

**BY ORDER OF THE COMMANDER  
354TH FIGHTER WING**

**354TH FIGHTER WING INSTRUCTION  
32-2001**



**4 JANUARY 2012**

**Civil Engineering**

**FIRE PREVENTION AND PROTECTION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 32-20, *Fire Emergency Services*. This instruction establishes responsibilities, procedures, and requirements for a thorough and comprehensive fire prevention program in accordance with applicable directives. The provisions of this instruction are applicable to all personnel, activities, organizations, contractors, and concessionaires that are assigned to or working on Eielson AFB. This also includes off-base sites that fall under Eielson jurisdiction. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, Recommendation for Change of Publications; route AF Forms 847 from the field through the appropriate functional's chain of command. See Attachment 1 for a glossary of references and supporting information.

The objective of this instruction is to minimize the loss of life and property by fire. The importance of a sound fire prevention program cannot be over emphasized.

**SUMMARY OF CHANGES**

This publication should be reviewed in its entirety as substantial changes have been made. The rewrite added clarification to existing policy and consolidated information as it pertains to fire emergency services. All checklists have been thoroughly revamped and revised.

## Chapter 1

### OBJECTIVE AND SCOPE OF FIRE PREVENTION

**1.1. Objective:** The objectives of the fire prevention and protection programs are to eliminate the cause of fires and reduce the loss of life, injury, and property damage if a fire occurs. Achievement of these objectives requires commander's support at all levels, and the participation of all base personnel (both military and civilian), thus ensuring accomplishment of our assigned Air Force mission.

**1.2. Responsibilities:**

1.2.1. 354th Mission Support Group (MSG) Commander: The 354 MSG/CC exercises primary responsibility through the Base Civil Engineer. The 354 MSG/CC will be notified when a hazard creating an imminently dangerous situation cannot be resolved by concerned parties to determine if it should be eliminated, an operation should be discontinued, or if implementation of interim controls will be necessary to reduce the risk posed by the situation.

1.2.2. Unit Commanders: Unit commanders are responsible for overall fire safety within their unit. Unit commanders will:

1.2.2.1. Appoint a Unit Fire Safety Representative (UFSR) and alternate in writing to 354 CES/CEFT within 90 days.

1.2.2.2. Approve an operating instruction describing general and specialized fire safety requirements for operation within their unit.

1.2.2.3. Conduct semiannual reviews of the unit fire safety program.

1.2.2.4. Ensure emergency action plans/fire drills are conducted for personnel occupying their facilities per Uniform Fire Codes or at the direction of their commander.

1.2.2.5. Ensure all newly assigned personnel, both military and civilian, receive fire prevention training within 30 days of assignment.

1.2.3. Supervisors: Supervisors at all levels are responsible for fire safety for their work areas and operations. This includes briefing personnel on the fire reporting procedures, enforcing safe smoking practices, conducting daily fire inspections, and inspecting fire extinguishers for proper placement and operational readiness, etc. The supervisor is also responsible for providing fire/safety training.

1.2.4. Unit Fire Safety Representative will:

1.2.4.1. These individuals are responsible to their unit commanders to develop procedures for the fire safe conditions of the facilities under their jurisdiction. Unit Fire Safety Reps, upon assignment, must contact the fire prevention section and schedule a briefing that will cover their duties and responsibilities for fire prevention matters within 30 days.

1.2.4.2. Inspect all fire extinguishers, standpipes, fire doors, and exits to ensure proper condition and operation. Remove snow and ice from all exterior exits, hydrants, fire

department connections, gas valves, mechanical rooms, fire escapes, and post indicator valves.

1.2.4.3. Accompany fire inspectors during fire prevention visits, and provide keys for all locked rooms, storage areas, vaults, security areas, and so forth. This includes all unaccompanied enlisted personnel housing (UEPH), visiting officers quarters (VOQ), and temporary living facilities (TLF).

1.2.4.4. Ensure all personnel are familiar with activation of the fire alarm systems, location of exits, evacuation procedures, fire reporting procedures, and proper use of the types of extinguishers assigned.

1.2.4.5. Enforce safe smoking practices and supervision of designated smoking areas.

1.2.4.6. Enforce all provisions of this instruction and report any unsafe fire conditions beyond their control to the unit commander and the Fire Protection Flight.

