involved*.

5. Select the *Type of Asset Involved* in the incident. Additional options will appear based on the user's choice:
  - *Aircraft Type* - If an aircraft was involved, indicate the type of aircraft.
  - *Location of Fire on Aircraft* - If an aircraft was involved in a "Fire" incident, describe where on the aircraft the fire was located.
  - *Building # / Name* - If a structure was involved, enter its number or common name.
  - *Occupancy Type* - If a structure was involved, use the drop-down arrow to choose the applicable *Occupancy Type* of the structure.
  - *Vehicle Owner* - If a vehicle was involved, choose the type of ownership of the vehicle.
  - *Vehicle Type* - If vehicle was involved, use the drop-down arrow to choose the applicable type of the vehicle.
6. *Was This Incident a Save* - Use the drop-down arrow to choose if a save was involved in the incident.
  - If Yes, additional information is required and proceed to Step 6.7.
  - If No, proceed to [Step 8](#).
7. *Check all saves performed during this incident* - Select the checkboxes applicable to the category of save that occurred.
  - If Person is chosen, continue to [Step 7](#).
  - Otherwise, proceed to [Step 8](#).

Check all saves performed during this incident.					
	Aircraft	Equipment	Person	Structure	Vehicle
Was This Incident a Save	Yes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patient Num	Affiliation	Condition	AED	CPR	Rescued
*			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Fire Emergency Services Management Tool (FESMT)

## FERNS Job Aid



### 7

#### FERNS – New Incident – “Saves” Information

If a “Person” was selected as the *Type of Save*, specified in [Step 6.7](#), additional information is required.

**Note:** Each individual person saved is to be indicated in a unique line of the table.

1. *Patient Num* - Enter the identifying label for the person requiring assistance. This must be a number.
  - The user determines the *Patient Num* as it is only for the installation to be able to identify an individual patient.
2. *Affiliation* - Use the drop-down arrow to choose the category of the patient requiring assistance.
3. *Condition* - Use the drop-down arrow to denote the status of the patient requiring assistance when FES personnel made initial contact with the patient.
4. *AED, CPR, Rescued* - Select all applicable checkboxes to indicate the method(s) used during the “save.”
5. Add additional patients as required. Follow [Step 7.1-4](#) for each patient saved.

### 8

#### FERNS – New Incident – Property Value Information

1. *Replacement Value at Risk* - A value for facilities at risk during the incident can be obtained from the Real Property Office (RPO), Housing Management Office or Contractor. The value for other assets can be obtained from the Aircraft Maintenance Squadron, Public Affairs or the Command Post.
2. *USAF Loss or Damage* - A value for facilities lost during the incident can be obtained from the RPO, Housing Management Office or Contractor. The value for other assets can be obtained from the Aircraft Maintenance Squadron, Public Affairs or the Command Post.
3. *Non-USAF Loss or Damage* - A value can be obtained from the asset owner for the items lost or damaged during the incident.
4. *USAF FES Loss or Damage* - A value can be obtained from the FES Resource Advisor.
5. *Total Loss / Damage Value* - This auto-calculates the total lost or damaged.
6. *Total Value Saved* - This auto-calculates the total saved.

Replacement Value at Risk	\$0	Injuries		Fatalities	
USAF Loss or Damage	\$0	DoD Civilian Firefighters	0	DoD Civilian Firefighters	0
Non-USAF Loss or Damage	\$0	Military Firefighters	0	Military Firefighters	0
USAF FES Loss or Damage	\$0	Civilian Firefighters	0	Civilian Firefighters	0
Total Loss / Damage Value	\$0	Contract Firefighters	0	Contract Firefighters	0
Total Value Saved	\$0	Non-Firefighters	0	Non-Firefighters	0



# Fire Emergency Services Management Tool (FESMT) FERNs Job Aid

## 9 FERNs – New Incident – Injuries/Fatalities

### Injuries Section:

1. Enter the number of *DoD Civilian Firefighters* injured.
2. Enter the number of *Military Firefighters* injured.
3. Enter the number of *Civilian Firefighters* injured.
4. Enter the number of *Contract Firefighters* injured.
5. Enter the number of *Non-Firefighters* injured.

Replacement Value at Risk	\$0	Injuries		Fatalities	
USAF Loss or Damage	\$0	DoD Civilian Firefighters	0	DoD Civilian Firefighters	0
Non-USAF Loss or Damage	\$0	Military Firefighters	0	Military Firefighters	0
USAF FES Loss or Damage	\$0	Civilian Firefighters	0	Civilian Firefighters	0
Total Loss / Damage Value	\$0	Contract Firefighters	0	Contract Firefighters	0
Total Value Saved	\$0	Non-Firefighters	0	Non-Firefighters	0

### Fatalities Section:

1. Enter the number of *DoD Civilian Firefighter* fatalities.
2. Enter the number of *Military Firefighter* fatalities.
3. Enter the number of *Civilian Firefighter* fatalities.
4. Enter the number of *Contract Firefighter* fatalities.
5. Enter the number of *Non-Firefighter* fatalities.

