

**BY ORDER OF THE COMMANDER  
97TH AIR MOBILITY WING (AETC)**

**AIR FORCE INSTRUCTION 32-2001**



**ALTUS AIR FORCE BASE  
SUPPLEMENT**

**24 MARCH 2015**

**Civil Engineering**

**ALTUS AFB FIRE EMERGENCY SERVICES PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes Altus Air Force Base (AAFB) policy governing the Fire Emergency Services (FES) Flight's program to prevent and reduce loss from fire. Compliance with this publication is mandatory. It establishes policies, practices and procedures for a comprehensive, base fire prevention program at Altus Air Force Base. It applies to all personnel assigned, attached to or working on Altus AFB. This instruction implements Air Force Policy Directive (AFPD) 32-20, Fire Emergency Services and Air Force Instruction (AFI) 32-2001, Fire Emergency Services Program and shall be available for use by assigned personnel in all organizations. It places specific obligations upon all personnel assigned or attached to Altus AFB for which a violation is punishable under Article 92 of the Uniform Code of Military Justice (UCMJ). NOTE: Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

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## **7. (Added) Responsibilities and Assignments.**

**7.1. (Added) Preservation of Life and Property.** Preserving life and property from damage or destruction by fire is a fundamental duty of all levels of command. Every assigned unit will have a fire prevention program suited to its size and need. This includes all personnel assigned or attached to units at AAFB, to include all tenant organizations, contractors and concessionaires. Willful violators of adopted standards may be subject to disciplinary action and/or pecuniary liability. Anyone that recognizes a fire hazard or condition not specifically covered by this instruction should bring it to the attention of installation fire department personnel. The Base Fire Marshal (BFM) has the authority to cause work stoppage when a serious fire hazard exists. Carelessness and disregard for established safety procedures are the most common causes of recurring fire loss.

**7.2. (Added) Reporting Fire and/or Smoke.** Any person discovering a fire or suspected fire will immediately report the situation found to the installation fire department; by calling 911. Report all fires even if they have been extinguished without the aid of the fire department.

7.2.1. **(Added)** Any person discovering any of the following conditions/situations shall notify the base fire department by calling 911:

7.2.1.1. **(Added)** Discovers a fire.

7.2.1.2. **(Added)** Suspects there may be a fire.

7.2.1.3. **(Added)** Discovers the past presence of a fire.

7.2.1.4. **(Added)** Detects the smell or presence of smoke.

7.2.1.5. **(Added)** Detects a gas leak.

7.2.2. **(Added)** Procedures for reporting any emergency event:

7.2.2.1. **(Added)** Immediately warn all building occupants orally and/or by activating the installed fire alarm system (if any).

7.2.2.2. **(Added)** Dial 911 to ensure call priority. Calls made from cellular, or commercial telephones may be answered by the City of Altus Fire Department. Inform them you are reporting an emergency on Altus AFB; the call will be transferred on base. The AAFB Fire Alarm Communication Center (FACC) will request all pertinent information.

7.2.2.3. **(Added)** Provide the address, location and type of emergency, if known: example; building, vehicle, electrical, gasoline, etc.

7.2.2.3.1. **(Added)** Provide the exact location of the emergency; stairwell, floor, room number, building number and/or common name of the building such as Club Altus, Post Office, Base Gym, etc.,

7.2.2.3.2. **(Added)** Provide name, grade and phone number from which call is being placed.

7.2.2.4. **(Added)** As personnel evacuate the building, if time and/or conditions permit, they will:

7.2.2.4.1. **(Added)** Turn off switches to electric fans, ventilators, and electrically operated motors and appliances. NOTE: except exhaust fans for cooking equipment.

7.2.2.4.2. **(Added)** Close all doors and windows.

7.2.2.4.3. **(Added)** Close and lock all safes containing classified material.

7.2.2.4.4. **(Added)** Post an individual in a conspicuous location outside the building to direct fire department personnel to exact location of the fire.

7.2.2.4.5. **(Added)** Use fire extinguishers to extinguish the fire, as long as personal safety is not compromised.

**7.3. (Added) False Reporting.** Reporting an emergency or fire where none exists is prohibited. This includes but is not limited to:

7.3.1. **(Added)** Willful and deliberate activation of any manual pull station, emergency alarm by phone, destruction and or disconnecting of any life safety device such as a smoke detector.

**7.4. (Added) Telephone stickers** Emergency reporting 911 telephone stickers will be affixed to all hard line telephones. Stickers with the fire reporting number may be obtained from the fire prevention office.

**7.5. (Added) Supervising firefighting operations.** The senior fire officer at the scene is in complete charge of all firefighting and rescue operations. Persons outside the fire protection organization will not interfere with any fire department personnel during the performance of their duty.

