

**BY ORDER OF THE COMMANDER
30TH SPACE WING**

30TH SPACE WING INSTRUCTION 32-102



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Civil Engineering

FIRE PREVENTION

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This instruction establishes policies and procedures for fire prevention at Vandenberg Air Force Base (AFB). It describes reporting procedures for fire and emergency situations that require immediate response by the Fire Department. It further describes fire prevention procedures and prevention measures for facility managers, contractors, concessionaires and personnel residing on Vandenberg AFB. This instruction is a supplement to AFI 32-2001, *Fire Protection Program*, 9 September 2008 and AFOSH 91-501, *Air Force Occupational Safety and Health Standard*, 7 July 2004. It applies to all personnel working and residing on Vandenberg AFB. Willful violators of this instruction will be subject to disciplinary action and liability. Public Law 104-13 and *Paperwork Reduction Act of 1995* affect this publication. Maintain and dispose of records created as a result of the processes described in this instruction in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records*, and Air Force WebRIMS Records Disposition Schedule located at <https://webrims.amc.af.mil/rds/index.cfm>.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. This version incorporates the following changes: Updating of organizational names, and phone numbers; re-ordering of some paragraphs; and specific changes as reflected below: (Section 1) revised objectives of this instruction; (Section 2) changed FACC to ECC and revised phone numbers; (Section 3) added Facility Manager responsibilities; (Section 4) deleted 4.5; (Section 5) renamed section; (Section 6) moved to section 3 under facility managers responsibility. All other sections from this point on have been re-numbered; (Section 7) deleted sections not pertaining to Vandenberg practices; (Section 8) added welding requirements; (Section 9) removed first section not pertaining to Vandenberg practices; (Section 10) combined section and deleted obsolete

information; (Section 12) removed static electricity section and re-numbered all sections after this point; (Section 13) deleted paragraph and simplified sentences; (Section 14) renamed section and changed wording based on practices at Vandenberg; (Section 15) renamed section and changed wording to clarify equipment storage; (Section 16) added definition of an Assembly Occupancy and provided examples; (Section 17) re-ordered information; (Section 18) renamed section and re-ordered information; (Section 19) condensed information; (Section 20) combined information in this section; (Section 21) combined information in this section; (Section 22) changed financial responsibility for servicing extinguishers to that of the using organization; (Section 24) removed Security Forces responsibility at the scene of an emergency; (Section 25) changed acronyms; (Section 26) renamed section; (Section 29) renamed section; glossary of references, abbreviations and acronyms added.

1. Objectives:

- 1.1. To implement a sound fire prevention program that ensures the mission of Vandenberg AFB is not impaired by fire.
- 1.2. To ensure all personnel working and residing on Vandenberg AFB protect equipment and facilities from fire.
- 1.3. To educate base personnel in support of an aggressive fire prevention program.

2. Emergency and Fire Reporting Procedures:

- 2.1. In case of fire or other emergency, dial 911.
- 2.2. Give the following information to the Emergency Communications Center (ECC) operator:
 - 2.2.1. Building number, address, type of facility and location (Base Exchange, dormitory, nursery, etc.).
 - 2.2.2. Nature of emergency.
 - 2.2.3. Hazards involved.
 - 2.2.4. Name of person reporting emergency.
 - 2.2.5. Telephone number from which you are calling.
- 2.3. Do not hang up until the ECC operator tells you to do so.
- 2.4. Report ALL fires, regardless of size or damage, to the ECC.

3. Responsibilities:

- 3.1. Base Civil Engineer. The Base Civil Engineer is designated as the Base Fire Marshal and is responsible to the installation commander for the efficient execution of the installation's fire protection program.
- 3.2. Fire Chief. The fire chief administers all functions of the base fire protection program and will attend all pre-construction conferences, unless delegated.
- 3.3. Unit Commanders. Establish the unit's fire prevention procedures outlined in AFOSH Standard (Std.) 91-501, Chapter 6, *Fire Protection and Prevention*.

3.4. Facility Managers. Conduct and document monthly inspections of fire extinguishers in accordance with AFOSH 91-501. The Facility Manager is also responsible for performing and documenting monthly tests on exit lights and emergency lighting.

4. Fire Prevention Program:

4.1. Building managers, unit safety representatives and unit commanders will be responsible for the fire-safe condition of their assigned areas.