## 10 FERNs – New Incident – Cause and Contact Information

1. The [Step 10.1-3](#) checkboxes were answered in the pop-up window completed in [Step 5.3](#). Reconfirm the checkbox selections made in [Step 5](#) corresponding to these report requirements:
  - a. *Met AFI 32-2001 response reporting criteria.*  
[Refer to [AFI 32-2001, Attachment 2, para A2.1.1.](#)]
  - b. *The EOC was activated* as a result of the response.
  - c. The response was *Directed by the MAJCOM.*
  - d. The response to *the incident was a Save* of property or personnel.
2. Identify the *Most Probable Cause* of the incident.
3. *Narrative* - Provide a detailed description of the incident.
4. *Mission Impact* - Enter the effect the incident had on the installation activities. (255 Character Limit)
5. Enter the name of the *Cognizant Fire Officer*.
  - The default is the IFC unless the IFC is not present on-scene of the incident.
6. Enter the *Cognizant Fire Officer's DSN Telephone #*.
7. *Attachments* - Attach any documentation relevant to the incident (i.e., photos, files).

<input type="checkbox"/>	Met AFI 32-2001 response reporting criteria
<input type="checkbox"/>	The EOC was activated
<input type="checkbox"/>	Directed by MAJCOM
<input type="checkbox"/>	The incident was a Save
Most Probable Cause <input type="text"/>	
Narrative <input type="text"/>	
Mission Impact <input type="text"/>	
Cognizant Fire Officer <input type="text"/>	DSN Telephone # <input type="text"/>
Attachment(s) <input type="text"/>	

# Fire Emergency Services Management Tool (FESMT)

## FERNS Job Aid



### 11 FERNS – Save and Complete FERNS form

1. Once the form is filled out with all known information, scroll to the top of the FERNS form and click *Save*.

**Note:** The screen does not refresh once the *Save* button has been clicked.

2. To return to the FERNS home page, click *Close*.

The last created FERNS form will be the first entry in the table on the FERNS home page.

3. To view the generated Incident Report from the completed FERNS form, click the *Email* or *Print* button.
4. To edit a pre-existing FERNS form, click the *Edit* button.

New Incident

FERNS: New Incident

Delete Save Close

1 2

Main Menu

Welcome ERC AF COLS FERNS FESAP FRA NFPA 1500 Setup Quit

Fire Emergency Response Notification System

New Incident Incident Number Search

Incident Number	Start Date (YYYYMMDD)	Start Time	Incident Type	Asset Type Involved	Edit	Email	Print
65891	20160609	8:25	EMS	Motor Vehicle	Edit	Email	Print
16-951	20160608	9:17	Fire	Aircraft	Edit	Email	Print
56789	20160606	14:00	Aircraft Crash	Motor Vehicle	Edit	Email	Print
65465	20160601	8:00	Fire	Aircraft Hangar	Edit	Email	Print
321465	20160314	4:26	MVA	Motor Vehicle	Edit	Email	Print
753951	20160314	9:32	Rescue	Structure	Edit	Email	Print

3 4

#### Additional Resources

If the FESMT Playbook or the FERNS Job Aid does not answer your question(s) on how to complete the FESMT FERNS form, contact the AFCEC Reach Back Center at [afcec.rbc@us.af.mil](mailto:afcec.rbc@us.af.mil). They will distribute your question(s) to the appropriate SME and track your ticket status.



# Fire Emergency Services Management Tool (FESMT)

## FESAP Job Aid

This document provides an overview of the FESAP tab in the FESMT. Follow the step-by-step instructions in this job aid to complete the user inputs. This is to be completed **annually**. **Every 5 years**, the installation needs to evaluate all *Performance Indicators* as *Compliant* prior to beginning [CFAI](#) re-accreditation. The [FESMT Playbook, Chapter 2.5](#) includes the definitions associated with the terms in the FESAP tab.

### 1 FESAP

This figure illustrates the FESAP home page. The user is able to view the summary of the installation's FESAP CFAI Compliance Inspection (CI) performance and access the CFAI CI Assessment.

#### Available Functions:

- *Preview Checklist* - Allows user to view and print the selected *Exercise Checklist* for evaluation of the "XI. USAF Specific Exercises" *Category*.
- *Open Assessment* - After selecting the desired inspection, allows user to open the assessment.
- *FESAP Report* - Generates a printable report summarizing the installation's inspection performance.
- *No. of Non-Compliant: Core and Non-Core* - Double-click on the number in a desired *Category* to view the assessment forms for the Non-Compliant/Open items that are Core or Non-Core in the associated *Category*.

