

# SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

## GENERAL INSTRUCTION MANUAL

ISSUING ORG. FIRE PROTECTION DEPARTMENT

SUBJECT RESERVE FIRE BRIGADES

G. I. NUMBER Approved

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## CONTENT

The purpose of this General Instruction Manual is to provide Operational guidance to the Reserve Fire Brigades (RFBs) and outline their organizational, administrative structure.

1. Authorization
2. Organization
3. Qualifications of Reserve Firefighters
4. Selection of Reserve Firefighters
5. Responsibilities
6. Training
7. Conditions and Rates of Pay
8. Approval

### 1.0 AUTHORIZATION

The Manager, Fire Protection Department (FrPD) is authorized to establish Reserve Fire Brigades (RFBs) in Saudi Aramco operational areas. An approved RFB shall be administered by the Fire Marshal for each operating area.

### 2.0 ORGANIZATION

- 2.1 The number of RFB members for each area/facility shall be determined by the Manager, Fire Protection Department.
- 2.2 The basic unit of the RFB shall be defined as a Squad with sufficient number of Reserve Firefighters as determined by the Fire Marshal and the Fire Chief, based on the total number approved by the FrPD Manager for that area. The structure of the Squad consists of a Brigade Leader (BL) (if the Squad strength is six or more), Squad Leader (SL) and Reserve Firefighters.
- 2.3 The Squad shall work under the direct leadership and supervision of an FrPD Shift Fire Officer.
  - 2.3.1 BLs and SLs shall be recommended by the FrPD Unit Head, and approved by the Area Fire Marshal.
  - 2.3.2 A BL or SL shall be a qualified RFB Firefighter with at least 5 years experience in the Reserve Fire Brigade. During their service, the incumbent shall have demonstrated the necessary leadership skills and experience required for the position. (The 5 year service period may be relaxed for special cases wherein suitable candidate meeting the 5 year period is not available among all squads, justified in writing by the Division and concurred by the FrPD Manager).
  - 2.3.3 BL/SL shall have a valid Saudi Driving License and be authorized to drive Saudi Aramco vehicles.
  - 2.3.4 BL/SL shall be certified as per training requirements in Section 6.
  - 2.3.5 BL/SL shall act as leader/coordinator for his crew.

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- 2.4 RFB Firefighters and Leaders, regardless of their current Grade Code or position, shall report directly to the Shift Fire Officer and follow all orders during training exercises, meetings, and actual emergencies, as per the chain of command within FrPD.

### **3.0 QUALIFICATIONS OF RESERVE FIREFIGHTERS**

- 3.1 RFB Firefighters must be physically fit and reliable Saudi Aramco employees.
- 3.2 RFB Firefighters shall be required to pass a medical examination that meets the requirements of Saudi Aramco Medical Services Procedure (MSP-98), FrPD Phobia Test and the FrPD Physical Fitness test. The medical examination and physical fitness test shall be carried out before acceptance. Following acceptance, the RFB Firefighter will be required to renew his medical examination every 2 years up to the age of 40 years, and annually thereafter, when returning from medical leave exceeding 1 month in duration or otherwise requested to do so by the FrPD. In addition, the RFB Firefighters shall participate in FrPD's physical fitness program.
- 3.3 All RFBs shall pass the FrPD Physical Fitness Test on an annual basis. A three (3) month improvement period shall be given to the failing RFB Firefighters to allow for improvement of physical fitness. At the end of the three (3) months period, the RFB Firefighter shall be retested within a period of 2 weeks. RFB Firefighters failing the re-test shall be immediately dropped from the program.
- 3.4 It is the Area Fire Marshal's responsibility to ensure that the RFB Firefighters pass their medical examinations and physical fitness test as stated in 3.2 and 3.3.
- 3.5 The BL/SL shall ensure that all his Squad members are scheduled for medical examination at least one month before the expiry date.
- 3.6 RFB Firefighters shall be on a regular work schedule. The employee must be at least 21 years old and no more than 40 years to join. The maximum age allowed to serve on the RFB is 50 years old.
- 3.7 RFB Firefighters shall live within a reasonable response time (within 20 minutes) from the pre-assigned staging area (Fire Station).
- 3.8 RFB Firefighters shall have a dedicated mobile phone and a land line for contact. Any changes to the telephone number shall be communicated to the respective Fire Control Unit immediately. (Wherever mobile phones are not allowed to be used, the RFB shall initiate proactive actions as to how to be contacted)
- 3.9 RFB Firefighters shall have a reliable means of transportation to respond to the Fire Station within the allowed time as stated in 3.7.
- 3.10 The Fire Chief shall complete the RFB orientation and familiarization to the area and schedule the employee for all required training as detailed in section 6.