1.2.4.7. Report all known fires to the fire department regardless of size or type. Additionally, report any condition that could result in a fire or create a hazardous situation must be reported immediately.

1.2.4.8. Inspect items as required, but not limited to attachment Checklist #1 - 354 FWI 32-2001 General Fire Prevention Practices.

## Chapter 2

### FIRE AND EMERGENCY REPORTING METHODS AND PROCEDURES

**2.1. On Base Reporting:** The primary means of reporting a fire from any phone on base to include housing, government facilities, pay phones, etc. is by dialing the emergency number 911. Direct phone lines and radio notification also can be used. Individuals discovering fire alarms sounding a fire or evidence of a fire, regardless of how minor in nature or whether it has been extinguished, must report it to the Eielson Fire & Emergency Services Flight. **NOTE:** Give name, address, telephone number, where fire is located, nature of the fire, and any other pertinent information.

2.1.1. When using the 911 Emergency Reporting System from a cell phone it will go directly to Fairbanks. The caller must inform the operator that this is an Eielson AFB emergency and the operator will transfer them to the 911 systems on base.

### Chapter 3

#### FIRE EXIT DRILLS/EMERGENCY ACTION PLANS

**3.1. Fire Drills:** Fire drills will be conducted according to occupancy. Occupants should be familiar with the fire reporting procedures by remembering these steps: S-P-E-E-D.

S - Sound the Alarm

P - Phone 911

E - Evacuate the building

E - Extinguish fire if safely possible

D - Direct fire crews to the emergency

3.1.1. Each facility will have an Emergency Action Plan in accordance with AFOSH Std 91-501. Facilities housing special activities may require more frequent drills; examples are Clinics require quarterly fire drills and child day care facilities require monthly fire drills. Munitions storage areas require semiannual fire drills.

## Chapter 4

### WORK PLACE/JOB SAFETY AND FIRE PREVENTION TRAINING REQUIREMENTS

**4.1. Fire Prevention Training:** This training is required for all personnel. The training shall be provided to new personnel upon assignment, during new employee training programs, and within 30 days of arrival at Eielson in all cases. The training will be given when there is a change in equipment, procedures, processes, safety, or fire prevention requirements. The training shall be given as required to ensure all employees remain familiar with fire safety and prevention requirements, and shall be given no less than annually in all cases. Supervisors shall develop fire/safety training guides for their employees covering minimum requirements in **Table 4.1**.

**Table 4.1. Subjects for Training Guides**

	PROCEDURES	LOCATION	USE/OPERATION
Fire Reporting	X		
Emergency Evacuation	X		
First Aid Fire Fighting	X		
Fire Extinguishers		X	X
Fire Suppression Systems (each type)		X	X
Fire Alarm Systems		X	X
Fire Hazards (Identify/Reporting)	X		
Hazardous Areas		X	
Material Safety Data Sheets (MSDS)		X	X

\*Note: Fire prevention can assist in developing a template per table 5.1.

**4.2. Documentation:** Document the training on the AF Form 55, Employee Safety and Health Record.

## Chapter 5

### GENERAL FIRE PREVENTION PRACTICES

**5.1. Housekeeping:** Good housekeeping is the responsibility of all Air Force and civilian personnel. The quality of cleanliness and orderliness will reflect the overall efficiency of the unit fire prevention program. Items required but not limited to can be found using Table A2.1.

5.1.1. Fire Extinguishers: Unit Fire Safety Representative will ensure fire extinguisher inspections are conducted monthly and documented on the back of the extinguisher tag. During the inspections the following items shall be checked:

**Table 5.1. Fire Extinguisher Inspection Procedures**

1	Ensure the extinguisher is located in the designated place.
2	Ensure there are no obstructions to access or visibility.
3	Ensure the operating instructions on nameplate are legible and facing outward.
4	Ensure safety seals and tamper indicators are not broken or missing.
5	Check fullness of the extinguisher by weighing or “hefting”.
6	Examine for obvious physical damage, corrosion, leakage, or clogged nozzle.
7	Check pressure gauge reading or indicator in the operable range or position.
8	Check condition of tires, wheels, carriage, hose, and nozzle (for wheeled units).
9	Ensure Hydrostatic Marking Inspecting Sign is in place.