4.2. All inspection reports will be kept on file for a minimum of one year. For those facilities inspected by fire inspectors, the facility manager and/or the unit safety representative will accompany the fire inspectors during fire prevention visits.

4.3. Facility managers will ensure places of work are secure and free of fire hazards before leaving for the day. Establish a checklist with the following as a minimum:

4.3.1. Empty trash and recycling containers as necessary.

4.3.2. Turn off and unplug heating appliances to include space heaters and coffee pots.

4.4. Contractors, concessionaires, managers and supervisors are responsible for a sound fire prevention program in assigned facilities. They will comply with practices and procedures in this instruction.

5. Malicious Fire Alarms:

5.1. These alarms create serious safety hazards to fire fighters and motorists using base roads. Any person damaging or tampering with fire alarm systems, installed fire protection systems or reporting a false fire alarm will be subject to punitive and disciplinary action.

6. Smoking and Disposal of Smoking Material:

6.1. Commanders and facility managers designating outside areas for smoking will ensure all smoking materials are disposed of in an approved container. The proper manner for disposal of smoking materials is to soak the contents in water until the contents are extinguished and then empty them into an outdoor trash receptacle. Make sure smoking containers are emptied regularly to avoid a build-up of flammable materials.

6.2. Smoking is not permitted in any Air Force facility or entry/exit-ways to government facilities.

6.3. Smoking is not permitted in any government vehicle. Do not throw smoking materials or other burning objects from vehicles.

7. Flammable Liquids and Gases:

7.1. Storage of flammable liquids shall be in compliance with AFOSH Std. 91-501.

7.2. Above ground flammable liquid storage tanks will be at least 50 feet from the nearest structure and either diked to contain its capacity plus 10 percent or positioned to drain to a safe area. Bottom discharge openings will have a valve that closes automatically through the operation of a heat-activated releasing device in the event of a fire. If this valve cannot be operated manually, there must be a second manually operated valve installed. The tank must have a vent at least one and one half inches in diameter. Fill tubes must terminate six inches from the bottom of the tank to prevent static electricity buildup.

7.3. Mount liquefied petroleum storage tanks according to National Fire Code (NFC) 30, *Flammable and Combustible Liquids* and NFC 58, *Storage and Handling of Liquefied Petroleum Gases*.

7.4. Do not use any highly flammable liquids (flash point of less than 100 degrees) for cleaning purposes. Use only approved cleaning solvents.

7.5. Organizations and activities having a requirement to store flammable or combustible liquids will keep storage cabinets at least 40 feet from other structures. Lockers will be stenciled in black letters, "FLAMMABLE - KEEP FIRE AWAY." A letter requesting approval for the flammable storage locker must be submitted to the Fire Prevention Office, 30 CES/CEFS, Bldg. 10660, 606-4680 before any locker can be used. An inventory sheet will be maintained and posted on each locker.

7.6. Cleaning solvent tanks will be an approved type, equipped with a hinged cover and counter-balanced by a chain with a fusible link to ensure auto-closing in the event of a fire.

7.7. Do not spray paint inside buildings unless in an approved spray booth.

7.8. When thinning of paints is required, use only manufacturer approved products. For disposal of flammable waste, follow the Base Hazardous Waste Management Plan.

7.9. Operations requiring the use of approved flammables will not interfere with the evacuation of personnel in the event of an emergency.

7.10. Gasoline stored in garages, facilities or repair shops shall be in an approved container.

7.11. Vehicles and powered equipment will not be refueled with engines running. Portable fuel cans must be placed on the ground and not in the bed of the vehicle when refueling to prevent the build-up of static electricity which can ignite fuel vapors.

7.12. Government vehicles being fueled at a service station dispensing island will have their ignition off and radio on standby status. At no time will evacuation routes be blocked by vehicles waiting to be fueled.

7.13. Use static grounds and bonds whenever flammable liquids are dispensed.

7.14. Warning signs on fuel storage areas will be posted according to AFOSH Std. 91-38, *Hydrocarbon Fuels -- General*

7.15. Dispose of animal or vegetable oil, grease, paint, lacquer, rags with linseed oil, cotton waste and combustible sweeping compounds daily. Good housekeeping practices are mandatory to eliminate common sources of spontaneous ignition.