Category	Pct Core Compliant	Pct All Compliant	No. of Non-Compliant	
			Core	Non-Core
I. Governance and Administration	66.67%	83.33%	1	1
II. Assessment and Planning	0.00%	0.00%	13	20
III. Goals and Objectives	0.00%	0.00%	6	9
IV. Financial Resources	0.00%	0.00%	3	21
V. Programs	0.00%	0.00%	32	20
VI. Physical Resources	0.00%	0.00%	7	17
VII. Human Resources	0.00%	0.00%	9	30
VIII. Training and Competency	0.00%	0.00%	5	13
IX. Essential Resources	0.00%	0.00%	6	22
X. External Systems Relations	0.00%	0.00%	2	4
XI. USAF Specific Exercises	0.00%	0.00%	2	4
<b>Overall Compliance Rating</b>	<b>3.89%</b>		<b>86</b>	<b>161</b>

### 2 FESAP – Import Existing FESAP Data

1. If the user has not done so already and has a current, stand-alone FESAP version, import the existing data through the FESMT Setup process.

Refer to the [FESMT Setup Job Aid, Step 5](#) for further instruction.

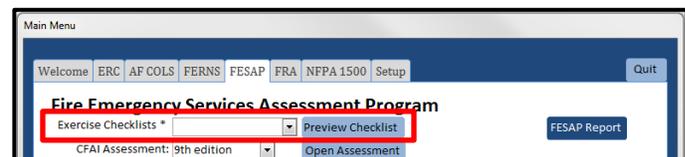
**Note:** After importing existing FESAP data, the FESMT FESAP tab for the *CFAI Assessment* 8th edition will reflect an accurate *Overall Compliance Rating*; however, the *Overall Compliance Rating* for the *CFAI Assessment* 9th edition will remain 0% until validated.

### 3 FESAP – Access the Exercise Checklists

**Note:** Complete the *Exercise Checklists* to assist in the CFAI assessment of the "XI. USAF Specific Exercises" *Category*.

1. Select the desired checklist from *Exercise Checklists* menu.
2. Click the *Preview Checklist* button.
3. Print the checklist to use during the exercise.
4. Answer the questions during the exercise's evaluation.
5. Use the Exercise Checklist to complete its corresponding *Performance Indicator* in the "XI. USAF Specific Exercises" *Category* in the FESAP form. Follow [Steps 5-7](#) to complete the assessment.

**Note:** The [FESMT Playbook, Appendix C](#) outlines the resources applicable to each FESAP Exercise Checklist.



# Fire Emergency Services Management Tool (FESMT)

## FESAP Job Aid



### 4 FESAP – Access the Assessment Form

1. To access the FESAP form, select the applicable edition of the *CFAI Assessment* using the drop-down arrow.
2. Click the *Open Assessment* button.
3. Follow [Steps 5-7](#) to enter the assessment results.

### 5 FESAP – Assessment Form – Filter

Once the FESAP form is open, if desired, the user can filter and navigate through the *Performance Indicators* by using the Filter bar.

1. Use the drop-down arrow to choose the desired *Category*.
2. Use the drop-down arrow to choose the desired *Criterion*.
3. Select the “Core Competency” checkbox to only view the *Core Competency Performance Indicators*.
4. Select the desired *Functional Area*(s) to filter.
5. Select the desired *Status*(es) to filter.
6. *Reset Filter* - Removes any filters applied.

### 6 FESAP – Assessment Form – Complete Assessment

1. Select *Status* of the *Performance Indicator* being assessed. This field defaults to “Open Item” until changed by the user.
2. *POC* - List the name of the responsible person for the *Functional Area*.
3. *Est. Completion Date* - The approximate date the installation intends to become compliant with the item’s performance standards.
4. *Functional Area* - Select the office responsible for managing the *Performance Indicator*. This field defaults to “Management” until changed by the user.
5. *Description* - Provide specific details of the installation’s activities as they relate to the *Performance Indicator*.
  - Answer the question: “What is the installation currently doing for this *Performance Indicator*?”
  - Describe the specific resource, program, activity or procedure addressing how the installation responds to the specific behavior listed in the *Performance Indicator*.
  - Should be written in present tense.
6. *Appraisal* - Measure how well the installation is meeting the item’s performance standard.
  - Answer the question: “How well is the installation meeting the standards of the *Performance Indicator*?”
  - First, determine how to measure the *Performance Indicator*.
  - Second, measure the installation’s results.



