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Civil Engineering

**FIRE PROTECTION, FIRE PREVENTION,
AND FIRE CONTROL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Instruction (AFI) 32-2001, *Fire Emergency Services Program*. This instruction establishes practices and procedures designed to provide maximum fire safety and designates specific duties and responsibilities of personnel appointed to positions related to the wing/base Fire Prevention Program. It pertains to all military and civilian personnel assigned or attached to the 910th Airlift Wing (910 AW), Youngstown Air Reserve Station, Vienna, Ohio. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force IMT Form (AF) 847, *Recommendation for the Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure 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 are disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See Attachment 1 for a glossary of references and supporting information. 1. General: Fire Prevention requires awareness of all base and contractor personnel of the policies and procedures contained in this directive. Responsibilities: 2.1 The Wing/Base Commander and the Base Fire Marshall will ensure that this instruction is implemented. 2.2 The Base Fire Chief is responsible for the overall administration of the Fire Prevention Program. 2.3 The 910th Mission Support Group (MSG)/Civil Engineer-Fire (CEF, Fire Department Assistant Chief of Fire Prevention), is responsible for managing the Fire Prevention Program.

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Chapter 1

SUPPLEMENTAL PUBLICATIONS

1.1. Supplemental Publications. In addition to this instruction, and higher headquarters publications, the following authentic standards will apply.

1.1.1. Unified Facility Criteria

1.1.2. Engineering Technical Letters

1.1.3. National Fire Protection Association Codes

1.1.4. National Fire Protection Association Handbooks

1.1.5. National Fire Protection Association Pamphlets and Bulletins

1.1.6. Air Force Occupational Safety and Health Publications (AFOSH Standards)

1.1.7. NOTE: Hazardous conditions of a particular nature for which criteria has not been set up or published will be corrected by the agency that has jurisdiction based upon sound judgment.

Chapter 2

AREAS OF RESPONSIBILITY, GOALS AND TRAINING REQUIREMENTS

2.1. Unit Commanders and Supervisors. Unit Commanders and supervisors at all levels must make sure that sound fire prevention procedures are set up and practiced in each activity or facility under their jurisdiction.

2.1.1. The Fire Prevention Section of the Base Fire Department will be informed when any fire hazard cannot be corrected by unit personnel.

2.1.2. Inform the Fire Prevention Section if there are any fire extinguishers discharged or damaged, or any installed fire protection system which may have been damaged during an operation by accident or by contact with material handling equipment. All damaged or discharged extinguishers will be brought to the Fire Department for re-servicing by building occupants.

2.1.3. Notify the Fire Prevention Section to give lectures and demonstrations. They should be scheduled to get full participation from the section requesting the training.

2.1.4. All personnel will receive a fire prevention orientation, and sound fire prevention practices shall be enforced in each work area.

2.1.5. Hold fire prevention inspections in facilities, areas, and rooms that are under continuous lock and key. During scheduled fire prevention inspections, building managers will arrange access to all these places.

2.1.6. The Fire Prevention Section of the fire department will be supplied a current listing of building managers as changes take place within an organization.

2.1.7. Publish standard publications on fire reporting, personnel evacuation, safeguarding classified information and firefighting procedures using portable fire extinguishers. Depending on the type of activity, add instructions on such things as emergency removal of aircraft from hangers, protection of high value and critical materials and accidents that involve fuel handling. Post these publications at such places where they can be seen and brief all personnel on what the publication requires of them. Send one copy each of these publications to the fire protection Fire Prevention Section for each building under their jurisdiction for filing.

2.1.8. A fire evacuation plan will be posted for each building in an area under their jurisdiction that shows that most readily accessible escape routes for personnel to use in case of a fire. This plan is not needed when building or area escape routes are so easy for all concerned to see. The Fire Prevention Section will assist building managers in developing these escape routes.

2.2. Building Managers. Building Managers are responsible to their Unit Commander for the safe condition of each facility under their jurisdiction. When assigned, they must inform the Fire Prevention Section at Ext. 1266/1484 and receive a special briefing on their duties and responsibilities for fire prevention matters. They will carry out at least these duties:

2.2.1. Check fire extinguishers, fire protection doors, panic hardware, exit & emergency exit lights, emergency lights, and Automated External Defibrillator's (AED) on a monthly basis.

Make sure they are all in proper working condition and report any deficiencies to EAST help desk at extension 1339.

2.2.2. When a fire evacuation alarm sounds insure that all personnel leave the building.

2.2.3. Enforce sound fire prevention practices in and outside of the assigned buildings and areas.

2.2.4. Call the Fire Prevention Section, at extension 1266/1484 if any fire hazard cannot be corrected on the spot.

2.2.5. Make a closing inspection at the end of each work day to make sure that the area is left in a fire safe condition.

2.2.6. When a fire lane or fire hydrant is blocked by a vehicle or other obstructions, call Security Police.

2.2.7. During scheduled fire inspections the building manager or an alternate will accompany the fire inspector during the inspection tour.

2.3. Goals and Principles of Fire Prevention. The goal of fire prevention is two-fold, first to eliminate the cause of fire and second, to minimize the possibility of high fire loss should a fire occur. This can only be done by the continued efforts of personnel in reducing unsafe practices, conditions and fire hazards. Unit commanders and supervisors must stress and enforce safe practices, and place a high priority to fund projects which will eliminate construction fire deficiencies.

2.3.1. There are four basic principles which must be seen if the Fire Prevention Program is to be a meaningful effort. They are:

2.3.1.1. Effective Fire Prevention must have a "Well Planned Program".

2.3.1.2. The Fire Chief "Manages the Program".

2.3.1.3. Commanders "Enforce The Program".

2.3.1.4. Base and Contractor Personnel "Execute the Program".

2.4. Prohibited Activities and Disciplinary Requirements. Following activities are prohibited and may result in disciplinary action if violated:

2.4.1. To smoke in any base building(s) (this includes dormitories).

2.4.2. To store, handle or have any pyrotechnics, or incendiaries, including Roman candles, fire crackers, spark fountains, and the like unless specific duties require handling of such devices.

2.4.3. To burn candles, incense or air freshener candles in base buildings.

2.4.4. To store flammable/combustible liquids and/or like products in an unauthorized storage container/facility which could endanger the lives or property of others when exposed to heat or flames.

2.4.5. The willful misconduct (turning in a false fire alarm, tampering with fire detection and/or fire suppression systems or devices).