**7.6. (Added) Authority to commandeer.** The senior fire officer may commandeer available military vehicles, equipment, materials, and personnel considered necessary to promptly control and extinguish a fire, rescue personnel, or mitigate other types of emergencies. Voluntary civilian help, including mutual aid, may be sought.

**7.7. (Added) The 97th Air Mobility Wing Commander.** The Installation Commander exercises primary responsibility for fire prevention and is responsible for protecting resources under his/her jurisdiction through the Base Civil Engineer (BCE).

**7.8. (Added) Base Fire Marshal (BFM).** In accordance with AFI 32-2001, Fire Emergency Services Program, The Civil Engineer (CE) Squadron Commander or BCE is the Base Fire Marshal. The BCE is the Base Fire Marshal. The BFM is responsible to the Installation Commander for oversight of Fire and Emergency Service (FES) programs and provides the IFC the resources available to execute the FES mission.

7.8.1. **(Added)** The Civil Engineer (CEN) Flight Chief. The CEN Flight Chief is responsible to the BFM to ensure all construction projects are designed with all required fire/life safety features according to all applicable and referenced building and electrical codes.

7.8.2. **(Added)** The Civil Engineer Operations (CEO) Flight Chief. The CEO Flight Chief is responsible to the IFM for inspection, testing, maintenance, and documentation associated with all fire detection, notification, suppression, water distribution systems, including any fire pumps. CEO is also responsible for acquiring and maintaining any reserve/backup stock(s) of fire extinguishing agent(s) needed for installed systems.

7.8.2.1. **(Added)** The CEO Flight Chief shall, on a monthly basis, furnish the fire prevention section with copies of records relating to the annual inspection, testing, and maintenance of all fire detection, notification, suppression systems. Water distribution system records will be furnished annually.

7.8.3. **(Added)** CE customer service section shall provide facility managers a roster to the fire prevention section monthly.

**7.9. (Added) The Installation Fire Chief (IFC).** The FES Flight Chief is the IFC and is directly responsible to the BFM for establishing, executing, and maintaining FES programs; effective utilization of resources, determining additional resources required; conducting risk assessments; advising commanders regarding risk and capability, and implementing risk management actions. IFCs develop risk management plans which detail actions to take during periods of reduced FES capability for approval of the Installation Commander.

**7.10. (Added) Assistant Chief for Fire Prevention.** The Assistant Chief for Fire Prevention is responsible to the Base Fire Chief for the overall supervision of the fire prevention section. Functions of the fire prevention section are to administer fire safety education, provide code enforcement as delegated by the Fire Chief, and participate in facility design reviews.

7.10.1. **(Added)** Facility fire prevention inspections will be conducted annually unless required more often by public law or other statutory requirement. Inspection frequency may be adjusted if deemed necessary.

**7.11. (Added) Unit commanders and supervisors.** The establishment of effective fire prevention practices are the responsibility of unit commanders and supervisors at all levels. They will:

7.11.1. **(Added)** Immediately notify the fire prevention section of any fire hazards, (conditions that can cause a fire), that are not immediately correctable by unit personnel.

7.11.2. **(Added)** The commander of the using organization is responsible for developing Operational Risk Management (ORM) and corrective action plans (CAPs) required by AFI 32-10141 for fire safety deficiencies (FSDs) identified in their area of responsibility. The Fire Inspector or other FES staff may assist the using organization in developing the ORM, the CAP, or an AF IMT Form 332; Base Civil Engineer Work Request for maintenance/repair actions.

7.11.3. **(Added)** Closing inspections will be accomplished at the end of each duty day or after completion of each working shift as mandated IAW AFI 91-203.

7.11.4. **(Added)** The fire prevention section shall oversee the fire extinguisher program IAW AFI 91-203 and NFPA requirements.

7.11.4.1. **(Added)** Fire extinguishers are the property and responsibility of the using organizations.

7.11.4.2. **(Added)** Prior to the purchase of any fire extinguisher, the fire prevention section shall be consulted to ensure proper size, type and placement.

7.11.5. **(Added)** Fire prevention section will provide appropriate lectures, training, and demonstrations. Schedule to obtain the largest possible audience. Requests are to be in writing with time allowed for proper preparation and confirmation.

7.11.6. **(Added)** Ensure the complete fire prevention orientation of newly assigned personnel. Supervisors at all levels are responsible for enforcing sound fire prevention practices in their work areas.