# Fire Emergency Services Management Tool (FESMT)

## FESAP Job Aid

- Third, compare results to the installation's previous results and to other fire service agencies.
  - Finally, compare results to last year's performance, performance over time and, whenever possible, to other external agencies.
7. *Plan* - Indicate the steps the installation will follow to obtain compliance and meet the standards of the *Performance Indicator*.
    - If there was a deficiency or an obstacle, state how the installation plans to resolve it.
  8. *Remarks* - Add any additional commentary or information relevant to the inspection of the installation's delivery of the *Performance Indicator*.
  9. *Exhibits* - Attach any additional documents to support the *Performance Indicator's* assessment.
  10. *Est. Cost* - Estimate how much money the installation needs in order for the *Performance Indicator* to be Compliant.
  11. *References* - List any documents (specific pages or paragraphs) used in the *Description*. Some references may be pre-populated.

## 7 FESAP – Assessment Form – Summarize Criterion Performance

1. Once the assessment of the *Performance Indicators* within a *Criterion* is complete, click on the *Summarize criterion performance* button.
2. Summarize the installation's overall performance of the *Criterion*.
3. Click *Close*.
4. Close out of the FESAP form.

On the FESAP home page, the *FESAP Report* button generates a report with the user inputs.

The screenshot displays the FESAP software interface. A dialog box titled "Update Criterion Summary" is open, allowing the user to summarize performance for a specific criterion. The dialog box contains a text area for the summary and a "Close" button. The background shows the "CFAI 9th edition" form with various filters and a table of criteria. The "Summarize criterion performance" button is highlighted with a red box.

### Additional Resources

If the FESMT Playbook or the FESAP Job Aid does not answer your question(s) on how to complete the FESMT FESAP assessment form, contact the AFCEC Reach Back Center at [afcec.rbc@us.af.mil](mailto:afcec.rbc@us.af.mil). They will distribute your question(s) to the appropriate SME and track your ticket status.

# Fire Emergency Services Management Tool (FESMT)

## FRA Job Aid

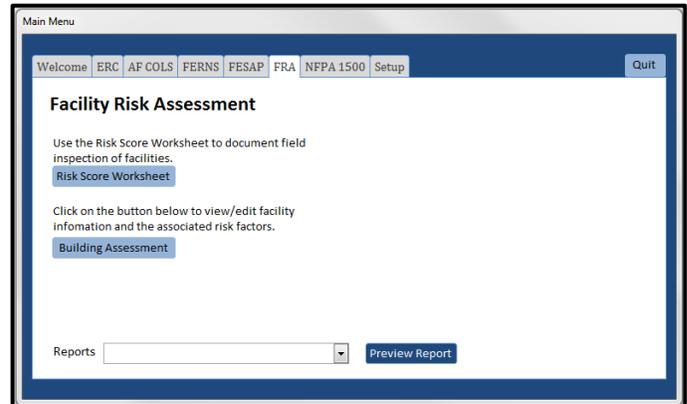


This document provides an overview of the FRA tab in the FESMT. Follow the step-by-step instructions in this job aid to complete the user inputs. Each facility on the installation must be inspected and the FRA maintained **annually**, as required by [AFI 32-2001](#). **Every 5 years**, this is to be completed as part of the [SOC](#) prior to beginning [CFAI](#) re-accreditation. The [FESMT Playbook, Chapter 2.6](#) includes the definitions associated with the terms in the FRA tab.

### 1 FRA

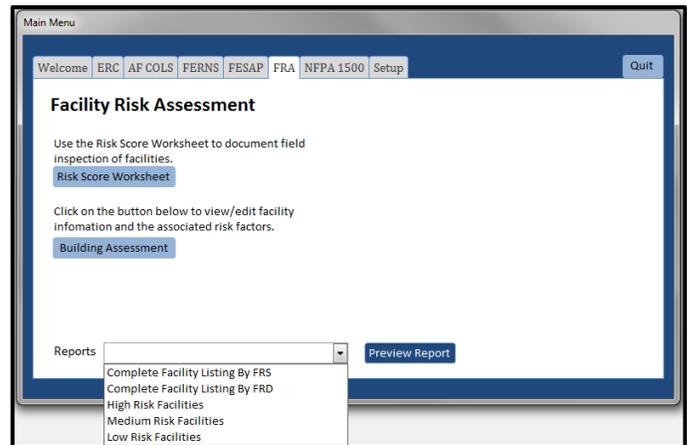
This figure illustrates the FRA home page. Several functions are available on this screen:

- *Risk Score Worksheet* - Takes the user to the printable FRA Risk Score Worksheet.
- *Building Assessment* - Takes the user to the FRA form.
- *Reports* - Enables the user to select a report using the drop-down arrow.
- *Preview Report* - Enables the user to view the report chosen in the *Reports* menu.



### 2 FRA – Preview Reports

1. Click the drop-down arrow next to the *Reports* field.
2. Select the desired report to view.
3. Click *Preview Report* to view the selected report.



### 3 FRA – Import Existing Facility Profile Data

1. If the user has not done so already and has pre-existing FRA facility profiles, import the existing data through the FESMT Setup process.