8. Storage of Gas Cylinders and Chemicals:

8.1. Handle cylinders containing flammable or explosive gases with extreme care. All compressed gas cylinders must be properly secured.

8.1.1. Welding Requirements: Acetylene and oxygen cylinders will be secured to portable welding rigs. Check acetylene bottle soft plugs, heads, valves, etc., periodically to ensure no leakage is occurring and they are in satisfactory condition.

8.2. Do not install temporary electrical wiring and equipment in spaces designated for storage of flammable or explosive gases.

8.3. Do not store flammable/combustible gases with oxidizing gases.

8.4. Pay particular attention to the location of cylinder storage. Prevent fumes from entering ventilation air intakes or confined spaces. Store all chemicals in dry, well-ventilated areas and properly segregate from other types of materials. Protect cylinders stored in open storage from direct sun and extreme heat or cold. Safeguard containers against mechanical damage.

8.5. Hydrostatically test cylinders at prescribed intervals per Department of Transportation (DOT) requirements.

9. Packing Materials, Waste and Warehouse Storage:

9.1. Store packing materials in original bales until ready for use. Once bales are opened, place the contents in bins.

9.2. Deposit used waste, oil, paint, chemical-soaked rags and other combustible materials, in plainly marked such as "Oily rags only" metal containers equipped with self-closing lids. Keep covers closed at all times. Dispose of these materials according to the Base Hazardous Waste Management Plan.

9.3. Use trash receptacles (dumpsters) for disposal of ordinary waste materials. Keep doors closed at all times except when disposing of materials. Receptacles will be at least 50 feet from any building, if possible.

9.4. Materials should be stacked as low as practical. Where automatic sprinkler protection is provided, keep a clearance of at least 18 inches under sprinkler heads when the height of stacks does not exceed 15 feet. When the heights of stacks are over 15 feet, maintain a clearance of 36 inches. Where sprinkler protection is not provided, keep a clearance of 36 inches or more between the top of stacks to the underside of the lowest beam, girders or other structural members. When storing hazardous materials, keep a minimum of 36 inches clearance between stacks and sprinkler heads.

9.5. Main aisles will not be less than eight feet wide. Cross aisles will not be less than four feet wide for stacks 10 feet high and five feet wide where stacks exceed 10 feet high. When cross aisles are provided, locate them opposite to window or door openings in exterior walls when practical.

9.6. Store materials a minimum of 24 inches from walls.

9.7. Keep doors, walls and floors in good repair at all times.

10. Electric Installation and Equipment:

10.1. All electrical installation and electrical equipment will comply with the National Electric Code, as set forth in National Fire Codes.

10.2. All electrical equipment used in areas of flammable gases and vapors will be evaluated to determine if explosion-proof equipment is needed. Grounding of installed and portable electrical equipment will comply with National Fire Codes.

10.3. All electrical equipment installed in hazardous locations will be listed by Underwriter's Laboratories or Factory Mutual Laboratories for the particular location involved. The National Fire Code defines areas where explosion-proof equipment is required.

10.4. Do not use extension cords for permanent electrical wiring. When UL extension cords are used on a temporary basis, they will be equal to or larger than the cord of the appliance being serviced and equipped with only one male plug and not more than one female receptacle. Extension cords will not exceed the length needed to perform the required operation. Inspect frequently and keep in a safe condition. Gang receptacle boxes and power strips are not permitted without a circuit breaker.

10.5. Flexible cords will be kept free from oil and grease. Do not splice or extend in any manner. Flexible cords will not be secured to or around any fixture or portion of the building.

10.6. Do not use portable droplights unless equipped with suitable shatterproof globes and guards. Droplights must be approved for the location in which they are used.

10.7. Do not overload electric circuits. Do not daisy-chain flexible cords or power strips!

10.8. Electric cords will not extend under carpets, on the floor or through walls where they will be subject to mechanical damage.

10.9. Report all defective structural electrical equipment to 30 CES Customer Service at 606-0010.

10.10. Only an authorized or certified electrician will install, alter or repair electrical wiring.

10.11. Clearance between electrical light fixtures and combustible materials will be at least 18 inches.

10.12. Aggregate light bulb wattage will not exceed the rating of the light fixture.

10.13. Do not use combustible paper or cloth shades on or over electric bulbs.

10.14. Do not hang anything on electric wiring.

10.15. Disconnect all soldering irons, coffee makers, toasters and other small appliances when not in use and before securing the building at the end of the work day. All appliances will be Underwriter's Laboratories listed. Open coil type hot plates are not permitted. These appliances will not be plugged into power strips or other extension cords, they will be plugged directly into the wall.