5.1.2. GOV Vehicles/Equipment: All vehicles/equipment parked inside a government facility are required to have keys left in ignition for safe and quick removal from facility.

## Chapter 6

### MILITARY FAMILY HOUSING

**6.1. General Practices:** General fire prevention practices for Military Family Housing (MFH) are outlined in 354 FW PAMPHLET 32-2, Family Housing Brochure-Introduction, created by the Base Housing Office. Items required but not limited to can be found using Table A2.2.

## Chapter 7

### DORMITORIES

**7.1. General Fire Safety:** Compliance with 354 FWI 32-2001. Items required but not limited to can be found using Table A2.3. Must comply with MFH Pamphlet 32-2.

## Chapter 8

### VOQ, VAQ, TLF

**8.1. Emergency procedures must be posted and available to occupants/guest.** Evacuation route must be posted on primary entry/exit door in each room. Items required but not limited to can be found using Table A2.3.

## Chapter 9

### PLACES OF PUBLIC ASSEMBLY

**9.1. Managers will establish a training program to ensure each employee understands their duties and responsibilities toward fire prevention.** It will include the use of fire extinguishers, installed fire protection equipment, and duties in case of fire. Managers will ensure employees are proficient in aiding in the orderly evacuation of occupants from facilities in the event the fire alarm system is activated or there is a fire. This training program must be developed to cover each functional area including kitchen workers, office workers, waitresses, and bartenders. All newly hired employees must be trained within 30 days. Training must be documented and maintained in the facility or personnel folder by the facility manager. Items required but not limited to can be found using Table A2.4., AFOSH Std 91-501 and NFPA 101, Life Safety Code.

## Chapter 10

### CONTRACTORS/CONCESSIONAIRES

**10.1. General Information:** This chapter is designed to assist civilian contractors in establishing their own fire prevention program for their site on Eielson Air Force Base. The Fire and Emergency Services Flight solicits your help in preventing fires. They stand ready to assist you in any matter pertinent to fire prevention or fire safety. Feel free to contact them any time you encounter a problem or in any situation that may lead to a problem. Their telephone number is 377-1293 or 377-3204. Items required but not limited to can be found using Table A2.5.

JAMES N. POST III, Brigadier General, USAF  
Commander

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

DoD I 6055.06, *DoD Fire and Emergency Services Program*, 21 December 2006

AFI 32-2001, *Fire Emergency Services Program*, 9 September 2008

AFOOSH STD 91-501, *Air Force Consolidated Occupational Safety Standard*, 7 July 2004

AFPD 32-20, *Fire Emergency Services*, 5 August 2003

NFPA 101, *Life Safety Code*, Current Edition

***Abbreviations and Acronyms***

**GOV**—Government Owned Vehicle

**MFH**—Military Family Housing

**MSG**—Mission Support Group

**TLF**—Temporary Lodging Facility

**UEPH**—Unaccompanied Enlisted Personnel Housing

**UFSR**—Unit Fire Safety Representative

**VAQ**—Visiting Airman Quarters

**VOQ**—Visiting Officer Quarters

***Terms***

**Emergency Action Plan**—A written plan establishing actions to be taken by employees during emergencies.

**National Fire Protection Association (NFPA)**—A national organization, recognized as the authority for all matters involving fire emergencies that publishes national consensus standards and the National Fire Codes.

**Unit Fire Safety Representative (UFSR)**— Individuals are responsible to their unit commanders to develop procedures for the fire safe conditions of the facilities under their jurisdiction.