2.4.6. Misusing fire detection/suppression system and devices.

2.4.7. Misusing or tampering with fire extinguishers.

2.4.8. Negligence involving fire prevention practices.

2.4.9. To cause an unnecessary fire by not observing or practicing safe fire prevention principles.

2.5. Fire Inspection Program. The Base Fire Inspector(s) will hold periodic scheduled and unscheduled inspections of facilities to insure that prescribed fire prevention practices are followed to identify fire hazards and fire safety deficiencies, and to recommend corrective action as required.

2.5.1. The Building Manager or his/her alternate will accompany the Fire Inspector during their inspection tour.

2.5.2. When the inspection is completed, the Building Manager will be informed of fire hazards and deficiencies found. If the hazards or discrepancies cannot be corrected on the spot, an AF Form 1487, "Fire Prevention Visit Report" (*Attachment 2a and 2b*) will be submitted and proper corrective action will be taken.

2.5.3. Building Managers will start actions to abate the Hazard/Deficiency, by submitting an AF Form 332, "Base Civil Engineer Work Request" (*Attachment 3*) and send the AF Form 1487 (*Attachment 2a and 2b*) back to the Fire Prevention Section, by the suspense date with the corrective actions taken noted.

2.5.4. Set up a Hazard Abatement Plan on an AF Form 3, "U.S. Air Force Hazard Abatement Log" (*Attachment 4*) for all "Risk Assessment Codes" (RAC 1, 2 or 3) hazards/deficiencies that have not been abated within 30 calendar days of being reported. Post an AF Form 1118, "Notice of Hazard" (*Attachment 5*) and send a copy of the plan to the Fire Prevention Office and the Safety Office. The functional manager will keep a record of lesser RAC 4, 5 and 6 hazards/deficiencies.

2.5.5. All AF Form 1487 (*Attachment 2a and 2b*) will be sent through command channels when:

2.5.5.1. Correctable hazards are recurring.

2.5.5.2. An effective Fire Prevention Program has not been established.

2.5.5.3. Building Managers have not established and enforced fire prevention practices.

2.5.5.4. Supervisors have not established and enforced fire prevention responsibilities and duties.

2.5.5.5. Corrective action on a noted hazard is delayed for an unreasonable amount of time as determined by the Base Fire Inspector(s).

2.5.5.6. If a dangerous practice is observed during an inspection, the fire inspector will first request that the operation cease, then he or she will report the findings to the Base Fire Chief. The Base Fire Chief will then decide if the operation can continue.

2.5.6. Walk-through inspections will be done on a "No Notice" basis by the Fire Inspectors, Assistant Fire Chiefs, Base Fire Chief and/or persons designated by the Base Fire Chief.

2.6. Training Requirements. The fire prevention training will be held in two categories, general and special.

2.6.1. General fire prevention training is required for all base personnel and permanent contractors; initially and at least once a year, per AFI 91-301.

2.6.2. Special Fire Prevention training is required for all personnel who work in areas where special fire safety instructions are needed.

2.6.2.1. Examples of such area are public places of assembly, fuel storage and handling areas, aircraft maintenance hangers and shops, vehicle maintenance facilities and medical facilities.

2.6.2.2. This training is held by Fire Prevention personnel as deemed necessary; but at least once a year.

2.6.2.3. All training documentation will be kept in the Commander's/Supervisor's Fire Prevention Training Folder for two years.

Chapter 3

REPORTING, EQUIPMENT, TRAFFIC CONTROL, SECURITY, PUBLIC ASSEMBLY

3.1. Fire Reporting Procedures. Quick and accurate reporting of a fire is essential to minimize the response time of fire vehicles. A person who discovers a fire, no matter how small, must report it at once to the fire department. Any fire, even if it was put out with no aid from the fire department must be reported.

3.1.1. A person discovering a fire will take the following actions:

3.1.1.1. Sound the alarm by activating the building fire alarm (manual pull station); use the Public Address System; or any other means available to alert occupants of the building or facility.

3.1.1.2. Call the Fire Department by dialing **911** (base phone) or **330-609-1117** (cell phone).

3.1.2. When the Fire Department Dispatcher comes on the line be as calm as possible and give the following information:

3.1.2.1. The building number and name of the facility or area involved.

3.1.2.2. The room number and/or section name if the area involved.

3.1.2.3. What is on fire or if only smoke or odor is present describe the smoke or odor.

3.1.2.4. Your full name and a phone number where you can be contacted at.

3.1.3. Even though the building fire alarm system has been activated, the telephone reporting of the fire is still necessary.

3.1.4. Combat incipient fires with a portable fire extinguisher only after you have sounded the alarm and evacuated all occupants.

3.1.5. Never place yourself or others in danger when trying to put out a fire. If you have doubts or the condition is too dangerous, leave the firefighting to the firefighters. The important thing is to evacuate the building.

3.1.5.1. When time permits, close all the doors and windows, but do not lock them. This will help confine the fire until help arrives. Post someone at a specific location to direct the responding firefighters to the fire scene when it is not obvious.

3.2. Fire Extinguishers and Fire Protection Systems. Building managers are responsible for inspecting fire extinguishers and fire suppressions systems to make sure that they are readily available for use. Fire extinguishers found to be unserviceable will be turned into the Fire Department for the necessary repairs and maintenance using AF Form 2519, Fire Extinguisher Checklist (*Attachment 6*).

3.2.1. Fire extinguishers will not be used for any purpose other than firefighting.

3.2.2. Fire Extinguishers will not be relocated at any time without approval of a Fire Inspector assigned to the Base Fire Prevention Office.

3.2.3. Fire extinguishers will be kept in serviceable condition at all times.

3.2.3.1. Fire Extinguishers will be inspected monthly by the facility manager. The inspection will be annotated on the paper tag on the extinguisher. Vehicle extinguishers are checked and signed off on the Air Force Technical Order (AFTO) cards for the vehicle. Any extinguisher found needing service will be brought to the fire department for service. All vehicle extinguishers will be taken to the Fire Department before old vehicles are turned in to vehicle maintenance.

3.2.3.2. A statement of charges will be prepared for abuse and/or damage to fire extinguishers by personnel using them for other purposes than those for which they are intended.

3.2.4. Fire extinguishers, manual pull stations, and fire protection alarm systems and devices will be kept accessible at all times and will not be used to hang clothing or used as hat racks.

3.2.5. Signs, directional arrows, targets or other means of showing the location of fire alarms and fire extinguishers are not needed unless they are hard to find without such aids.