11. Heating and Cooking Appliances:

11.1. Clean kitchen ranges, hoods, grease extractors, heating equipment and surrounding areas daily to prevent grease accumulation. Electrical fixtures and lights installed in hoods and ducts will be vapor-proof.

11.2. Do not leave kitchen ranges unattended while in use.

11.3. Food preparation in dormitories (unless the appliances are supplied with the room) and other base buildings will be limited to small appliances such as toasters, electric crock pots, vegetable steamers, coffee pots, blenders, electric mixers, microwaves and rice cookers. Appliances must be placed on non-combustible surfaces and be "Underwriters Laboratory" listed. When using microwaves, never leave them unattended.

11.3.1. Appliances that create large electrical current draw such as electric fry pans, deep fat fryers, toaster ovens, electric broilers, tabletop electric grills, electric woks and hot

plates, cannot be used. All cooking devices must be plugged directly into a wall receptacle and not a power strip.

11.4. Electric heaters must be listed by the Underwriter's Laboratories. All portable electric heaters will be equipped with automatic shut-off devices that will shut off the heater if it tips over. These heaters will be plugged into the wall outlets only. They cannot be plugged into a power strip or other devices. The use of space heaters in any hazardous location is prohibited. Electric heaters must be kept at least 36 inches away from other objects. Unplug at the end of the day.

12. **Welding, Cutting and Brazing:**

12.1. Welding, cutting and brazing other than in an approved welding shop requires permission from the fire department and the issuance of AF Form 592, *USAF Welding, Cutting and Brazing Permit*. Permits must be requested at least 2 business days in advance by calling the Fire Prevention Office. Compliance with requirements of AFOSH Std. 91-5, *Welding, Cutting and Brazing* is mandatory.

12.2. Personnel will ensure that all combustible material within a 35-foot radius has been removed prior to welding operations. Fire extinguishers will be available to extinguish small fires.

12.3. Only authorized and certified personnel will operate welding equipment.

12.4. Do not weld in the vicinity of flammable or explosive materials until all possibility of fire or explosion has been eliminated. Place a fire-resistant shield between flammable material and the welding operations where the removal of flammable material is impractical.

12.5. Follow requirements of AFOSH Std. 91-38 *Hydrocarbon Fuels -- General* and 91-25, *Confined Spaces* where applicable prior to work on containers which contained flammable liquids.

12.6. Inspect all equipment before any welding, cutting or brazing operation for damage, loose connections and unsafe conditions. Repair or replace as required.

12.7. Keep oil and grease away from oxygen cylinders and fittings.

12.8. After welding or cutting operations have stopped, carefully inspect and ensure no fire hazards exist.

12.9. Secure all gas cylinders used for welding to prevent falling or damage. All portable welding carts will have a class 2A, 10BC rated fire extinguisher in the immediate area where welding operations are performed.

12.10. Civil Engineer craftsmen trained by a certified welding shop supervisor may issue themselves welding permits in nonhazardous areas. They must receive recertification training annually. The shop supervisor will provide a letter listing all properly trained welders to the ECC.

13. **Gasoline/Diesel Powered Equipment:**

13.1. Do not store or operate motor vehicles in any facility unless the facility is specifically designed for this purpose.

13.2. Do not refuel powered equipment indoors.

13.3. Powered lawn mowers will only be stored in storage sheds, garages or facility bays. Ventilate the area and place drip pans under the mower. Store gasoline for operating lawn mowers in an approved flammable locker.

14. Places of Public Assembly and Recreational Facilities:

14.1. An Assembly Occupancy is a facility where 50 or more people meet for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation or similar uses. Examples of Assembly Occupancies found on Vandenberg AFB are movie theaters, bowling lanes, clubs, eating establishments, chapels and fitness centers.

14.2. Managers and supervisors will ensure that each employee receives annual fire prevention training and keep accurate records of this training. Training of newly hired employees will include, but not be limited to: use of fire extinguishers and other manual fire suppression equipment, fire reporting, and orderly exiting.