## Attachment 2

## FIRE PREVENTION CHECKLISTS

Table A2.1. General Fire Prevention Practices Checklist

ALL PURPOSE CHECKLIST		PAGE 1 OF 2 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE	
<b>354 FWI 32-2001 Checklist #1 for General Fire Prevention Practices</b>		354 CES/CEFT		
NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	C	N	NA
1	Are the facility occupants practicing good housekeeping practices, are they trained? Note: It's the responsibility of all AF and Civilian personnel to practice good housekeeping practices, the quality of cleanliness and orderliness reflects overall efficiency of the unit fire prevention program.			
2	Are all flammable liquids stored in approved flammable storage cabinets IAW AFOSH 91-501?			
3	All fuel spills will be reported to Eielson Fire and Emergency Services. Note: Fuel spills involving aircraft and associated equipment will follow guidance of T.O. 00-25-172.			
4	All hot work accomplished outside an authorized welding area must have an AF Form 592 accomplished by the Eielson Fire and Emergency Services, 377-1293 or 377-4156. Note: Permit Authorized Training (PAT) can be accomplished on a case by case basis contact the Fire Prevention section at 377-1293.			
5	Ashtrays and/or cigarette disposal containers will be provided in designated smoking areas IAW DoDI 1010.15.			
6	Mechanical, boiler, and electrical rooms will not be used for storage of any kind. Note: Only small amounts of materials such as air filters used to maintain mechanical equipment are allowed.			
7	No open fires outside designated areas without approval from the Fire Chief or authorized representative. Note: All camp fires must be in a designated burn ring or camping area.			
8	Space heaters shall be at least three feet away from any combustible material, UL approved thermostatic shut off switch and a tip over protection device. Gas heaters are prohibited.			
9	The use of open flame devices such as candles, liquid, or solid fuel burners, incense, candle warmers, and so forth are prohibited. Unless the open flame process is required to accomplish the mission. Only bulb heat generated scent devices are authorized to use in accordance with manufacturers specifications.			
10	The use of any fireworks is unauthorized on the installation without written coordination thru Eielson Fire and Emergency services and approved by the 354 <sup>th</sup> Mission Support Group Commander.			
11	All live Christmas trees must be kept watered to reduce fire hazards. Note: Live Christmas trees are not authorized in any duty sections dorms, VOQ, or VAQ.			
12	Barbecue grills will not be used inside or within 10 feet of any AF facility. Note: Propane cylinders must be stored outside away from primary entrances and exits.			
13	Commercial type fire places/fire pits are authorized in base housing and will be used IAW manufacturers specifications and will not be used inside or within 15 ft of structures.			
14	Cooking is prohibited in non-dwelling facilities or areas not specifically approved for that purpose unless approved by the Fire Chief or authorized representative.			
15	The Fire Chief or authorized representative will identify fire lanes. Blocking or parking in fire lanes is prohibited.			
16	Dumpsters used for trash and or other waste shall be located at least 25 meters (82 ft) from facilities unless approved in writing by the 354 <sup>th</sup> Mission Support Group Commander.			

17	Fire hydrant are maintained, tested, and serviced by 354 CES/CEOWD. All fire hydrants placed out of service must be passed on to the Emergency Communication Center 377-4156.			
18	Fire extinguishers in facilities are placed in specific locations as required by the National Fire Codes and will not be removed or relocated except during maintenance of the facility or extinguisher or a fire. Note: All fire extinguishers are the responsibility of the user to ensure they are inspected monthly, annually, tagged accordingly, and to ensure servicing is accomplished by a licensed or certified company.			
19	All self-help, to include housing and building modification projects, must be submitted on an AF Form 332 and coordinated thru the Fire Dept, CE , Safety, and Bioenvironmental Note: Tampering with or attempting to alter any fire suppression/detection systems is prohibited.			
20	Extension cords used for automobile heating must be arctic (cold weather) rated?			
21	Are energy hungry electrical appliances (microwaves, toaster, etc) plugged directly into the wall? NOTE: Multi-outlet assemblies must have built in surge protectors/circuit breakers.			
22	Accumulation of trash should be removed from the building daily and disposed of in the proper containers.			
23	Combustible materials will not be hung from the ceiling or from other sprinkler heads, smoke detectors or heat detectors. Combustibles will not be used in large quantities.			
24	All electrical panels must remain unobstructed and have 36 inches of clearance. All fire extinguishers and pull stations must never be obstructed.			
25	Inspector's Signature: _____ Date: _____  C = Compliant N = Non-Compliant N/A = Not Applicable  Provide any additional information on back of form.			