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## **4.0 SELECTION OF RESERVE FIREFIGHTERS**

- 4.1 Employees within Loss Prevention, Medical, Security, and the Fire Protection Department are recognized as having their own unique responsibilities during emergencies. Therefore, their services and commitment to the RFB cannot be guaranteed. However, employees of these Departments not assigned for emergency responses may submit an application to become an RFB properly justified and approved by their respective Department Heads.
- 4.2 The area Fire Marshal shall announce the vacancy of RFB in his area in December of each year and invite applications. (If the required number is met from a waiting list, announcement and further proceedings are not needed.)
- 4.3 Interested employees meeting the criteria may apply online for membership through the FrPD web at the 'Online Reserve Fire Brigade Membership' under the 'Online Services' tab.
- 4.4 The initiated workflow will be screened by the respective Fire Protection Department Division Secretary to ensure authenticity of entered data. Upon his verification, the request is sent back to the employee's management, through his Supervisor, Division Head and Manager.
- 4.5 Once approved by customer's management as mentioned in 4.3 above, the application goes to the Area Fire Marshal who in turn assigns it to his area Fire Chief. The Fire Chief shall interview the applicant, if found suitable shall make arrangements for conducting the medical examination, and sign off if the applicant passes. The application then goes back to the Fire Marshal for approval and sign off.
- 4.6 The signed off application is then sent to FrPD Physical Fitness group, who schedules and conducts a physical fitness test for the employee. If found fit, the application is signed off. This in turn goes to FrPD Planning & Accountability Group for sign-off and finally to the FrPD Manager for final approval and sign-off.
- 4.7 At the end of the process, the workflow is returned to the requester (applicant) for his information, satisfaction comments. This completes the workflow cycle and consequently the applicant may contact the local FrPD Fire Chief to be included in the brigade.
- 4.8 A final list and waiting list of a RFB is sent by the Area Fire Marshal to the applicants per 4.1 above by e-mail during January every year. Wait listed candidates may be considered for membership if any changes occur during the period.
- 4.9 All new RFB Firefighters shall be considered as provisional for the first four months of training. At the end of this period, they will be evaluated and ranked per training criteria in Section 6.
- 4.10 New RFB Firefighters who have not acquired the minimum required competency in basic firefighter skills and/or are not considered an asset to the Reserve Brigade will be dismissed with a letter of appreciation.
- 4.11 Those new RFB Firefighters who have attained proficiency in basic fire fighting skills and have good attendance and performance evaluation ratings will continue with the Reserve Brigade as full members.

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- 4.12 All RFB Firefighters will be evaluated annually by their respective Fire Chiefs, to determine whether they have maintained a good attendance record, continue to display improved proficiency and skills in fire fighting, and exhibit an excellent performance level. Those RFB members failing to meet the required standards shall be dismissed by the Fire Chief. For those RFB members meeting the requirements, an annual concurrence form shall be received from the employee's department manager.
- 4.13 Any RFB Firefighter who is discharged or resigns from the Reserve Fire Brigade, for any valid reason, can only be re-considered for reinstatement to the Reserve Brigade through the submission of a new application and he shall be considered as a new applicant.
- 4.14 Discharge from the Reserve Brigade for misconduct shall be considered grounds for barring the candidate for future consideration as an RFB Firefighter.