3.2.6. A new facility will not be occupied until the Fire Prevention Section inspects the facility for suitable fire safety compliance.

3.2.7. The use of fire hydrants for any other purpose than firefighting is prohibited unless authorized by the Fire Chief.

3.2.8. Fire hydrants will not be blocked by vehicles, equipment, fences or barriers.

3.2.9. The Fire Protection Operations Section will be notified in writing (e-mail) 24 hours in advance of any proposed utility shut-off which could affect firefighting efforts.

3.3. Traffic and Security. Fire apparatus and other responding emergency equipment will have the right of way at all times during emergency responses. At the sound of the siren or when red flashing lights are seen, all vehicles will yield by clearing the road and coming to a full stop as near to the right curb or shoulder as possible and remain stopped until all fire apparatus and support vehicles have passed.

3.3.1. No vehicle will follow closer than 500 feet behind an emergency vehicle responding with red lights and siren.

3.3.2. No vehicle will park closer than 15 feet from a fire hydrant, post indicator valve or pump connection. If these fire protection systems are located in an authorized parking area, parking in the area adjacent to the fire protection system will be arranged, so as to permit the connection of a Pumper to the principle outlet of the hydrant with one (1) ten foot length of suction hose.

3.3.3. Parking of vehicles within fifty (50) feet of an aircraft is prohibited without the permission of the Maintenance Squadron (MXS) Commander.

3.3.4. Motor scooters, motorcycles and other passenger vehicles, including privately owned vehicles (POV's) will not be parked in any building except those buildings approved as a garage for vehicle storage.

3.3.5. Only authorized vehicles are allowed to operate in aircraft hangars or docks.

3.3.6. Parking of flight-line vehicles in maintenance hangar is prohibited.

3.4. Places of Public Assembly and Recreational Facilities. Fire potential for life and high property loss in public assemblies and recreational facilities requires special action to prevent fires. These areas include the following facilities: Base Open Mess, Base Gymnasium, Base Dining Hall and Base Chapel.

3.4.1. Managers of these facilities will establish and maintain a certification system to assure employees have been trained and understand their fire prevention responsibilities within the work environment. This certification system includes quarterly drills of employees (no building evacuation) and immediate indoctrination of newly hired employees. Notify Fire Prevention of all drills and training conducted. All new employees will be trained before they can start working. Send a copy of the certification to the Fire Prevention Section.

3.4.2. Managers or assistants will make sure that a thorough inspection of the premises is made before closing each day. The manager or assistant will make this inspection using the AF Form 2519, Closing Checklist for Place of Public Assembly (*Attachment 7*). Never delegate this responsibility to "janitorial personnel". A letter that lists personnel authorized to make a closing inspection will be sent in two copies to the Fire Prevention Office.

3.4.3. The number of persons permitted in a Place of Public Assembly at one time will be limited to the number that can be safely evacuated in case of an emergency. An Operating Instruction (OI) will be written to set the maximum occupancy load and or maximum occupancy limit signs will be posted.

3.4.4. The fire prevention inspector will inspect places of public assembly and recreational facilities before all major social events.

3.4.4.1. Notification to the fire department (ext. 1369) by the manager that temporary decorations or unusual arrangements are involved is mandatory.

3.4.4.2. Only fire retardant decorations will be permitted.

3.4.4.3. The Fire Chief will establish the procedures for spot checks of these facilities during special events. These inspections do not relieve the manager of his or her responsibilities.

3.4.4.4. Candles will not be used unless approval is granted by the Fire Prevention Section.

3.4.5. During the hours of operation, each place of public assembly will have a responsible person who makes sure of orderly evacuation and prompt notification of the Fire Department in case of a fire.

3.4.6. Aisles and exits shall not be blocked at any time.

3.4.7. Fire extinguishers will be checked for availability, operability and accessibility.

3.4.8. Exits will be checked each day before entry of patrons to ensure that the doors are not blocked and panic hardware and exit lights are functional.

3.4.9. Curtains, draperies, carpets and so forth will be inspected by Fire Prevention personnel before installation to make sure that the material is certified by the Underwriter's Laboratory (UL) or other recognized agencies as being flame resistant and fire retardant. Materials not certified will not be used.

3.4.10. Only commercial electrical decorative lighting equipment approved by a recognized testing agency will be used for display lighting purposes.

3.4.11. Grease filters, hoods, and exposed surfaces will be cleaned each day and as often as needed.

3.4.12. The exhaust system must be put into operation while cooking is performed.

3.4.13. Kitchen range hoods and exhaust ducts in commercial cooking facilities must be thoroughly cleaned at least every six (6) months (every three (3) months in high use areas) or as necessary to prevent accumulation of grease. Manager will maintain on file for each range hood:

3.4.13.1. Date hood and filter last cleaned.

3.4.13.2. Date ducts were last cleaned.

3.4.13.3. Name of agency that performed cleaning of hood and duct system.

3.4.13.4. Cooking is not permitted under a range hood without grease filters installed.

3.4.14. All deep fat fryers, whether they are gas-fired or electrical, will be equipped with two thermostats.

3.4.14.1. The main thermostat will be set at 400 degrees Fahrenheit and the second thermostat must be nonadjustable, fusible or manual resetting, with a maximum cutoff of 475 degrees Fahrenheit.

3.4.14.2. All deep fat fryers will be tested in accordance with the manufacturers recommended data.

3.4.14.3. An annual test will be done by Base Operating System Contractor (BOS) craftsmen to make sure that the thermostats are in proper working condition.

3.4.14.4. A record of each test will be made on a metal tag and attached to each unit. Fryers used by private organizations will be tested in the same way as outlined above.

3.4.14.5. The building manager will get commercial services for such equipment and these services must be the same as those provided by BOS Contractor.

3.4.14.6. A metal or metal-clad cover will be kept near each deep fat fryer for immediate use in case of fire. The cover must have a handle and be stenciled "Use in case of fire" with red letters.

Chapter 4

ORGANIZATIONAL OPERATIONAL FIRE PREVENTION RESPONSIBILITIES

4.1. Organizational Fire Prevention Responsibilities and Practices. Housekeeping. Supervisors will insure that buildings and grounds under their jurisdiction are policed and kept in a fire-safe condition.

4.1.1. Trash will not be stored under stairs, in attics, or under floors in buildings. Nor will trash be stored near exits.

4.1.2. Noncombustible containers should be used for waste and rubbish material. All such material will be cleaned from the building at the end of the work day (more often if they collect faster) and emptied into the dumpsters provided. Dumpsters and central disposal units will be spaced at least 15 feet away from the building.