7.11.7. **(Added)** Supervisors with areas under increased security shall provide access for fire prevention inspections. It is the facility manager's responsibility to provide emergency access to areas not manned on a 24 hour basis. A master key shall be provided for each facility by the facility manager for inclusion in the fire department's Knox Box program.

**7.12. (Added) Facility managers.** Responsible to their respective functional managers (squadron commander) for the fire safety conditions of their facilities. The facility manager's duties include, but are not limited to:

7.12.1. **(Added)** The facility manager is responsible for correcting fire hazards/deficiencies on-the-spot or submitting an AF IMT Form 332 for the necessary

work order, job order, or construction project. Immediate corrective actions may include lock out/tag out of defective equipment, termination of hazardous operations, or occupancy/use restrictions in affected facilities. The local Safety Office must be notified when lock out/tag out of defective equipment is used.

7.12.2. **(Added)** Facility managers shall ensure all buildings within their responsibility are numbered and that the numbers are visible from the road.

7.12.3. **(Added)** Facility managers shall maintain a required monthly checklist in their facility folder. AAFBI 32-2001, attachment 2, will be the minimum standard for monthly fire prevention checks. This folder shall be on file for the fire inspector's review. Included in this file will be copies of any open AF Form 1487, Fire Prevention Visit Report. Take interim corrective actions on all identified items that cannot be corrected by the suspense date. All other required documentation shall be updated annually and kept readily available to fire inspectors.

7.12.4. **(Added)** A listing of all fire extinguishers within the facility shall be kept by the facility manager. The list shall contain the serial number, chemical weight, type of contents, six year maintenance, and hydrostatic test dates. This list will be kept readily accessible for fire inspectors at all times.

7.12.5. **(Added)** Evacuation of building. Upon activation of a fire alarm, all personnel will evacuate the building except those personnel assigned to firefighting duties. In buildings not equipped with a fire alarm system, the person discovering the fire will alert all personnel and evacuate the building. A person knowledgeable of the emergency shall be designated to brief the first arriving emergency unit of the emergency condition. No personnel shall re-enter a facility after an evacuation has occurred without permission from the incident commander or his/her designee.

7.12.6. **(Added)** Exit drills. Conduct fire evacuation drills on assigned facilities to ensure all personnel are familiar with evacuation procedures. During fire evacuation drills, occupants of any building shall evacuate to the designated assembly area allowing for an accurate personnel count. Fire drills can be coordinated with the fire prevention office to incorporate the facilities fire evacuation system if desired. Designated area will be a safe distance from facility and will not hamper the access of fire department operations and if possible will avoid crossing streets. At a minimum, hold fire evacuation drills as listed below:

7.12.6.1. **(Added)** Monthly.

7.12.6.1.1. **(Added)** Child Care/Preschool.

7.12.6.2. **(Added)** Quarterly.

7.12.6.2.1. **(Added)** Public assembly facilities (evacuation not required).

7.12.6.2.2. **(Added)** Dormitories.

7.12.6.2.3. **(Added)** All commercial cooking facilities.

7.12.6.3. **(Added)** Semi-Annual.

7.12.6.3.1. **(Added)** Munitions areas or facilities.

7.12.6.4. **(Added)** Annual.

7.12.6.4.1. **(Added)** Medical Group Facilities.

### **7.13. (Added) Notification of Public Gatherings.**

7.13.1. **(Added)** The base fire prevention section shall receive a one week prior notice of any gathering of more than 50 people conducted in a facility not having an occupant load letter on file and/or when temporary decorations or unusual arrangements will exist.

### **7.14. (Added) The 97th Maintenance Directorate (97 MX) and 97th Operations Group (97 OG) Commanders.**

7.14.1. **(Added)** Ensure aircraft evacuation plans are prepared to expedite aircraft removal from hangars if deemed necessary by the on scene commander.

7.14.2. **(Added)** Ensure flight line fire extinguishers (wheel type) that require maintenance are taken to the extinguisher maintenance shop at building 288.

### **7.15. (Added) The 97th Medical Group (97 MDG) Commander.**

7.15.1. **(Added)** Designates one medical crew during duty hours to respond to in-flight emergencies.

7.15.1.1. **(Added)** Ensures the medical crew reports to the fire chief or senior fire officer in charge for deployment as required.

7.15.1.2. **(Added)** Provides during duty hours an on call response team.

### **7.16. (Added) The 97th Security Forces Squadron (SFS) Commander.**

7.16.1. **(Added)** Ensures security forces personnel provide traffic/personnel control and security of government property at all emergency scenes. The senior security forces representative shall report to the senior fire officer on scene to coordinate resource placement.

7.16.2. **(Added)** Notifies the fire alarm communications center (FACC) of blocked streets and all gate closures.