## 5.0 RESPONSIBILITIES

### 5.1 Reserve Firefighters

- 5.1.1 All RFB Firefighters shall respond immediately when notified of an emergency / drill requiring their services.
  - 5.1.1.1 Notification may be either by telephone, pager, siren, or other means.
- 5.1.2 Upon notification of an emergency, Reserve Firefighters shall respond to their pre-assigned area for any emergencies and sign in. They shall be on standby until advised by the Shift Fire Officer or higher.
- 5.1.3 Responding RFB Firefighters shall wear firefighting turnout gear and standby at their pre-assigned areas until directed to respond to the scene of the emergency by the Officer-in-Charge. Other procedures may be utilized when directed by the Area Fire Chief.
- 5.1.4 The RFB Firefighters will be under the direction of the FrPD Officer-in-Charge at the scene of any incident.
- 5.1.5 Reserve Firefighters who fail to respond to more than two consecutive emergency calls shall be dismissed from the Reserve Fire Brigade. Such absences shall be recorded in the Fire Station attendance records and the RFB member file. The Fire Chief shall issue the drop notice immediately on the second absence. As a consequence, the dismissed Reserve Firefighter will be permanently barred from joining the RFB.
- 5.1.6 The primary duty of RFB Firefighters is to aid and augment the full time Fire Protection Department personnel.
- 5.1.7 One Squad of RFB Firefighters will be placed on "On-Call" status for a period of one (1) week, rotating with other Squads.
- 5.1.8 RFB Firefighters who are unable to fulfill their duties for any reason (vacation, business, etc.) shall notify at least one week in advance to the Area Fire Chief in writing.

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5.1.9 RFB members shall always follow the chain of command in FrPD Fire Stations. The respective BL/SL will be the immediate Supervisor who in turn reports to the Shift Fire Officer.

5.2 Fire Protection Department

5.2.1 The Fire Chief is responsible for establishing a method of testing and mobilizing RFB members on call.

5.2.1.1 The notification method shall be tested weekly, preferably at different times and days each week to determine readiness to respond. The test records shall be maintained in the Station Log Book.

5.2.1.2 The test of the notification method shall require a call back confirmation of receipt by RFB Firefighters or a physical response. A record shall be kept of the names and numbers of those RFB Firefighters unable to confirm receipt of notification or response.

5.2.1.3 Where difficulties are experienced, the FrPD Unit Head shall ensure that corrective action is taken immediately to restore an effective means of notification.

5.2.2 The Fire Chief shall assign a pre-assigned assembly area for the RFB Firefighters at the Fire Station and ensure that a log is maintained at Unit level showing the status and availability of Reserve Firefighters.

5.2.3 The area Fire Chief and Fire Marshal shall ensure that Reserve Firefighters are involved in at least one major disaster drill annually.

5.2.4 The local FrPD Fire Control Unit shall provide brigade members with personal protective equipment (PPE) consisting of fire boots, fire helmet with face shield, bunker coat, bunker pants, flash hood and fire gloves.

5.2.5 Any PPE issued and lost or damaged intentionally by neglect, shall be charged to the respective brigade member and deducted from the employee's salary.

5.2.6 RFB Firefighters shall be used only for structural and industrial firefighting, and in the warm and cold zones of a Hazardous Materials incident.

5.2.7 The Fire Chief shall ensure RFB members are not assigned tasks for which they are not trained and qualified to perform. Therefore a comprehensive list stating names, rank and qualifications shall be kept on hand and updated quarterly to ensure firefighters are adequately qualified and up to date.

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### 6.0 TRAINING

6.1 RFB Firefighters will receive 120 hours of initial training (exclusive of written and skills evaluation) to learn the basic skills of fire fighting and rescue. After initial training, the RFB member will be required to attend ongoing training consisting of 8 hours per month in subjects related to their RFB assignments.