**Table A2.2. Military Family Housing Checklist**

ALL PURPOSE CHECKLIST		PAGE 1 OF 2 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA <b>354 FWI 32-2001 Checklist #2 for MFH</b>		OPR 354 CES/CEFT	DATE	
NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	C	N	NA
1	Do the occupants have an emergency home evacuation plan? Note: All household members must practice their evacuation plan.			
2	Are occupants are familiar with correct emergency reporting procedures? NOTE: If 911 is dialed from cell phone the caller should state that he/she is calling from Eielson. When reporting an emergency remember these steps: S-P-E-E-D S - sound the alarm P - phone 911 E - evacuate the building E - extinguish fire if safely possible D - direct firemen to the emergency			
3.	Smoke detectors shall be inspected and tested monthly by the occupant, if the detector is battery operated or has a battery backup it should be replaced every 6 months.			
4.	Carbon Monoxide (CO) detectors: If activated, evacuate the facility, contact fire department. NOTE: Do not run automobiles or gas powered equipment in garage, it may/will activate CO detector.			
5.	Does the home have a fire extinguisher and is it clean/operational? NOTE: Occupants should be trained on proper use of fire extinguisher.			
6.	Occupants are responsible for ensuring that fire hydrants in their area are kept free from snow and accessible.			
7.	Has the sponsor notified the Fire Dept of any occupants that are confined to a bed, incapable of self preservation, or would need assistance in evacuation during emergencies and is there a sign posted on the door?			
8.	Does the oven and stove top have excessive grease build up? NOTE: Cooking should never be left unattended			
9.	Are BBQ grills/deep fryers at least 10 feet from structure when in use? Fire pits must be 15 feet away from a structure and have a metal mesh top/cover. NOTE: Use of commercial/store bought fire places are permitted, homemade type are prohibited. Wood burning fire pits are not permitted on patio decks.			
10.	Are extension cords used instead of permanent wiring? Extension cords are for temporary use only.			
11.	Do the extension cords appear to be in good condition? UL approved? Surge protector/circuit breaker?			
12.	Energy hungry appliances like toasters, coffee pots etc., must be plugged directly into the wall outlet?			
13.	Extension cords used for automobile heating must be arctic (cold weather) rated.			
14.	Electrical cords are not run under carpets, through doors and windows, or dryer exhaust ducts.			
15.	Electrical outlets have covers that are fully intact?			
16.	Is the basement being utilized for a sleeping area? NOTE: Basements with two separate exits leading to the outside may be used for sleeping area in accordance with NFPA Life Safety Code 101.			
17.	Is the laundry area free of lint to include the dryer hose? NOTE: Accumulation of lint and other debris causes dryer to overheat and catch fire. Clean as needed.			

18.	Storage under stairs will not be allowed unless stairs meet the criteria of the Uniform Building Code.			
19.	Are flame producing devices out of reach of children?			
20.	Are gasoline and other combustible or flammable liquids properly stored?			
21.	Are the combustible or flammable liquids properly labeled? NOTE: No more than 5 gallons of flammable liquid is authorized to be stored in Base Housing units.			
22.	Garages may not be used for major repairs on vehicles to include painting or any open flame processes.			
23.	Is storage of gun powder in excess of 1 pound? NOTE: Gun powder shall be stored in accordance to manufacturer's instructions. Fire Dept must be notified if gun powder is stored it the home. Minimum 20BC rated fire extinguisher is required during operations.			
24.	All self-help and building modification projects must be submitted on an AF Form 332 and coordinated thru the Fire Dept, CE Safety, and Bioenvironmental			
	<p>Inspector's Signature: _____ Date: _____</p> <p>C = Compliant N = Non-Compliant N/A = Not Applicable</p> <p>Provide any additional information on back of form.</p>			