7.16.3. **(Added)** Prohibits parking within 15 feet of a fire hydrant, fire department sprinkler connection, street intersection, in fire lanes or areas that block the way of fire apparatus and equipment.

7.16.4. **(Added)** Ensures that normal scheduled security patrols watch buildings and facilities during the night and other extended periods of closure. Report any potential fire hazard.

7.16.5. **(Added)** Ensures that the security forces assist in building evacuations during actual emergencies, as requested by the senior fire officer.

7.16.6. **(Added)** Ensures security forces control center notifies the alert photographer when requested by the senior fire official.

7.16.7. **(Added)** Coordinates with the FES leadership on matters of crowd management for large, special base events.

7.16.8. **(Added)** Takes appropriate action, in the event tampering renders any portable or fixed fire extinguishing/life safety system device inoperative.

#### **7.17. (Added) The 97th Civil Engineer Squadron (97 CES).**

7.17.1. **(Added)** Operations Flight.

7.17.1.1. **(Added)** Ensures review and coordination by fire prevention personnel is complete on all BCE Work Requests, prior to processing.

7.17.1.2. **(Added)** Ensures rapid response of any required civil engineer squadron personnel with proper tools and equipment to fire/emergency incidents.

7.17.1.3. **(Added)** Provides support, as requested, for heavy equipment at the scene of a fire/emergency.

7.17.1.4. **(Added)** Gives priority to documented fire safety deficiencies/hazards.

7.17.1.5. **(Added)** Notifies the FACC when the water supply drops below minimum standards for fire protection.

7.17.1.6. **(Added)** Notifies the FACC when fire protection systems are impaired, fire hydrants are out of service or when roads or streets are blocked.

7.17.1.7. **(Added)** Ensures all fire protection systems and fire hydrants are properly marked if out of service.

7.17.2. **(Added)** Installation Management Flight: Base housing officer shall be the liaison between FES personnel and the housing contractor.

7.17.3. **(Added)** Engineer Flight. Shall ensure coordination with the fire chief or a designated representative for review and signature of all project specifications and drawings, including non-appropriated funds, Army and Air Force Exchange Services (AAFES), and Defense Commissary Agency (DeCA) projects. Fire prevention shall have 5 duty days for the review of project plans and specifications.

7.17.3.1. **(Added)** Shall notify the FACC when roads or streets are to be blocked due to construction by contractors or civil engineer personnel.

7.17.3.2. **(Added)** Shall, upon completion of work on projects involving fire suppression or detection systems, notify the fire prevention section the time of the final test.

7.17.3.3. **(Added)** Shall notify the FACC when a contractor will put a fire protection or detection system or fire hydrant out of service and when it will be returned to service.

#### **7.18. (Added) Munitions Branch Supervisor.**

7.18.1 **(Added)** Ensures personnel notify the FACC any time there is a fire symbol change in the storage area, and ensures personnel concerned are familiar with the contents of AFMAN 91-201, Explosives Safety Standard.

7.18.2. **(Added)** Ensures munitions personnel notify the FACC when munitions are transported on base by commercial carrier to storage areas or munitions holding areas (HAM).

#### **7.19. (Added) Inspection Process.**

7.19.1. **(Added)** Inspections shall be accomplished in accordance to AFI 32-2001 and Public Law.

7.19.2. **(Added)** The commander of the using organization is responsible for developing ORMs and CAPs required by AFI 32-10141 for FSDs identified in their area of responsibility. The Fire Inspector or other FES staff may assist the using organization in developing the RM, the CAP, or an AF IMT Form 332; Base Civil Engineer Work Request for maintenance/repair actions.

#### **8. (Added) Contractor Requirements.**

**8.1. (Added) Contract Management.** The base fire chief or designated representative will attend all pre-construction and pre-performance meetings and all final inspections of construction projects. This includes all appropriated and non-appropriated funded projects.

Project engineers, in coordination with the 97th Contracting Flight, will notify fire prevention personnel of all pre-design, pre-construction and pre-performance conferences, pre-final inspections, board reviews, and modifications of projects. Monitor all construction projects, whether new or maintenance and repair, to ensure compliance with base fire instructions. Each contract will contain a specific section on fire prevention. When fire hazards or unsafe practices exist, the Quality Assurance Evaluator (QAE) or Construction Contract Inspector (CCI) will be notified. The QAE or CCI will advise the contracting officer to instruct the responsible contractor to take corrective action.

**8.2. (Added) Rules.** Contractors shall abide by the fire safety rules set forth in this instruction and all other applicable fire safety standards.

**8.3. (Added) Guidelines.** Contractors shall follow the guidelines provided by the fire prevention section as it applies to their contract.