14.3. Managers and supervisors that have been designated in writing will conduct a thorough inspection of their facility within one hour after closing to ensure that the building is fire safe. Designated places of public assembly will report closing to the ECC at 606-5380. Coordinate late closings due to special functions with the Fire Prevention Office. The closing inspection will include but not be limited to:

14.3.1. Inspect kitchen area - heat-producing appliances must be secured and grease filters must be cleaned.

14.3.2. Inspect remainder of building - remove all trash from facility, turn thermostats off and disconnect nonessential electrical appliances.

14.4. Facilities that have installed commercial cooking equipment will establish procedures to meet the requirements of AFOSH Std. 91-501 and National Fire Protection Association (NFPA) 96 *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*. Organizations that have hood and duct systems are responsible for cleaning and maintaining the systems. Service contracts for cleaning of these systems are the responsibility of the using organization. As a minimum, the following must be accomplished:

14.4.1. Clean grease filters daily.

14.4.2. Clean kitchen range exhaust hood and duct system at least monthly. Facilities where the quantity of cooking is significant should be cleaned more often.

14.4.3. An inspection tag and a service invoice shall be maintained on file for each hood. Maintain these records for the previous twelve (12) months.

14.4.4. Prior to beginning cooking operations:

14.4.4.1. Clean grease filters and ensure extractors are properly installed.

14.4.4.2. Ensure that a metal cover is in the vicinity of deep fat fryers to be used in the event of a grease fire.

14.4.4.3. Ensure the exhaust fan is operational. If the fan is not operational, do not begin or continue cooking until repairs have been made.

14.4.4.4. Ensure deep fat fryers have dual thermostats. The primary thermostat will limit the temperature to no more than 400 degrees F. The second will be non-adjustable and preset at no more than 475 degrees F. These thermostats will be tested annually. Documentation of the test will be affixed to the unit.

14.4.4.5. The minimum distance between deep fat fryers and a cooking surface with a flame is 16 inches.

14.4.4.6. Portable wet chemical fire extinguishers are required for all deep fat fryers.

14.5. Textile wall coverings, curtains, drapes and movable scenery, including all types of decorations will be of fire retardant materials in places of public assembly. Send documentation to the Fire Prevention Office before installing curtains, drapes etc. The document will specify date of fire retardant treatment, name of company performing work, and date next treatment is due.

14.6. Managers of public assembly facilities will notify the Fire Prevention Office before any major social event where temporary decorations or unusual arrangements are involved.

14.7. The manager will maintain occupancy load data in their office. Posting of occupancy load signs is not required.

14.8. Buildings or portions of buildings used for gathering 50 or more persons without fixed seating require seating diagrams to be submitted to the Fire Prevention Office for approval. All gatherings will adhere to approved seating arrangements only.

14.9. All stage curtains will be in a closed position except during performances, rehearsals or similar activities.

14.10. Corridors and lobbies will not be blocked.

14.11. No open flame devices or pyrotechnic devices will be used in any assembly occupancy unless specifically approved by the Fire Prevention Office.

14.12. Portable food heating devices such as candles or alcohol-burning equipment (including "solid alcohol") may be used. Contact the Fire Prevention Office for recommended safety precautions.

14.13. Candles may be used on tables used for food service only if approved by the Fire Prevention Office. Lit candles will not be allowed in other base facilities.

15. Aisles and Exits:

15.1. Aisle width and exit access must comply with NFPA 101 *Life Safety Code*.

15.2. Under normal circumstances, doors will not be blocked. Under no circumstances will a door that leads to an exit access corridor or an exit to the outside be blocked. In circumstances where a door needs to be blocked, the using organization will make a written request to the Fire Prevention Office. A blocked door will clearly state on both sides of the door "THIS DOOR IS BLOCKED".

15.3. Equip all emergency exit doors in dining halls, theaters, chapels, schools, gymnasiums and recreational buildings, having a capacity of 100 persons or more with panic hardware and self-closing devices. Keep building emergency exits clear at all times and identify these by using signs or lights according to NFPA 101, *Life Safety Code*.

15.4. Do not install any device that hinders the operation of panic hardware or exit doors.

15.5. When a building is modified, such as the installation of additional walls, relocate exit lights to ensure they are clearly visible to the occupants.