**Table A2.3. VOQ, VAQ, TLF, and Dormitory Occupant/Manger Checklist**

ALL PURPOSE CHECKLIST		PAGE 1 OF 2 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA <b>354 FWI 32-2001 Checklist #3 for VOQ,VAQ, TLF, and Dormitory Occupants and Managers</b>		OPR 354 CES/CEFT	DATE	
NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	C	N	NA
1	Visually inspect smoke detectors for cleanliness or damage? NOTE: Must be tested and inspected monthly, battery operated require a battery change every 6 months.			
2	Are all fire extinguishers clean, operational, and have a current annual inspection tag attached? NOTE: Residents shall be trained on proper use of fire extinguisher.			
3	Does the resident have decoration obstructing heat or smoke detectors in the dorm room?			
4	Does the resident have prohibited open flame items, such as candles, incense, etc? NOTE: Only bulb heat generated scent devices are authorized to use in accordance with manufacturers specifications.			
5	Are extension cords being used instead of permanent wiring?			
6	Are extension cords in good condition? UL approved? Surge protector/circuit breaker?			
7	Are electrical cords being run under carpets, through doors and windows, or dryer exhaust ducts?			
8	Extension cords used for automobile heating systems are arctic (cold weather) rated?			
9	Are appliances with heating elements (clothes irons, space heaters, hair curlers, etc) properly utilized? NOTE: Appliances with heating elements shall not be left unattended, must be unplugged when not in use. Space heaters shall be at least 3 feet away from any combustible material; UL approved thermostatic shut off switch and a tip over protection device. Gas heaters are prohibited.			
10	Are energy hungry electrical appliances (microwaves, toaster, etc) plugged directly into the wall? NOTE: Multi-outlet assemblies must have built in surge protectors/circuit breakers.			
11	Is resident familiar with dormitory cooking policy?			
12	Does resident have any unapproved cooking appliances? Cooking is authorized only in approved areas.			
13	Are stoves and overhead exhaust fan filters free of excessive grease build up? NOTE: Cooking should never be left unattended			
14	Combustibles and flammable liquids are authorized to be stored only for use of upkeep and operations of dormitory. Must be kept in an approved type flammable storage cabinet. Household flammable liquids may be stored but special care is required when storing these materials.			
15	Is area under stairways being utilized for storage? NOTE: Storage under stairs is only allowed if stairs meet criteria outline in the UBC.			
16	Are the emergency lights, exit signs functioning properly? NOTE: Emergency lights, exit signs, and fire extinguishers must be inspected monthly and annotated.			
17	Are stairwell fire doors being propped open? NOTE: Doors held open by a magnet mechanism is allowed, magnet automatically releases when fire alarm system is activated.			
18	Is laundry area free of lint? Are the vents on a cleaning contract? NOTE: Accumulation of lint and other debris causes dryer to overheat and catch fire. Clean			

	after each use.			
19	Are fire evacuation plans along with reporting procedures posted in room? NOTE: If 911 is dialed from cell phone the caller should state from where he/she is calling from.			
21	Cooking will not be left unattended at anytime.			
22	Inspector's Signature: _____ Date: _____  C = Compliant N = Non-Compliant N/A = Not Applicable Provide any additional information on back of form.			

**Table A2.4. Business and Public Assembly Checklist**

ALL PURPOSE CHECKLIST		PAGE 1 OF 2 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE	
354 FWI 32-2001 Checklist #4 for Business & Public Assembly		354 CES/CEFT		
NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	C	N	NA
1	Property address posted on street side of building?			
2	Fire hydrant(s) access is clear and unobstructed?			
3	Are fire lanes available? Not being blocked or used for parking?			
4	All emergency exits are clear & accessible?			
5	Fire exits adequately marked?			
6	Fire drills are performed if required?			
7	Evacuation plan, room occupancies, and staging area posted?			
8	Is good housekeeping being maintained?			
9	Are fire extinguishers clean and operational, have a current annual inspection tag attached, inspected, and tag signed monthly?			
10	Fire extinguishers and pull boxes must be accessible and visible, not blocked, and location marked?			
11	All emergency lights, exit signs, and extinguishers inspected and annotated monthly.			
12	Are sprinkler heads clear and free of obstructions? NOTE: Minimum of 18 inches of clearance must be maintained around sprinkler heads.			
13	Do designated smoking areas meet minimum distance requirements of 25 ft from any exit, entrance, and HVAC systems?			
14	Are BBQ grills/deep fryers kept outdoors at least 10 feet from facility when in use?			
15	No open fires are allowed outside designated areas. All open fires requests must be submitted in writing 24 hrs prior to burning.			
16	Are fire pits used in accordance to manufacturer's specification? NOTE: Must not be used inside or within 15 feet from facility. Open fire pits will be used with some type of wire mesh lid or top cover.			
17	Are space heaters being properly utilized? NOTE: Appliances with heating elements shall not be left unattended, must be unplugged when not in use. Space heaters shall be at least 30 inches away from any combustible material; UL approved thermostatic shut off switch, tip over protection, and must be plugged directly into wall outlet.			
18	Are electrical appliances (coffee pots, etc) kept free of combustibles? On non-combustible surfaces? NOTE: Energy hungry appliances such as coffee pots, toasters, and microwaves are plugged directly into a wall outlet and not an extension cord.			
19	Are flammable liquids being properly stored IAW AFOSH STD 91-501 and NFPA 30?			
22	Do the flammable storage cabinets comply with AFOSH and NFPA standards?			
21	Are mechanical and boiler rooms being used for storage?			