Refer to the [FESMT Setup Job Aid, Step 5](#) for further instruction.



# Fire Emergency Services Management Tool (FESMT)

## FRA Job Aid

### 4 FRA – Building Assessment

1. Once the inspection and the Risk Score Worksheet are complete, click *Building Assessment* on the FRA home page. This will open the Building Assessment form.
2. To view a specific facility's assessment, select the desired building using the *Go To Building Number* drop-down arrow.

The facility profile for the building chosen will populate in the Building Assessment form.

If the building number desired is not an option in the *Go To Building Number* menu, proceed to [Step 6](#) to add the building to the drop-down menu and complete the facility's assessment.

FRA Building Assessment  
Facility Risk Assessment Program  
Building Assessment  
Go To Building Number  
Building # C-55 Address Second and F Street City Cretech AFB  
Occupancy Business FRD FDZ Date Last Reviewed (e.g.,01-Jan-16)  
Building Information Life Safety Water Demand Severity Probability Property Value  
Separation Construction Height Access Area  
101 feet or more Type I- FR, II- FR 1 - 2 Stories All sides 0 - 7,500 sq feet  
61 - 100 feet Type II 1- HR, III 1- HR 3 - 4 Stories 3 sides 7,501 - 15,000 sq feet  
31 - 60 feet Type IV- HT, V 1- HR 5 - 6 Stories 2 sides 15,001 - 25,000 sq feet  
11 - 30 feet Type II- N, III- N 7 - 9 Stories 1 side 25,001 - 40,000 sq feet  
10 feet or less Type V- N 10+ Stories Extraordinary effort Greater than 40,000 sq feet  
Building Information Score 9.00  
Facility Risk Score 18  
Records: 14 of 23 No Filter Search

### 5 FRA – Building Assessment – Edit an Existing Facility Profile

1. Select the number of the building to be edited from the *Go To Building Number* menu.
2. Select the category to be edited by clicking on the applicable tab.

See [Steps 8-14](#) for instructions on how to complete each tab. Use the FRA's Risk Score Worksheet, which was filled during the inspection, to choose the applicable option for each field.

3. Edit the information as required.

**Note:** The category's score and the *Facility Risk Score* updates automatically and reflects the user's selections.

FRA Building Assessment  
Facility Risk Assessment Program  
Building Assessment  
Add New Building Delete Building Close  
Go To Building Number

### 6 FRA – Building Assessment – Creating a New Facility Profile

1. To add a new facility to the *Go To Building Number* menu, click on the *Add New Building* button.

A pop-up window will appear.

2. Follow [Steps 8-14](#) to complete the remainder of the Add New Building form.
3. Click *Save and Close*.
4. Check the *Go To Building Number* menu to ensure the new facility has been added to the list.

FRA Building Assessment  
Facility Risk Assessment Program  
Building Assessment  
Add New Building Delete Building Close  
Go To Building Number  
Building # C-55 Address Second and F Street City Cretech AFB  
Occupancy Business FRD FDZ Date Last Reviewed (e.g.,01-Jan-16)  
Building Information Life Safety Water Demand Severity Probability Property Value  
Separation Construction Height Access Area  
101 feet or more Type I- FR, II- FR 1 - 2 Stories All sides 0 - 7,500 sq feet  
61 - 100 feet Type II 1- HR, III 1- HR 3 - 4 Stories 3 sides 7,501 - 15,000 sq feet  
31 - 60 feet Type IV- HT, V 1- HR 5 - 6 Stories 2 sides 15,001 - 25,000 sq feet  
11 - 30 feet Type II- N, III- N 7 - 9 Stories 1 side 25,001 - 40,000 sq feet  
10 feet or less Type V- N 10+ Stories Extraordinary effort Greater than 40,000 sq feet  
Building Information Score 9.00  
Facility Risk Score 18

FRA Building Information  
Facility Risk Assessment Program  
Add New Building  
Save and Close  
Building # Address City  
Occupancy Ambulatory Healthcare FRD FDZ Date Last Reviewed (e.g.,01-Jan-16)  
Building Information Life Safety Water Demand Severity Probability Property Value  
Separation Construction Height Access Area  
101 feet or more Type I- FR, II- FR 1 - 2 Stories All sides 0 - 7,500 sq feet  
61 - 100 feet Type II 1- HR, III 1- HR 3 - 4 Stories 3 sides 7,501 - 15,000 sq feet  
31 - 60 feet Type IV- HT, V 1- HR 5 - 6 Stories 2 sides 15,001 - 25,000 sq feet  
11 - 30 feet Type II- N, III- N 7 - 9 Stories 1 side 25,001 - 40,000 sq feet  
10 feet or less Type V- N 10+ Stories Extraordinary effort Greater than 40,000 sq feet  
Building Information Score 5.00  
Facility Risk Score 6