15.6. Doors opening to stair enclosures or horizontal exits will be self-closing and shall not be left open at any time.

15.7. Penetrations to fire rated walls or ceilings will have covers or doors with an equivalent fire rating. All buildings constructed with attics will have at least one attic access point. All attic access points will remain closed to prevent the vertical spread of fire to the attic area.

15.8. Do not store combustibles beneath stairways.

15.9. Do not restrict the movement of doors in hallways and corridors by any means. Only those doors equipped with approved-type fusible links or automatic-closing devices will remain open.

15.10. Exits, other than main exterior exit doors that obviously and clearly are identifiable as exits, shall be marked by an approved sign that is readily visible from any direction of exit access. All exit doors will remain unlocked and in a free-swinging position during hours of operation or occupancy.

16. Vegetation/Brush Control:

16.1. Much of Vandenberg AFB's vegetation/brush is highly flammable Southern California chaparral. Many base facilities are scattered throughout our 99,000 plus acres and are at risk from wildfires. Vegetation / brush control becomes critical in managing the fire threat. A defensible space is the best fire prevention tool. Typically, vegetation / brush clearance for facilities in urban interface areas should be a minimum of 100 feet where feasible. Special vegetation/brush clearance consideration for mission critical or high hazard facilities in urban interface areas will be assessed on a case by case basis through the Fire Prevention Office.

16.1.1. Where slope and fire hazards warrant, the clearance and thinning will be increased to fit the conditions. Appropriate clearance will be determined by the Fire Prevention Office.

16.1.2. Where the surrounding vegetation is predominantly sparse grass, remove all flammable vegetation/brush for at least three feet and keep a minimum of 15 feet well-trimmed around all structures.

16.2. Remove vegetation/brush within the diked area around any flammable fuel tank.

16.3. Remove vegetation/brush from within a 50-foot area around any stationary fuel-dispensing unit.

16.4. Do not store grass cuttings in paper bags, cardboard boxes or other combustible containers in or adjacent to any building or structure.

17. Unpaved or Off Road Vehicle Travel:

17.1. Personnel who are required to operate vehicles and equipment off road will receive a fire prevention briefing by the shop supervisor.

18. Vehicle Parking:

18.1. Do not position vehicles or trailers in any manner that would block access of fire equipment to all sides of buildings, in fire lanes, within 15 feet of fire hydrants or fire department sprinkler and standpipe connections. Curbs and streets adjacent to fire department connections and hydrants will be considered a fire lane. All fire lanes will be 20 feet wide.

18.2. Gasoline or oil trucks (whether loaded or empty) will not enter hangars or other buildings unless the structure is designated for that purpose. Tank trucks may enter maintenance shops for repairs provided the tanks have been completely purged of flammable vapors.

19. Open Fire and Fireworks:

19.1. Open fires, campfires, burning of rubbish and similar material within the limits of Vandenberg AFB will not be permitted without the approval of the fire chief or designated representative. A written permit, 30 SW Form 605, *Open Fire Permit*, is required and can be obtained from the Fire Prevention Office. Open fires will be prohibited during times of "High Fire Danger".

19.2. Fireworks of any type are not permitted on Vandenberg AFB unless approved in writing by the 30th Space Wing Commander.

19.3. BBQ grills will be located at least 15 feet from any structure when being used.

20. Use of Fire Extinguishers:

20.1. Facility managers will notify the Fire Prevention Office, before relocating or removing portable fire extinguishers.

20.2. When a fire extinguisher has been used to control a fire, been accidentally discharged, has a broken seal, requires annual inspection, or becomes inoperative for any reason, the using organization must call the Fire Prevention Office. A control number will be issued and the customer can call the local contractor to have the extinguisher/s serviced at the using organization's expense. Date stickers on the extinguisher indicate the date annual inspection was accomplished.

20.3. Return fire extinguishers to their original location after servicing. All fire extinguishers will be properly mounted to the wall or in an approved extinguisher cabinet.

20.4. Tampering with a fire extinguisher is strictly prohibited.

21. Traffic Across Fire Hose:

21.1. Do not drive any vehicle over or across fire hoses used by the fire department unless specifically directed to do so by fire department personnel.