4.1.3. The use of oil-based floor waxes is prohibited; only water emulsion waxes will be used.

4.1.4. Loose straw, paper, scrap lumber, and other combustible material will not be allowed to accumulate in or around buildings. These items will be collected daily and disposed of following approved procedures.

4.1.5. Waste oil, gasoline, solvents and other flammable liquids will not be poured into floor drains, or the ground, or in any sewer opening. Such liquids will be put into the barrels used for this purpose. Base supply and using organizations will ensure barrels are properly identified of contents and stored in accordance with proper procedures.

4.1.6. Paint, paint thinner, paint buckets and paint brushes (except clean/dry brushes) will not be kept in or stored within any building except those designed and approved with proper storage areas.

4.1.7. Metal clothing lockers will have adequate ventilation and be kept in a clean and orderly way. Work clothing kept in these lockers will be aired and cleaned regularly. Combustible material will not be kept on top of or underneath these lockers. Flammable liquids, chemicals, paints, grease soaked and like material will not be stored in lockers.

4.2. Smoking – General. Possession of "strike anywhere" type matches is prohibited on this installation.

4.2.1. Smoking is only permitted outside in designated areas that are approved by the Base Commander's smoking policy. Supervisors will provide cans for discarding smoking materials.

4.2.2. No open fire or flame will be permitted within 50 feet of aircraft hangars, flammable storage areas, and other hazardous areas unless approved by Base Fire Chief.

4.2.3. Hazardous areas where smoking is not permitted will be clearly marked "No Smoking Beyond This Point" or "No Smoking Permitted".

4.2.4. Safe smoking habits must always be practiced.

4.2.5. Open burning. There will be no open burning permitted on base without written approval from the Fire Chief or his representative.

4.3. Base Warehousing and Storage Facilities. These facilities include the Base Supply warehouse (Bldg 208), Hazardous Storage Pharmacy (Bldg 205), Hazardous Waste Storage Bldg (206), BCE Lumber Storage Bldg (505), Mobility Storage and Civil Engineering Warehouse (Bldg 503), Munitions Storage (Bldg 533), and all open storage areas.

4.3.1. **General Requirements.** All employees will be instructed and drilled in the duties they are to perform in the event of fire within their work place.

4.3.1.1. Fire drills on emergency procedures will be held annually by building managers, covering such points as the operation and maintenance of available fire appliances, evacuation plans, and emergency operating instructions. Fire Prevention personnel will be available to assist.

4.3.1.2. Storage heights will not be limited except as necessary for operational stability and to keep the following clearances below automatic sprinkler deflectors:

4.3.1.3. When the height of stock is not more than 15 feet; an 18 inch clearance will be maintained.

4.3.1.4. When the height of stock is more than 15 feet; a 36 inch clearance will be maintained.

4.3.1.5. When clearances between stocks are needed to keep storage stock limitations; the following rules will apply:

4.3.1.5.1. For 2,000 square foot stocks of hazardous material; aisles 4 feet wide will be maintained.

4.3.1.5.2. For 8,000 square foot stocks of hazardous material; aisles 6 feet wide will be maintained.

4.3.1.6. Clearance between stock and walls will be as follows:

4.3.1.6.1. For exterior and standard 4 hour fire walls; no clearance will be needed.

4.3.1.6.2. Substandard fire walls; a 24 inch clearance will be maintained.

4.3.1.6.3. For hazardous materials in a general purpose storage building; a 24 inch clearance will be maintained.

4.3.1.6.4. Aisles will be kept clear for access to electrical equipment; fire extinguishers, fire alarm stations, sprinkler system risers, etc.

4.3.1.6.5. An 18 inch clearance will be maintained around lighting and heating fixtures and fire protection devices.

4.3.1.7. Combustible material shall not be stored in equipment rooms, air conditioning rooms, boiler or heating rooms, exit corridors, attic spaces, or under stairways.

4.4. Munitions Storage and Identification. Each building or area used for storing explosives shall be identified with the appropriate fire symbol. The symbol will be placed so that it will be clearly visible to fire protection personnel.

4.4.1. Responsible personnel will ensure that a knowledgeable representative brief the Fire Department personnel of the nature, type, quantity and location of the bay area where the munitions are involved in the event of a fire.

4.4.2. The fire department will be notified immediately of changes regarding symbols and storage locations.

4.5. Cleaning and Waste Material. Mops used for waxing or dusting will be hung with the heads in the upright position on a rack outside the building if practical. When mop heads have become thoroughly saturated with oil or other petroleum products, dispose of them promptly and properly.

4.5.1. Oily waste, rags or clothing will not be permitted to accumulate in a garage, machine shop, or other such building. These items will be collected daily and placed in tightly covered metal containers.

4.6. Electrical Wiring and Appliances. Fixed electrical wiring and outlets will not be changed except by qualified electricians designated for such repairs.

4.6.1. Temporary wiring is prohibited except during the periods of construction, remodeling, repair, or demolition of a building.

4.6.2. Receptacles, switches, outlet boxes, conduit bodies and fittings shall be fitted with covers.

4.6.3. Electrical circuits will not be over-fused. No device will be installed which interferes with the normal operation of the circuit breaker or fuse. All electrical breaker switches in light and electrical panels will be labeled to show circuits and/or devices they control.

4.6.4. Accessibility to electrical circuit panels will be provided and will not be blocked.

4.6.5. Electrical appliances will not be authorized unless they bear a UL testing certification.

4.6.6. Electrical wiring plugs, fixtures, and appliances will be installed in accordance with the National Electrical Codes. Wiring will be repaired or replaced as soon as wear or deterioration is found, and only by authorized Base Engineering Electricians.

4.6.7. Extension cords will be used only for an extension to the power outlet and only one outlet of their receptacle will be used. They will never be used in lieu of permanent wiring. (Exception: surge protector used for automated office equipment with surge protector mounted to a wall).

4.6.8. Electrical extension cords will not be attached to building surfaces, run through doorways, windows, holes in walls or hidden under carpets or rugs.

4.6.9. Portable electrical drop lights will have a safety globe and guard attached, and will only be approved for use in the area of operation.

4.6.10. Electrical equipment (including plugs, fittings, lights, extension cords, etc.) used or located in areas where combustible gases, vapors, or dust are present must be approved for the particular hazard involved.

4.6.11. Automatic timing devices will not be used unless they are built into electrical appliances (example: coffee pots).