# Fire Emergency Services Management Tool (FESMT)

## FRA Job Aid

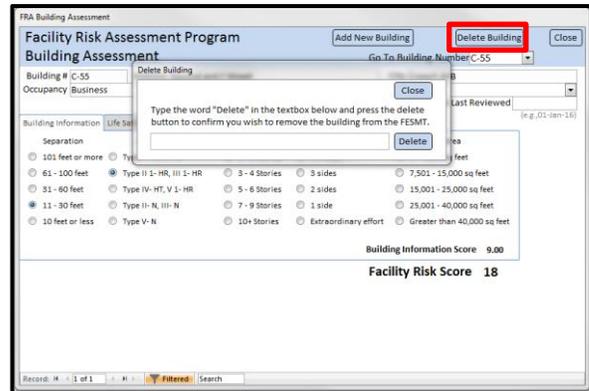


### 7 FRA – Building Assessment – Deleting a Facility Profile

1. To delete a facility from the *Go To Building Number* menu, click on the *Delete Building* button.

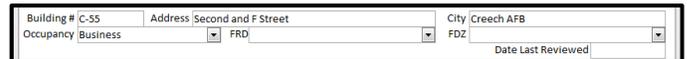
A pop-up window will appear.

2. Type the word “Delete” into the provided textbox.
3. Click the *Delete* button.
4. If the *Delete Building* button was selected by accident in the Building Assessment form, click the *Close* button in the pop-up window.



### 8 FRA – General Facility Characteristics

1. *Building #* - Enter the building number.
2. *Address* - Enter the physical location of the building.
3. Enter the *City* of the location.
4. *Occupancy* - Use the drop-down arrow to identify the use of the building [refer to [NFPA 101](#)].
  - For buildings with more than one *Occupancy* type, select *Mixed Occupancy*.
5. *FRD* - Select the *FRD* from the drop-down arrow. The options were specified by the user during the [FESMT Setup process](#).
6. *FDZ* - Select the *FDZ* from the drop-down arrow. The options were specified by the user during the [FESMT Setup process](#).
7. *Date Last Reviewed* - Enter the date the facility was last inspected.



### 9 FRA – Building Information

**Note:** All multiple choice fields default to the first option until changed by the user.

**Note:** For the following tabs outlined in [Steps 9-14](#), for buildings with more than one *Occupancy* type, select the option in each field that reflect the **highest** risk out of all the facility’s *Occupancy* types for that field.

1. Click the Building Information tab.
2. *Separation* - Select the distance to the closest building [refer to [NFPA 80A](#)].
3. *Construction* - Select the building classification [refer to [NFPA 220, Chapter 4](#)].
4. *Height* - Select the number of stories of the building.
5. *Access* - Select the number of entrances/exits.
6. *Area* - Select the total square footage of the building.
7. *Building Information Score* and *Facility Risk Score* - No user input required. This field auto-calculates the sum of the values assigned to the user’s selections.





# Fire Emergency Services Management Tool (FESMT)

## FRA Job Aid

### 10 FRA – Life Safety

**Note:** All multiple choice fields default to the first option until changed by the user.

1. Click the Life Safety tab.
2. **Occupant Load** - Select the maximum number of people to occupy the building.
  - For buildings with more than one Occupancy type, indicate the highest **Occupant Load** of the building's occupancies.
3. **Occupant Mobility** - Select the applicable level of portability of the people occupying the building.
  - Select *Not a factor*, if (1) the building is not normally occupied or (2) the building is primarily used for storage of equipment and is only occupied when equipment needs servicing.
4. **Warning Alarm** - Select the type and location of the building's notification system.
  - For buildings having more than one Occupancy type, select *Not a factor* unless all of the building's occupancies are protected by an alarm system.
5. **Exiting System** - Select the compliance of the building's exit system to requirements defined in [NFPA 101](#).
6. **Life Safety Score and Facility Risk Score** - No user input required. This field auto-calculates the sum of the values assigned to the user's selections.

Building Information | Life Safety | Water Demand | Severity | Probability | Property Value

Occupant Load:  0 - 10 persons,  11 - 50 persons,  51 - 100 persons,  101 - 300 persons,  300 + persons

Occupant Mobility:  Not a factor,  Awake/Ambulatory, 1 - 2 Story,  Asleep/Ambulatory, 1 - 2 Story,  Awake/Ambulatory, 3 + Stories,  Asleep/Ambulatory, 3 + Stories,  Non-ambulatory or Unrestrained

Warning Alarm:  Not a factor,  Automatic - Central,  Automatic - Local,  Manual - Central,  Manual - Local,  No alarm system