22. Traffic and Pedestrian Control at Fires:

22.1. No one will be allowed to enter a building involved in fire or structural collapse until fire department personnel declare the building safe and provide authorization.

22.2. Drivers of vehicles will, upon seeing or hearing emergency warning devices, immediately drive to the right side of the road, come to a stop, and remain there until all

emergency vehicles have passed. At no time will vehicles follow the emergency vehicles closer than 300 feet. Vehicles will not be parked within 25 feet of emergency equipment.

23. Fire Symbols:

23.1. Identify each building or area for storing explosives with the appropriate fire symbol. Symbols must be visible from all approaches to the building or area. Storage procedures, placement and size of signs will be in accordance with Explosive Safety Standards.

23.2. An up-to-date explosives license will be on file at the fire department.

23.3. Toxic chemicals other than explosives housed in any facility will be placarded with appropriate signs per Explosives Safety Standard, and as shown on AFVA 91-216, *USAF Explosive Fire and Chemical Hazard Systems* symbols.

23.4. Notify the ECC at 606-5380 immediately of all new areas designated for munitions storage or changes in class of explosives stored. Using personnel will post appropriate fire symbols.

23.5. When transporting explosives (convoys) on base, notify the ECC , giving route and time. Notify ECC when operation is complete.

23.6. Vehicles transporting explosives will have two 2A 10BC extinguishers available.

24. Housekeeping Practices:

24.1. A high standard of cleanliness is a primary factor in fire prevention. Waste materials and rubbish saturated with various chemical and flammable products, will heat and ignite, especially when stored together. Remove rags containing various types of flammable liquids, etc., from the building or job site by the end of each work period and dispose of it in an approved manner.

24.2. Do not store flammable liquids, such as paint thinner, alcohol etc. in janitorial closets or lockers. Do not store combustible material on or near water heaters or other types of heat-producing devices.

24.3. The facility manager will brief contractor janitorial personnel on fire prevention procedures before assigning duties and periodically thereafter.

24.4. Temporary or seasonal decorations will be of flame resistant or noncombustible material. Live Christmas trees must be watered and kept green.

25. Facility Alterations, Modifications, Self Help Projects and Repairs:

25.1. All construction materials must meet current Building and National Fire Protection Association codes. Do not use combustible materials, such as fiberboard and plywood for partitions, walls, and ceiling coverings. Materials and alterations must not detract from original life safety design criteria and must comply with current codes and regulations governing the type of occupancy involved.

25.2. Any facility modification, alteration or self-help project performed requires prior approval on an Air Force Form 332, *BCE Work Request*.

25.3. Any facility modification or alteration affecting fire detection and suppression systems shall meet applicable Building and National Fire Protection Association standards.

25.4. Painting of fire alarm detection devices or sprinkler heads is strictly prohibited.

26. Fire Hazards and Fire Safety Deficiencies:

26.1. Immediate corrective actions will be taken for any identified fire hazards.

26.2. Identified Fire Safety Deficiencies (FSD) will be corrected with the assistance of the Fire Prevention Office. All deficiencies annotated on the AF Form 1487, *Fire Prevention Visit Report* will be corrected. Corrective actions will be annotated on the AF Form 1487 and returned to the Fire Prevention Office by the suspense date.

27. Fire Drills:

27.1. Facility managers will conduct fire drills with the approval of unit commander. Fire drills will be conducted / annotated at the following intervals:

27.1.1. Child development centers and youth centers - monthly.

27.1.2. Public assemblies, i.e., clubs, dining facilities, base exchanges, stores, bowling alley, etc.- quarterly - employees only.

27.1.3. Industrial facilities - at the discretion of the commander.

27.1.4. Administrative facilities two or more stories - at the discretion of commander.

27.1.5. Health Care Clinic – quarterly.

27.2. Fire drills will include a designated assembly and accountability area. A senior representative shall be designated to meet and brief fire crews to pass-on essential information.

28. Training:

28.1. Supervisors will administer fire prevention training to all newcomers upon their arrival. Personnel involved with fuels, munitions, and aircraft will receive training annually. Fire prevention lectures and demonstrations are available for social or functional groups. Contact the Fire Prevention Office.

29. Base Lodging and Dormitories:

29.1. When fire hazards are detected, take immediate action to eliminate them. Report hazards to the Fire Prevention Office.