4.6.12. Christmas tree lighting and wiring must bear the UL seal of approval and be in good condition. Lights will not be put on aluminum trees.

4.6.13. Only flame resistant decorations will be use. The use of open flames, including candles for decorative schemes, is prohibited. However, candles may be used for religious purposes in Chapel. Candles may be used for dining purposes in the base club if they are put in non-tip, noncombustible holders which protect the flame and are under constant watch.

4.6.14. Electrical appliances and heat-producing devices that do not need continuous operation will be unplugged when not in use.

4.7. Cooking. Cooking is prohibited in all buildings except those specific areas designed as a kitchen facility.

4.7.1. Cooking must be supervised at all times.

4.7.2. Barbeques, grilles and turkey fryers must be placed 20 feet from the exterior of any and all buildings, facilities or structures.

4.7.2.1. Barbeques, grilles and turkey fryers will not be placed near doorways of any type.

4.7.2.2. Barbeques, grilles and turkey fryers will not be placed near any open windows.

4.7.2.3. Barbeques, grilles and turkey fryers will not be placed near any Heating Ventilation and Air Conditioning (HVAC) intakes.

4.7.3. The use of open coil hot plates is prohibited on this installation unless they are being used for shop or laboratory work and in areas designed and designated for their use.

4.8. Heating Appliances. Adequate clearance will be maintained between heat producing appliances and combustible material.

4.8.1. Mechanical, electrical, heating, and air conditioning rooms will not be used for storage areas and will be kept neat and clean at all times.

4.8.2. Portable electrical heaters will not be used on this installation.

4.9. Aircraft Hangers. Internal combustion type aerospace ground equipment (AGE) will not be used in aircraft hangars unless adequate cross ventilation is provided.

4.9.1. Aircraft will be parked in hangar/docks in a manner to permit evacuation in the event of an emergency.

4.9.2. Personnel doors leading from hangar areas to offices or partitioned rooms will be closed during aircraft occupancy.

4.9.3. Hangar floors must be maintained free of fuels, oils and grease. Only approved type sweeping compounds will be used.

4.9.4. Privately owned vehicles or motorcycles will not be permitted in a hangar without written authority from the Wing Commander.

4.9.5. Aircraft servicing operations will be in accordance with T.O. 00-25-172 and T.O. Tech Data.

4.10. Flammable Liquids. Flammable or combustible liquids will be stored in metal cabinets designed as approved flammable or combustible storage lockers; these cabinets will be yellow in color and labeled in conspicuous lettering "FLAMMABLE-KEEP FIRE AWAY". The words will be stenciled in red and be legible from a distance of 50 feet.

4.10.1. When there is a need for the storage of small quantities of combustible or flammable liquids in a building, such liquids will be kept in a metal cabinet plainly labeled as stated in (a) above. Total volume will not be more than a one day supply. The storage cabinets will meet the following requirements:

4.10.1.1. The cabinets are segregated.

4.10.1.2. There are no open containers within in the cabinet.

4.10.1.3. All containers in the cabinet are labeled.

4.10.1.4. A hand portable BC type fire extinguisher is within 25 feet of the cabinet.

4.10.1.5. The cabinet will be bonded or grounded before storing flammable liquids within it.

4.10.2. Safety cans or other portable containers (5 gallons or less) of flammable liquids having a flash point at or below 80 degrees Fahrenheit will have the contents conspicuously stenciled in black.

4.10.3. Storage cabinets will be designed and constructed to limit internal temperature to not more than 325 degrees Fahrenheit when subject to the standard 10 minute fire specified in National Fire Protection Association (NFPA) 251.

4.10.4. Flammable liquids that are stored in a metal drum to be dispensed will be installed on a metal stand or rack at least 25 feet from any building or structure. The stand or rack will be properly bonded with ground straps and a sign displayed "NO SMOKING" within 50 feet.

4.10.5. Gasoline, lacquer, paint thinner, and alcohol are never to be used as cleaning agents.

4.10.6. Oil-based paint, paint thinner, cloth tarpaulins and rags used for painting work will be taken out of the building and placed in designated areas at the close of the day. In addition, no more than a one day supply of paint or thinner will be kept on the job.

4.10.7. Lawn powered equipment and other gasoline powered equipment will not be kept in any building unless the tank has been purged of fuel. Exceptions are permitted when the facility is designed for storage of this equipment.

4.10.8. Refueling of gasoline powered equipment will be accomplished outdoors and only after the engine has cooled. A funnel or filler extension will be used to prevent spillage.

4.10.9. Volatile liquids under pressure (having a flash point below 200 degrees Fahrenheit) will not be used for cleaning engines.

Chapter 5

CONTRACTOR, PROJECT, WORK ORDER AND WELDING RESPONSIBILITIES

5.1. Base Contractors. Contracts to be carried out at the Youngstown Air Reserve Station will state the contractor's responsibilities for fire prevention and for compliance with fire safety regulations during the time of the contract. The contractor will be briefed by Fire Prevention personnel before they start a project. The contractors are responsible for briefing their employees on the contents of these instructions.

5.2. Projects and Work Orders. The Fire Chief or the Fire Prevention Section will review all work orders (AF Form 332) and military construction project data (DD Form 1391) for compliance with Fire Protection Engineering Standards. They will be consulted during preparation of the project to make sure that the necessary fire protection features are included in the projects.

5.3. Welding, Soldering and Gas Cutting. Before any welding, brazing or gas cutting operation, a welding permit (AF Form 592) will be issued by Fire Prevention Section during normal duty hours. After hours, the Assistant Chief of Operations will issue the permit. Areas where the operation is to be performed will be inspected for fire safe condition.

5.3.1. Welding and cutting will not be permitted in the vicinity of flammable or explosive substances until all possibility of fire or explosion has been eliminated. Welding in an aircraft is not permitted except when specifically authorized by the Base Fire Chief.

5.3.2. Wood floors, walls, and combustible material will be adequately protected with noncombustible type covers before welding or cutting operation begins.

5.3.3. Oxygen and acetylene cylinder valves will be turned off when this equipment is not in use. Acetylene cylinders must always be stored in the upright position.

5.3.4. Care will be taken to keep oil and grease from coming in contact with acetylene and oxygen cylinders.

5.3.5. Electrical connections, cables, and plugs on arc welding equipment will be properly maintained.

5.3.6. All compressed gas cylinders will be secured by a safety chain when stored.

5.3.7. During welding, soldering, or gas cutting operations, a fire extinguisher will be readily available.

5.3.8. Cylinders containing flammable and/or explosive gases are handled and stored with extreme care. Every effort will be made to avoid dropping or allowing them to forcefully strike other objects. Flammable materials are not allowed in the storage space designated for gas cylinders.