22	If stoves are used in the authorized break area, does it have a vent hood/grease trap? Does the building have a fire suppression system? If not, does the stove have fire safety range elements installed? Fire Prevention section can provide purchasing info.			
23	Are occupants familiar with emergency evacuation plan?			
24	Are occupants familiar with location of fire pull boxes? Fire extinguishers?			
25	Occupants are familiar with correct emergency reporting procedures? NOTE: If 911 is dialed from cell phone the caller should state that he/she is calling from Eielson.			
26	Is the emergency reporting number (911) posted conspicuously on duty phones?			
28	Are extension cords plugged directly into a wall outlet (not piggy backed)			
29	Inspector's Signature: _____ Date: _____  C = Compliant N = Non-Compliant N/A = Not Applicable Provide any additional information on back of form.			

**Table A2.5. Contractor and Concessionaire Checklist**

ALL PURPOSE CHECKLIST		PAGE 1 OF 1 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR		DATE
354 FWI 32-2001 Checklist #5 for Contractors & Concessionaires		354 CES/CEFT		
NO.	ITEM <small>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</small>	C	N	NA
1	All Contractors and Concessionaires (general, sub, laborer, etc) are required to establish a fire prevention/protection program.			
2	Every building shall be accessible to Fire and Emergency Services personnel and apparatus by way of access roadway. Note: Access roads must be no less than 24 ft wide and have no less than 14 ft of vertical clearance. Note: All dead-end Fire and Emergency Service access roads in excess of 150 must have provisions for an emergency response vehicle to turnaround.			
3	All personnel shall be trained in reporting emergencies and fire prevention responsibilities. Note: The fire reporting number is 911 on all hard lines, if an emergency is being reported on a cell phone tell the dispatch operator the emergency is on Eielson AFB. Note: All fires regardless of size, if they have been extinguished or burnt out, must be reported immediately.			
4	Contractors and Concessionaires shall notify the Fire and Emergency Services Flight at 377-1293 or 377-4156 whenever an existing fire detection, alarm, or fire suppression system must be disconnected, relocated, extended, or when the system is placed back into service.			
5	Are all flammable liquids stored in approved flammable storage cabinets IAW AFOSH 91-501?			
6	Fire extinguishers in facilities will not be removed from their location for any purpose other than fighting fire. Unless approved by the Fire Prevention section. Note: Hydrants will not be used without permission from the Base Fire and Emergency Service Flight and 354 CES/CEOWD.			
7	Smoking in a building undergoing work is prohibited, smoking shall only be permitted in designated smoking areas and ashtrays and/or cigarette disposal containers will be provided IAW DoDI 1010.15.			
8	All portable electrical devices shall be disconnected at the close of each working day.			
9	When temporary heating equipment is utilized it shall be monitored at all times. Note: Keep 30 inch clearance from all combustibles. When not in use, turn equipment off.			
10	Temporary wiring, including branch circuits and lighting shall be installed to meet requirements of the National Electric Code.			
11	Temporary wiring shall be removed immediately upon completion of construction or purpose for which the wiring was installed.			
12	Temporary heating equipment shall be UL listed or FM approved and shall be installed, used, and maintained, according to the manufacturer's instructions and applicable fire code(s).			
13	Accumulation of trash, paper, shavings, sawdust, excelsior, boxes, and other packing materials will be removed from the building at the close of the workday.			
14	All hot work accomplished outside an authorized welding area must have an AF Form 592 accomplished by the Eielson Fire and Emergency Services, 377-1293 or 377-4156. Note: Permit Authorized Training (PAT) can be accomplished on a case by case basis contact the Fire Prevention section at 377-1293.			
Inspector's Signature: _____ Date: _____				
C = Compliant N = Non-Compliant N/A = Not Applicable				
Provide any additional information on back of form.				