\*\* 6.1.1 RFB Firefighters must arrange and complete through their department's training coordination group, the Saudi Aramco course HAZCOM Chemical Hazard Awareness (40012602) prior to reporting to fire training.

6.2 Required training shall be conducted in accordance with the Fire Protection Department's Fire Training and Development Section requirements. Where facilities are available, hot drills shall be conducted during ongoing training exercises.

6.3 The Fire Chief is responsible for ensuring that RFB Firefighters training as per 6.1 and 6.2 are conducted and properly documented.

6.4 RFB Firefighters who are on-call shall attend a minimum of 8 hours of training per month, unless they have an authorized leave of absence. (For Time Keeping purposes, absence shall not be compensated.)

6.4.1 A Reserve Firefighter who fails to attend training sessions for a maximum of six (6) training hours per month will be dropped from the Reserve Fire Brigade. The employee may be exempted if he completes the training with the next Squad.

6.4.2 The fire chief shall ensure that these training sessions not to interfere with the Reserve's regular work schedule.

6.4.3 With Fire Marshal's approval, alternate training schedules may be applied provided that the 8 training hours per month remain the same.

\* 6.5 RFB members shall successfully complete (Reserve Fire Brigade Fundamental Training SAP # 40069004), during their provisional period. Members must pass written and skills evaluations to verify competence.

\*\* 6.5.1 The Reserve Fire Brigade Fundamental Training will include: member qualifications, standard operating procedures and guidelines, communications, incident management systems, fire behavior, building construction, portable fire extinguishers, tools and equipment, ropes and knots, response and size-up, forcible entry, ladders, search and rescue, ventilation, water supply, hose, nozzles, fire streams, foam, survival, salvage and overhaul, and fire suppression.

\* 6.6 All new Reserve Brigade Members must complete the training required per 6.5 within the four month probationary period. Each Division will establish the schedule training to meet the above requirement based on operational needs.

6.7 All formal FrPD courses provided to the RFB member shall be documented in his SAP training history.

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- 6.8 Each RFB member shall maintain current certifications in Adult BLS, Heartsaver AED and Standard First Aid.

## **7.0 CONDITIONS AND RATES OF PAY**

- 7.1 RFB Firefighters will receive compensation under approved schedules (based upon the rate established under the provisions of Chapter 17 [Miscellaneous] of the IR Manual) processed by the Fire Chief.
- 7.2 The provisions of Chapter 4 titled "Overtime and Shift Premium" of the Industrial Relations Manual will provide the guide for administration and compensation during "on-call" status. The policy manual requirement that only employees in Overtime Class-I may be placed in "on-call" status is waived for purposes of this paragraph. The amount of compensation will be based on the RFB Firefighter's approved regular drill pay rate as this rate has been constructed as an overtime rate.
- 7.3 A Reserve Firefighter in "on-call" status, is required to report to a fire or answer an alarm during the period of his "on-call" status, will not receive compensation under both the "on-call" and firefighting pay provisions. Compensation will be based on whichever of the following calculations produces the greater total compensation:
- 7.3.1 On-call pay at the drill rate for the period assigned to "on-call" status
- OR -**
- 7.3.2 Fire fighting pay for the period in which the Reserve Firefighter was responding to an emergency.
- 7.4 Overtime pay for initial incumbents shall be on a retroactive basis upon successful completion of the four month training period.

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## 8.0 APPROVAL

Recommended by:

Approved by:

\_\_\_\_\_  
Manager, Fire Protection Department

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Executive Director, Safety & Industrial Security

Concurred By:

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Sr. Vice President, Operations Services

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Sr. Vice President, Exploration & Producing

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Sr. Vice President, Industrial Relations

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Sr. Vice President, Refining, Marketing & International

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Sr. Vice President, Finance

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