Exiting System:  Conforming,  Non Conforming

Life Safety Score 6.00

Facility Risk Score 18

### 11 FRA – Water Demand

**Note:** All multiple choice fields default to the first option until changed by the user.

1. Click the Water Demand tab.
2. **Fire Sprinklers** - Select the applicable response.
3. **Required Water Flow** - In GPM, enter the necessary rate of water flow based on the specifications of the building and local ordinances.
  - If **Fire Sprinklers** is Yes, obtain the **Required Water Flow** by referring to the:
    - (1) The data on the sprinkler system.
    - (2) Water Fuels Management System (WFMS).
  - If **Fire Sprinklers** is No, obtain the **Required Water Flow** by referring to [UFC 3-600-01](#).
4. **Available Water Flow** - In GPM, enter the rate of water flow available to the building in the Water Distribution System.
5. **Water Demand Score and Facility Risk Score** - No user input required. This field auto-calculates the sum of the values assigned to the user's selections.

Building Information | Life Safety | Water Demand | Severity | Probability | Property Value

Fire Sprinklers:  Yes,  No

Required Water Flow: 250 GPM

Available Water Flow: 1945 GPM

@ 20 psi Residual Pressure From Water Distribution System (Ideally the Sum of Two Hydrants)

Refer to data on the sprinkler system or the Water Fuels Management System (WFMS) to obtain the required water flow for the sprinkler system.

Water Demand Score 0.00

Facility Risk Score 18

# Fire Emergency Services Management Tool (FESMT)

## FRA Job Aid



### 12 FRA – Severity

**Note:** All multiple choice fields default to the first option until changed by the user.

1. Click the Severity tab.
2. *Capacity to Control* - Select the applicable level of difficulty for the responders to contain the fire.
3. *Hazard Index* - Select the applicable type of risk firefighters could encounter at this location.
4. *Occupancy Classification* - Select the applicable hazard classification as defined in [UFC 3-600-01, Appendix B](#) and [NFPA 13](#).
5. *Severity Score* and *Facility Risk Score* - No user input required. This field auto-calculates the sum of the values assigned to the user's selections.

The screenshot shows the 'Severity' tab with three sections: 'Capacity to Control', 'Hazard Index', and 'Occupancy Classification'. Under 'Capacity to Control', 'Control within building of origin' is selected. Under 'Hazard Index', 'Limited hazards' is selected. Under 'Occupancy Classification', 'Light Hazard' is selected. The 'Severity Score' is 1.00 and the 'Facility Risk Score' is 18.

### 13 FRA – Probability

**Note:** All multiple choice fields default to the first option until changed by the user.

1. Click the Probability tab.
2. *Human Activity* - Select the applicable level of the facility's usage relative to the public's access to the facility.
3. Select the applicable level of *Regulatory Oversight* of the facility.
4. *Experience* - Select the average frequency of fires occurring at facilities with this *Occupancy* type. Refer to local/regional fire statistics to determine shifts in frequency for this *Occupancy* type.
5. *Probability Score* and *Facility Risk Score* - No user input required. This field auto-calculates the sum of the values assigned to the user's selections.

The screenshot shows the 'Probability' tab with three sections: 'Human Activity', 'Regulatory Oversight', and 'Experience'. Under 'Human Activity', 'Controlled access to unauthorized persons' is selected. Under 'Regulatory Oversight', 'Highly regulated, inspections scheduled' is selected. Under 'Experience', 'Annual events' is selected. The 'Probability Score' is 2.67 and the 'Facility Risk Score' is 18.

### 14 FRA – Property Value

**Note:** All multiple choice fields default to the first option until changed by the user.

1. Click the Property Value tab.
2. *Property Value* - Select the applicable level of loss to the installation if the facility was destroyed or damaged.
3. *Property Value Score* and *Facility Risk Score* - No user input required. This field auto-calculates the sum of the values assigned to the users selections.

The screenshot shows the 'Property Value' tab with one section: 'Property Value'. Under 'Property Value', 'Minor monetary loss, minor mission impact' is selected. The 'Property Value Score' is 1.10 and the 'Facility Risk Score' is 18.

#### Additional Resources

If the FESMT Playbook or the FRA Job Aid does not answer your question(s) on how to complete the FESMT FRA form, contact the AFCEC Reach Back Center at [afcec.rbc@us.af.mil](mailto:afcec.rbc@us.af.mil). They will distribute your question(s) to the appropriate SME and track your ticket status.



# Fire Emergency Services Management Tool (FESMT) NFPA 1500 Job Aid

This document provides an overview of the NFPA 1500 tab in the FESMT. Follow the step-by-step instructions in this job aid to complete the user inputs. This is to be completed **annually**. The [FESMT Playbook, Chapter 2.7](#) includes the definitions associated with the terms in the NFPA 1500 tab.

## 1 NFPA 1500

This figure illustrates the NFPA 1500 home page. The user is able to view the summary of the installation's NFPA 1500 performance and access the assessment.