5.3.9. When welding, brazing or cutting operations have been completed; the area will be carefully inspected and/or patrolled until it is ascertained that no potential fire condition exists.

Chapter 6

MEDICAL EMERGENCIES

6.1. The Base Fire Department: The Base Fire Department is responsible for all Medical Emergencies.

6.1.1. **All injuries shall be:** All injuries shall be reported by dialing 911 (base phone) or 330-609-1117 (cell phone). **NOTE:** By dialing/using “911” from an on-base phone, the call goes directly to the base fire department alarm room. Do not try to contact the base Fire Department from a cell phone or from off-base, as the call will then go to the Trumbull County “911” dispatch center, and they in turn will have to make a separate telephone call to the base Fire Department. This could create a substantial critical time loss in any given emergency.

6.1.2. **The person needing medical treatment shall.** The person needing medical treatment shall remain at the location they got injured at until emergency crews can get to them. Under no circumstances shall an injured person be transported to the fire station.

6.1.3. **Unit Commanders are:** Unit Commanders are responsible for completing any required paperwork on the injury.

Chapter 7

HAZARDOUS MATERIALS

7.1. Material Safety Data Sheet (MSDS): A Material Safety Data Sheet (MSDS) shall be kept in each shop utilizing Hazardous Materials.

7.1.1. **Upon locating a hazardous materials spill:** Upon locating a hazardous materials spill, secure/evacuate the area, DIAL **911** (base phone) **or 330-609-1117** (cell phone) and inform them of the spill.

7.1.2. **A responsible person:** A responsible person from the shop shall meet with the Senior Fire Officer with a copy of the MSDS involved.

7.1.3. **No person contaminated:** No person contaminated with a hazardous material shall be allowed to enter a building without first being decontaminated.

STEPHEN J. LINSENMAYER, Colonel, USAFR
Commander

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

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

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 91-301_AFRCSUP-1, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*, 12 May 1998

AF TECHNICAL ORDER 00-25-172, *Aircraft Servicing Operations*

AF TECHNICAL ORDER, *Tech Data*

Adopted Forms

AF Form 1118, *Notice of Hazard*, 1 January 1982

AF Form 1487, *Fire Prevention Visit Report*, 1 January 1999

AF Form 2519, (All Purpose Checklist) *Fire Extinguisher Checklist*, 1 January 1991

AF Form 3, *U.S. Air Force Hazard Abatement Log*, 1 October 1986

AF Form 332, *Base Civil Engineer Work Request*, 1 January 1991

AF Form 847, *Recommendation for the Change of Publication*, 22 September 2009

AF IMT Form 3, *Hazard Abatement Plan*, 1 October 1986

Abbreviations and Acronyms

AED—Automated External Defibrillator

AFOSH—Air Force Occupational Safety and Health Procedures

AFTO—Air Force Technical Order

AGE—Aerospace Ground Equipment

AW—Airlift Wing

Bldg—Building

BOS—Base Operating Contractor

CEF—Civil Engineer-Fire

FSD—Fire Safety Deficiency

HVAC—Heating Ventilation and Air Conditioning

MSDS—Material Safety Data Sheet

MSG—Mission Support Group

MXS—Maintenance Squadron

NFPA—National Fire Protection Association

OI—Operating Instruction

POV—Privately Owned Vehicle

RAC—Risk Assessment Codes

UL—Underwriters Laboratory

Terms

Building Manager.—Is a person who signs a receipt for any facility under his/her jurisdiction. A facility of multiple occupancies will be the responsibility of the building manager who uses the largest portion of the facility.

Fire Hazard.—Any existing condition or situation which when not corrected could result in an undesired ignition and subsequent fire causing personal injury and/or loss of life and property.

Fire Prevention.—Eliminates the cause of fire, reduces the loss of life, injuries and property damage if a fire occurs.

Fire Protection.—All aspects of Engineering, Fire Prevention, Fire Suppression and related Rescue Operations.

Fire Protection Door.—An internal door installed in a specified building to separate section or certain areas to prevent damage by smoke in the event of a fire.

Fire Safety Deficiency.—A condition which reduces fire safety below the acceptable level including noncompliance with standards, but which by itself cannot cause a fire to occur. It could increase the severity should a fire occur or cause a delay in detection or the reporting of a fire.

Fire Suppression.—The notification, response, attack, control, confinement and extinguishing of a fire.

Installed Fire Protection Systems.—Systems installed in various facilities for the purpose of fire detection, alarm, and/or extinguishing of a fire in a beginning stage.

Life Hazard.—Any existing condition or situation which, if not corrected could cause personal injuries and/or the loss of life.

Attachment 2

FIRE PREVENTION VISIT REPORTS

Figure A2.1. (Example) Fire Prevention Visit Report (Initial).

An inspection of a facility for which you are the functional manager has been conducted. You are required to take corrective action for the hazards and the safety deficiencies noted in item 9. Your responsibilities regarding corrective action for hazards and corrective actions for the elimination of the safety deficiencies are contained in AFM 91-301.

(9) Indicate corrective action taken to correct hazards and deficiencies noted in item 9 and return this form to the probation organization no later than the suspense date indicated in item 5.

A HAZARDS/DEFICIENCIES NOTED	B DATE CORRECTED (YYYY-MM-DD)	C DATE ENTERED IN HAP (YYYY-MM-DD)	D OTHER COMMENTS
1 Multiple extension cords and power strips used in the main bunk room. Extension cords will never be used in lieu of permanent wiring (AWI 910 AWI 32-2001, para 5.1.1).			1 # 52665

SAMPLE

Deficiency File Number: 06-37
Page 1 of 1

20. TYPED NAME AND TITLE OF FUNCTIONAL MANAGER
Stephen Molander

21. SIGNATURE OF FUNCTIONAL MANAGER
[Signature]

22. DATE (YYYY-MM-DD)
2009-04-30

AF FORM 1487, JAN 99 (REVISED)

Figure A2.2. (Example) Fire Prevention Visit Report (Formal).

