

DEFENCE INSTRUCTIONS AND NOTICES (Not to be communicated to anyone outside HM Service without authority)	
Title:	All Arms Unit Fire Safety Managers (UFSM) Course information
Audience:	All Service and Civilian 'non specialist' personnel with responsibilities for management of fire safety
Applies:	Immediately
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Channel:	07 Training and Education
Subject:	Training and Education
Content:	Course Dates and Guidance for Enrolling and Attendance
Sponsor:	HQ DFRMO Human Resources & Development
Contact:	HQ DFRMO Brigade Training Manager – 01264 382138 (94391 2138)
Keywords:	Safety Environment and Fire Training
Related info:	DFTDC Website - www.dftdc.org
Classification:	UNCLASSIFIED

General

1. This DIN provides course dates for the UFSM Courses. If units are in any doubt regarding the location, conduct or content of courses they should visit www.dftdc.org for up to date information.

Courses Provided

2. A new suite of courses have been developed between the Defence Fire Risk Management Organisation (DFRMO) and Director Royal Logistic Corps (DRLC) which consist of 3 separate modules (UFSM, Unit Fire Safety Warden (UFSW) & First Aid Firefighting Appliance (FAFA) maintenance course) of which the UFSM course module will be available from Oct 11 and the remaining 2 module dates will be publicised in a later DIN. A summary of the UFSM course is provided below and explains who the target audience is:

- a. **Unit Fire Safety Manager (UFSM) (Non Specialist).** The UFSM is responsible to their Commanding Officer/Head of Establishment to support a robust fire safety programme to achieve compliance with current fire legislation. The UFSM Course aims to train suitable military and civilian staff (e.g. SSgt to Maj and Civilian

equivalent) on the day to day management of Unit Fire Safety. The course is 2½ days in duration commencing on a Tuesday and dispersing on Thursday (lunchtime). This course provides no operational fire-fighter training. The USFM is responsible for all general fire safety matters and the unit fire organisation both in static locations and temporary accommodation in the field including deployments and exercises. They are required to supervise, plan, organise, maintain, control, monitor and review the preventative and protective fire measures on behalf of the Commanding Officer/Head of Establishment, in consultation with a DFRMO representative. The general fire duties of the UFSM are as follows:

- (1) Fire Safety & Prevention.
- (2) Fire Fighting & Protection (Where there is no DFRMO Fire & Rescue Service established).
- (3) Actions during a Fire Incident.

Course Priority

3. There are 6 levels of priority listed in the table below. Bids made under Priority 1 and 6 must have an explanation provided in Section 3 of the course application form:

Priority	Requirement
1	Specific Operational Requirement (explanation required in Section 3)
2	Urgent Operational Need (no qualified personnel on parent unit)
3	Maintain levels of trained personnel on Unit
4	Qualify an officer or soldier due to be posted to an instructor post at an Army Training Regiment (ATR)
5	Qualify an officer or soldier due to be posted to an instructor post at a school or training unit (other than an ATR)
6	Other reasons (explanation required in Section 3)

Course Dates

4. Course dates programmed for Training period Oct 11 - Mar 12 are listed in the table below:

Unit Fire Safety Manager (UFSM) (Non Specialist)

Course Number	Assembly Date	Dispersal Date
UFSM 06-11	04 Oct 11	06 Oct 11
UFSM 07-11	25 Oct 11	27 Oct 11
UFSM 08-11	15 Nov 11	17 Nov 11

UFSM 09-11	29 Nov 11	01 Dec 11
UFSM 10-11	13 Dec 11	15 Dec 11
UFSM 11-11	17 Jan 12	19 Jan 12
UFSM 12-11	07 Feb 12	09 Feb 12
UFSM 13-11	21 Feb 12	23 Feb 12
UFSM 14-11	13 Mar 12	15 Mar 12

Applications

5. All applications are to be made on DFRMO Form 203 (copy attached and available on the Defence Fire Training & Development Centre (DFTDC Manston web site). The DFTDC will notify successful applicants 4 weeks prior to the course start date although due to the late publication of this DIN short notice confirmation may apply.

6. When completing application forms, Units are to give an alternative course date if possible and must state the appropriate priority. A robust explanation for the specific course requirement will help DFTDC deal with competing priorities. Priorities for 1 and 2 will take precedence over all as these courses will address the requirement for Out of Area (OOA) detachments in the short term.

Confirmation of Attendance

7. The Course Administrative Assistant at DFTDC will confirm the status (i.e. Course place allocated or held on reserve list) of each application, via email. An email field has been included within DFRMO Form 203 and it is essential that this information has been provided in order to confirm an applicant's status.

8. For service personnel, confirmation of attendance will be notified via their JPA workflow.

Pre-requisites

9. Prior to attending the UFSM course the delegate must have completed the MOD Fire Safety Awareness V2.1 training course number V418, however, if based in London, they must complete the V328. Both courses are available on the Defence Learning Portal (DLP) and delegates must provide a certificate of completion on their arrival at DFTDC Manston.

10. Delegates must also provide a hard copy of their current Units Fire Orders which will be utilised during the course for training purposes.

Amendments to Course Dates

11. Amendments to course dates may be necessary. Any amendments will be published on the DFTDC website and in DINs at the earliest opportunity.

Certification

12. Certification is provided upon successful completion of the course, personnel are to be aware that the courses are designed for non specialists and as such provide no formal qualification to conduct fire safety activities off the MOD Estate.

13. The certificate is valid for a 3 year period only, at which point re-qualification is required to continue carrying out UFSM duties, for service personnel attendance shall be notified via JPA workflow.

Contact Details for Courses

14. Further information may be obtained by contacting the Course Administration Assistant at:

Defence Fire Training & Development Centre
MOD Manston
Ramsgate
Kent
CT12 5BS

Email: MSTAdm-TrgResource1@ODIHAMFUS.AFPAA.MOD.UK
Tel: 01843 823351 Ext 6379 (Mil 95236 6379)
Fax: 01843 823382 (Mil 95236 6381)