### Available Functions:

- **Open Assessment** - After selecting the desired edition of the inspection, allows user to open the NFPA 1500 Assessment.
- **No. of Compliant and No. of Non-Compliant** - Double-click on the number in a desired *Category* to view the assessment forms for the Compliant or Non-Compliant/Open items, respectively, in the associated *Category*.

Category	Category Rating	No. of Compliant	No. of Non-Compliant
Chapter 4, Fire Department Administration	0%	0	44
Chapter 5, Training, Education, and Professional Development	0%	0	40
Chapter 6, Fire Apparatus, Equipment, and Drivers/Operators	0%	0	63
Chapter 7, Protective Clothing and Protective Equipment	0%	0	178
Chapter 8, Emergency Operations	0%	0	150
Chapter 9, Facility Safety	0%	0	17
Chapter 10, Medical and Physical Requirements	0%	0	30
Chapter 11, Behavioral Health and Wellness Programs	0%	0	12
Chapter 12, Occupational Exposure to Atypically Stressful Events	0%	0	6
<b>Overall Compliance Rating</b>	<b>0.00%</b>	<b>0</b>	<b>540</b>

## 2 NFPA 1500 – Import Existing NFPA 1500 Data

1. If the user has not done so already and has a current, stand-alone NFPA 1500 version, import the existing data through the FESMT Setup process.

Refer to the [FESMT Setup Job Aid, Step 5](#) for further instruction.

## 3 NFPA 1500 – Access the Assessment Form

1. To access the NFPA 1500 form, select the applicable edition of the *NFPA 1500 Assessment* using the drop-down arrow.
2. Click the *Open Assessment* button.
3. Follow [Steps 4-5](#) to enter the assessment results.



## 4 NFPA 1500 – Assessment Form – Filter

Once the NFPA 1500 form is open, if desired, the user can filter and navigate through the *Performance Indicators* by using the Filter bar.

1. Use the drop-down arrow to choose the desired *Category*.
2. Use the drop-down arrow to choose the desired *Sub Category*.
3. Select the desired *Functional Area(s)* to filter.
4. Select the desired *Status(es)* to filter.
5. **Reset Filter** - Removes any filters applied.



# Fire Emergency Services Management Tool (FESMT)

## NFPA 1500 Job Aid



### 5 NFPA 1500 – Assessment Form – Complete Assessment

1. Select the *Status* of the *Performance Indicator* being assessed. This field defaults to “Open Item” until changed by the user.
2. *POC* - List the name of the responsible person for the *Functional Area*.
3. *Est. Completion Date* - The approximate date the installation intends to become compliant with the item’s performance standards.
4. *Functional Area* - Select the office responsible for managing the *Performance Indicator*. This field defaults to “Management” until changed by the user.
5. *Description* - Provide specific details of the installation’s activities as they relate to the *Performance Indicator*.
  - Answer the question: “How well is the installation meeting the standards of the *Performance Indicator*?”
  - First, determine how to measure the *Performance Indicator*.
  - Second, measure the installation’s results.
  - Third, compare results to the installation’s previous results and to other fire service agencies.
  - Finally, compare results to last year’s performance, performance over time and, whenever possible, to other external agencies.
6. *Remarks* - Add any additional commentary or information relevant to the inspection of the installation’s delivery of the *Performance Indicator*.
7. *Exhibits* - Attach any additional documents to support the *Performance Indicator*’s assessment.
8. *Est. Cost* - Estimate how much money the installation needs in order for the *Performance Indicator* to be Compliant.
9. *References* - List any documents (specific pages or paragraphs) used in the *Description*. Some references may be pre-populated.

Category: Chapter 4, Fire Department Administration  
Sub Category: 4.1

**Performance Indicator 4.1.1**  
The fire department shall prepare and maintain a written statement or policy that establishes the existence of the fire department, the services the fire department is authorized and expected to perform, and the basic organizational structure.

**NFPA Annex A.4.1.1** The organizational statement is a very important basis for many of the provisions of this standard. The statement sets forth the legal basis for operating a fire department; the organizational structure of the fire department; number of members, t

**USAF TIG** Clarification: Implement as written with the following clarification. The written statement of policy and the authority for existence of Air Force FES Flight are authorized and contained in DoDI 6055.06, AFPD 32-20 and AFI 32-2001. FES Flights shall dev

Status: Open Item      Est. Completion Date: [e.g., 03-Jan-16]  
POC:      Functional Area: Management

Description:      Remarks:

Exhibits:      Est. Cost: 50      References:

#### Additional Resources

If the FESMT Playbook or the NFPA 1500 Job Aid does not answer your question(s) on how to complete the FESMT NFPA 1500 form, contact the AFCEC Reach Back Center at [afcec.rbc@us.af.mil](mailto:afcec.rbc@us.af.mil). They will distribute your question(s) to the appropriate SME and track your ticket status.