29.2. Comply with the following fire prevention policies:

29.2.1. Kitchen:

29.2.1.1. Do not leave cooking appliances unattended.

29.2.1.2. Arrange curtains so they will not blow over the stove.

29.2.1.3. Keep stoves, ovens and broilers clean and free of grease.

29.2.1.4. Keep exhaust fan and grease hood clean and free of grease. Remove filters at least once a month and wash in warm, soapy water.

29.2.1.5. Use only appliances listed by Underwriter's Laboratories.

29.2.1.6. Do not store combustible materials or flammable liquids in cabinets above stove.

29.2.2. Utility Room:

29.2.2.1. Do not store combustible materials at base of or on top of water heater. An 18-inch clearance must be maintained.

29.2.2.2. Clean lint trap in dryer after each use.

29.2.2.3. Ensure that washers and dryers are grounded.

29.2.2.4. Vent clothes dryers to the outside. Periodically check vent hose for cleanliness and/or obstructions.

29.2.2.5. Do not block circuit breaker panel.

29.2.2.6. If a gas dryer is not used, ensure the gas pipe is capped.

29.2.3. Living Room:

29.2.3.1. Do not splice electrical cords or place under carpets, across or in the path of travel.

29.2.3.2. Test smoke and carbon monoxide detectors for proper operation once a month.

29.2.3.3. Use only flame retardant decorations on Christmas tree. Candles will not be used.

29.2.4. Furnace Area:

29.2.4.1. Do not use for storage.

29.2.4.2. Remove and inspect air filters every 30 days and replace if dirty, frayed or damaged.

29.2.4.3. Check blower motors periodically and clean by vacuuming when needed.

29.2.4.4. Check and vacuum compartment as needed.

29.2.4.5. Check and clean air intake area underneath by vacuuming periodically.

29.2.5. Bedrooms:

29.2.5.1. Do not smoke in bed.

29.2.5.2. Do not splice electric cords or place under rugs, across or in the path of travel.

29.2.5.3. Keep closets clean and orderly.

29.2.6. General:

29.2.6.1. Use of multiple electrical plugs can overload circuits and should be avoided.

29.2.6.2. Do not tamper with electrical wiring.

29.2.6.3. Do not use any type of damaged appliance, plug, frayed or spliced cord.

- 29.2.6.4. Do not use extension cords as permanent electrical wiring, and do not permanently affix to the floor or walls.
- 29.2.6.5. Do not leave electrical appliances such as frying pans, coffee pots, toasters, irons, etc., plugged in and unattended.
- 29.2.6.6. Do not use gasoline, benzene, or any type of flammable liquids for cleaning purposes.
- 29.2.6.7. Report all fires by dialing 911.
- 29.2.6.8. The use of candles is strictly prohibited.
- 29.2.6.9. Should the pilot light on a forced-air furnace go out, turn the wall thermostat to the off position and call the CES Customer Service desk at 606-0010.

DAVID J. BUCK
Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Air Force Form 25, Confined Spaces, February 1, 1998

Air Force Form 332, Base Civil Engineering Work Request

Air Force Form 592, United States Air Force Welding, Cutting and Brazing Permit, Oct 1908 (EV)

Air Force Form 1487, Fire Prevention Visit Inspection Report, January 1999 (EF-VI)

AFOSH Std. 91-25, Confined Spaces, February 1 1998

AFOSH Std. 91-38, Hydrocarbon Fuels General, September 1, 1997

AFOSH Std. 91-501, Air Force Occupational Safety and Health Standard, July 7 2004

AFVA 91-26, USAF Explosive, Fire and Chemical Hazard Symbols, November 1, 1997

30 SW Form 605, Open Fire Permit, March 1, 1994 (IMT-VI)

NFPA 30, Flammable and Combustible Liquids Code

NFPA 58, Liquefied Petroleum Gas Code

NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations

NFPA 101, Life Safety Code

Abbreviations and Acronyms

AFOSH—Air Force Occupational Safety and Health

CES—Civil Engineering Squadron

CEFS—Civil Engineering Squadron Fire Prevention Office

DOT—Department of Transportation

ECC—Emergency Communications Center

FSD—Fire Safety Deficiency

NFC—National Fire Code

NFPA—National Fire Protection Association

UL—Underwriters Laboratory