FIRE PREVENTION VISIT REPORT				FORM APPROVED OMB NO. 0704-0188	
Page 1 of 1					
<p>The public reporting burden for this collection of information is estimated to average 10 minutes per response, including a review of existing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Directorate for Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS SHOWN IN ITEM 7.</p>					
1. FILE NO. 05-37	2. FACILITY NO. 402	3. DATE/TIME OF VISIT 2005 06 29 /	4. DATE CORRECTIVE ACTION REQUIRED 2005 07 08	5. SUSPENSE DATE (YYYY MM DD) 2005 07 08	6. TO: CEF
7. FROM: CEF		8. TYPE OF INSPECTION <input type="checkbox"/> QUARTERLY <input type="checkbox"/> SEMIANNUAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> OTHER <input type="checkbox"/> SPECIAL <input type="checkbox"/> UNSCHEDULED			
9. HAZARDOUS/DEFICIENCIES NOTED					
1 Multiple extension cords and power strips used in the main bunk room. Extension cords will never be used in lieu of permanent wiring IAW 910 AWM 32-2001, para 5.1.1.			10. PSD III	11. RAC	12. CORRECTIVE ACTION REQUIRED Submit work order to GSI to install additional outlets throughout the bunk room and annotate number on the reverse side.
13. FIRE KNOWLEDGE AND CAPABILITY OF PERSONNEL WORKING IN THE FACILITY					
SAT NEED ATTN. <input checked="" type="checkbox"/>					
A. FIRE REPORTING <input type="checkbox"/>					
B. FIRE EXTINGUISHERS <input type="checkbox"/>					
C. FACILITY EVACUATION <input type="checkbox"/>					
D. NOT APPLICABLE <input type="checkbox"/>					
14. IF FURTHER ASSISTANCE IS NEEDED CONTACT THE TECHNICAL SERVICES AT EXT. 1266/1369		15. SIGNATURE (Fire Prevention Specialist) <i>James E. Taylor</i> James E. Taylor, Asst. Chief of Fire Prevention		16. DATE 29 Jun 2005	
17. SIGNATURE (Fire Chief) <i>Russell L. Rowley</i> Russell L. Rowley, Fire Chief		18. DATE 29 Jun 2005		19. DATE 29 Jun 2005	

AF FORM 1487, JAN 99 (EF-V)

PREVIOUS EDITION IS OBSOLETE

Generated by ACES-ED Feb 2002 R5000

Attachment 3

BASE CIVIL ENGINEER WORK REQUEST FORM

Figure A3.1. (Example) Base Civil Engineer Work Request Form.

BASE CIVIL ENGINEER WORK REQUEST <small>(See Reverse for Instructions)</small>					Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average .3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project 0704-0188, Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to HQ AFESC/DEMG.						
SECTION I - TO BE COMPLETED BY REQUESTER						
1. FROM (Organization)		2. OFFICE SYMBOL	3. DATE OF REQUEST	4. WORK REQUEST NO. (For BCE Use)		
		MXMF	20060403			
5. NAME AND PHONE NO. OF REQUESTER			6. REQUIRED COMPLETION DATE	7. BUILDING, FACILITY OR STREET ADDRESS WHERE WORK IS TO BE ACCOMPLISHED		
SMSgt Wesoloski #1349			20090415	BLD 305 Room 128 & 129		
8. DESCRIPTION OF WORK TO BE ACCOMPLISHED (Include Sketch or Plan, when appropriate)						
Room 128 , remove current false wall that is constructed against the block wall, possible leaving just the upper portion to act as a soffit. this will require relocating 1 out let and 1 light switch. Room 128 & room 129 is separated by a block wall , requesting to remove this wall, requires relocation of 3 out electrical outlets, ceiling tracts to be tied in and 1 row of ceiling tiles, floor would have to be patched with sections of flooring where wall was located.						
9. BRIEF JUSTIFICATION FOR WORK TO BE ACCOMPLISHED (Not required for maintenance and repair)						
Currently unable to meet the intent of 21-101 on security of tool room, this was brought up during the 22nd visit, and again identified to Col McGregor by Col Wong during a spot check. Opening these rooms will allow us to install a cage to secure all CTK's and meet the AFI. We would be willing to provide self help labor by demoing the walls and patch painting and ordering and installing the cage.						
10. DONATED RESOURCES						
FUNDS	LABOR	MATERIAL	CONTRACT BY REQUESTER	NONE		
11. NAME OF REQUESTER	12. GRADE OF REQUESTER	13. SIGNATURE OF REQUESTER (See Reverse of Form)				
Darin J Wesoloski	WS-10 / E-8					
14. COORDINATION						
SFS 4 FEB 10 tap	CEV 29JAN10 gdw	ATO 1 Feb 10 PDH	SE 1 Feb 10 CAB	CEF - SEE REMARKS		
SECTION II - FOR BASE CIVIL ENGINEER USE						
15. WORK ORDER (Place an "X" in the appropriate box.)						
IN-SERVICE	SELF-HELP	CONTRACT	SABER			
16. DIRECT SCHEDULED WORK (Place an "X" in the appropriate box.)						
EMERGENCY	URGENT	ROUTINE	SELF-HELP	M/C		
17. SELF-HELP (Place an "X" in the appropriate box.)						
BRIEFING REQUIRED	ADEQUATE COORDINATION	INSPECTION REQUIRED				
SECTION III - COMPLETE ONLY IF WORK IS TO BE ACCOMPLISHED BY WORK ORDER						
18. WORK CLASS		19. PRIORITY	20. ESTIMATED HOURS	21. ESTIMATED FUNDED COST	22. ESTIMATED TOTAL COST	
23. THERE IS NO NEED FOR AN ENVIRONMENTAL ASSESSMENT (AFR 19-2)	24. A WRITTEN ASSESSMENT IS BEING/HAS BEEN PROCESSED	25. APPROVED	26. DISAPPROVED			
23.	24.	25.	26.			
27. REMARKS						
CEV: The floor tile in these rooms does not contain asbestos. CEF - More sprinkler heads may have to be added when walls come down. (fet - 3Feb10)						
SECTION IV - APPROVING AUTHORITY						
28. NAME AND GRADE (Please Type or Print)			29. SIGNATURE		30. DATE	

Attachment 4

HAZARD ABATEMENT PLAN

Figure A4.1. (Example) Hazard Abatement Plan.

HAZARD ABATEMENT PLAN				TYPE OF ACTION			DATE
				<input type="checkbox"/> HAZARD	<input type="checkbox"/> OCCUPATIONAL	<input checked="" type="checkbox"/> NEW	20050223
				<input checked="" type="checkbox"/> DEFICIENCY	<input checked="" type="checkbox"/> NON-OCCUPATIONAL	<input type="checkbox"/> REVISED	
						<input type="checkbox"/> COMPLETE	
TO: 910 MSG/CEF YOUNGSTOWN ARS		FROM: 910 MXS/MXMG YOUNGSTOWN ARS		POINT OF CONTACT KEN AHLQUIST AUTOVON NUMBER 346-1261			
1. HAZARD/DEFICIENCY INFORMATION							
1. CONTROL NO. 2005-01	2. RAC 1	3. CATEGORY <input type="checkbox"/> SAFETY <input checked="" type="checkbox"/> FIRE <input type="checkbox"/> HEALTH		4. DISCOVERY	a. DATE 20050128	<input type="checkbox"/> SUGGESTION	
					b. METHOD (Check)	<input type="checkbox"/> MISHAP REPORT	
					<input checked="" type="checkbox"/> INSPECTION	<input type="checkbox"/> OTHER (Specify)	
					<input type="checkbox"/> HAZARD REPORT		
5. ORGANIZATION MXS		7. FACILITY NO. B-301		9. STANDARD VIOLATED NFPA 13			
6. OFFICE SYMBOL MXMG		8. FUNCTION AGE		10. EXPOSURE 20			
11. DESCRIPTION BUILDING FIRE ALARM SYSTEM INOPERATIVE. REPAIR NOT IMMEDIATELY POSSIBLE DUE TO AGE OF SYSTEM. SYSTEM NEEDS TO BE REPLACED AND UPGRADED. LACK OF ALARM ENDANGERS MISSION CAPABILITY OF THREE MAINTENANCE SHOPS IN FACILITY.							
II. ABATEMENT LOCATION							
12. DESCRIPTION REPLACE FIRE ALARM SYSTEM							
SAMPLE							
13. METHOD AF FORM 332		14. PROJECT NO. 50474		15. COMPLETION DATE <input checked="" type="checkbox"/> ESTIMATED <input type="checkbox"/> ACTUAL		16. COST <input checked="" type="checkbox"/> ESTIMATED <input type="checkbox"/> ACTUAL	
17. STATUS <input type="checkbox"/> FUNDED <input checked="" type="checkbox"/> UNFUNDED NO FUNDS AVAILABLE						a. PROJECT COST \$30,000.00	
						b. ABATEMENT COST	
18. INTERIM CONTROL MEASURES POSTED AF FORM 1118, ALL BUILDING OCCUPANTS AWARE OF SITUATION. BUILDING PERSONNEL WILL CONDUCT AN END OF DAY CHECK TO INSURE ALL HEAT PRODUCING EQUIPMENT TURNED OFF							
19. FUNCTIONAL MANAGER (Typed/Printed Name, Grade, Title) KENNETH L. AHLQUIST, WS-09 POWERED SUPPORT SYSTEMS MECHANIC SUPERVISOR				20. SIGNATURE <i>Kenneth L. Ahlquist WS-9</i>		21. DATE 20050224	
22. REVIEW RECORD		INITIALS					
		DATE					
FOR SAFETY/FIRE/HEALTH USE ONLY							
23. SEVERITY	24. PROBABILITY	25. MULTIPLIER	26. EXPOSURE	27. PROJECT COST	ABATEMENT PRIORITY NUMBER		
I	B	53	20	30000	28. RAC	29. COST EFF INDEX	
					I	28.3	
30. QUALIFIED OFFICIAL (Typed/Printed Name, Grade, Title) MICHAEL J. NORRIS, GS-11 GROUND SAFETY MANAGER				31. SIGNATURE <i>[Signature]</i>		32. DATE 20050224	

Attachment 5
NOTICE OF HAZARD

Figure A5.1. (Example) Notice of Hazard.

NOTICE OF HAZARD	
LOCATION	DATE POSTED
Bldg 301	22 Nov 04
HAZARDOUS CONDITION	
NO FIRE ALARM OR AUDIBLE ALARM WORKING IN BLDG	
INTERIM CONTROL MEASURES	
CALL 911 IF FIRE OR SMOKE ARE PRESENT. NOTIFY BLDG OCCUPANTS OF EMERGENCY	
PERMANENT CORRECTIVE ACTION	
REPLACE FIRE ALARM PANEL	
FOR FURTHER INFORMATION CONTACT	EXPECTED COMPLETION DATE
Fire Dept 1484/1266	30 Dec 04

AF 98323 (01/98) 24/01/02

Attachment 6

FIRE EXTINGUISHER INSPECTION CHECKLIST

Figure A6.1. (Example) Fire Extinguisher Inspection Checklist.

ALL PURPOSE CHECKLIST		PAGE 1	OF 1	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR 910 MSG/CEF	DATE 20100101	
FIRE EXTINGUISHER CHECKLIST				
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	YES	NO	N/A
1.	WATER TYPE EXTINGUISHERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Insure pressure indicator is in the proper area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Check that seal is not broken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Check for exterior damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Insure hose is free of cracks and breaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Check accessibility of extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Insure extinguisher is clean and in proper location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	DRY CHEMICAL EXTINGUISHERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Insure pressure indicator is in the proper area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Check that seal is not broken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Check for exterior damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Insure hose is free of cracks and breaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Check accessibility of extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Insure extinguisher is clean and in proper location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	HALON 1211 5lb AIRCRAFT EXTINGUISHER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Insure pressure indicator is the the proper area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Check that seal is not broken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Check for exterior damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Check accessibility of extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Insure extinguisher is clean and in proper location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	HALON 1211 150lb FLIGHT LINE EXTINGUISHER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Insure pressure indicator is in the proper area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Check that seal is not broken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Check for exterior damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Insure hose is free of cracks and breaks, and is not kinked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Check charge nozzle is in the off position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Check tire pressure (if found low, notify Fire Department @ 1369)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	CO2 CARBON DIOXIDE EXTINGUISHERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Check that seal is not broken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Insure discharge horn and nozzle clear and free of breaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Insure hose is free of cracks and breaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Check accessibility of extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Insure extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Insure extinguisher is secure on hook (high pressure)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	CLASS D and LITHIUM EXTINGUISHERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Insure pressure indicator is in the proper area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Check that seal is not broken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Check for exterior damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Insure hose is free of cracks and breaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Check accessibility of extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Insure extinguisher is clean and in proper location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAMPLE

Attachment 7

BUILDING CLOSING CHECKLIST FOR PLACE OF PUBLIC ASSEMBLY

Figure A7.1. (Example) Building Closing Checklist For Place of Public Assembly.