8.3.1. **(Added)** Connection to a fire hydrant shall comply with requirements contained in the contractor guide supplied by the fire prevention section.

**8.4. (Added) All contracts.** The fire prevention section will review all drawings and specifications prior to actual construction. This will ensure inclusion of fire safety requirements. The fire prevention section will have a minimum of five workdays to review all drawings and/or plans to make their comments.

**8.5. (Added) Contract and concessionaire employees.** Immediate supervisor(s) shall brief employees on fire reporting and evacuation procedures and other related fire prevention policies. Briefing will be documented.

## **9. (Added) Fire Hazards and their Elimination.**

**9.1. (Added) Control of smoking.** Consult AFI 40-102 regarding the location and requirements of designating a smoking/tobacco use area.

**9.2. (Added) Smoking and disposal of smoking material.** At the end of each work shift, supervisors shall conduct an inspection of all designated smoking areas ensuring ensure smoking material are properly disposed.

9.2.1. **(Added)** There shall be no smoking in any area an aircraft may be parked, taxied, towed or have maintenance performed, unless approved in writing as required in AFI 91-203.

9.2.1.1. **(Added)** Distribute an adequate number of lid type metal or commercially designed containers labeled "CIGARETTE BUTTS ONLY" for every authorized smoking area. Such receptacles shall not be used as wastebaskets. Thoroughly soak cigarette butts with water before disposing of in dumpsters.

9.2.2. **(Added)** Thoroughly extinguish smoking materials before discarding.

**10. (Added) Electrical Safety.**

**10.1. (Added) Electrical equipment and installation.** All electrical equipment and installation shall comply with the National Electrical Code current AF adopted edition.

**10.2. (Added) Normal electrical equipment installation.**

10.2.1. **(Added)** Hanging of any article on electrical wiring is prohibited.

10.2.2. **(Added)** Do not tamper with or obstruct panel boards, fuse boxes and circuit breaker panels.

10.2.3. **(Added)** Do not apply tape to breaker switches to prevent tripping.

10.2.4. **(Added)** When a circuit has been interrupted by a tripped breaker, the source of disturbance shall be located and eliminated before restoring power to the interrupted circuit.

**10.3. (Added) Combustible or makeshift lampshades are prohibited.** The use of infrared flood light bulbs in standard fixtures is prohibited. The manufacturer's instructions shall be followed on bulb type and size used.

**10.4. (Added) Electrical cords.** Shall be without splices and shall not be hung over nails, rafters, or in a manner, which would constitute a fire hazard. Electrical cords shall not be placed under rugs, carpets or other combustible materials. Extension cords shall not be used in lieu of permanent wiring and shall not run through walls, ceilings, floors, doorways, windows or other similar openings IAW National Fire Protection Association (NFPA) 70.

10.4.1. **(Added)** Power strips shall be plugged directly into a wall receptacle. Power strips shall not be connected together. Power strips and corded surge protectors are defined as extension cords.

10.4.2. **(Added)** Flexible extension cords, including power strips approved for use will have a nationally known testing laboratory seal affixed to the cord.

10.4.3. **(Added)** Fire inspectors will evaluate extension cords on an individual basis during fire inspections and their recommendations will be followed.

10.4.4. **(Added)** Uninterruptible Power Supplies (UPS) are considered pieces of equipment for the purposes of this instruction. UPS units shall be connected directly into a receptacle and utilized according to manufacturer's instructions.

**10.5. (Added) Electrical equipment in hazardous locations.** All electrical equipment installed or used in hazardous locations will conform to requirements of Underwriters Laboratories (UL) or Factory Mutual (FM) Laboratories for the particular location and hazard

involved. This includes but is not limited to areas where flammable liquids, dusts or gases are present. Use IAW NFPA 70.

## **11. (Added) Heating and Cooking Appliances.**

**11.1. (Added) Boiler and air handling rooms.** Will be locked and entered only by authorized personnel. Store only noncombustible items necessary for maintenance of equipment installed in these rooms.

**11.2. (Added) Cooking.** Is prohibited in dormitories except where kitchenettes are provided.

11.2.1. **(Added)** The use of hot plates, coffee pots and similar utensils in break areas will be permitted providing they are:

11.2.2. **(Added)** Approved by a national testing laboratory.

11.2.3. **(Added)** Kept in serviceable condition.

11.2.4. **(Added)** Supervised while in use. Unattended cooking is prohibited.

11.2.5. **(Added)** Placed on a non-combustible surface away from combustibles.

11.2.6. **(Added)** Unplug appliances that contain heating elements, for example, irons, curling irons, hair dryers, etc., when not in use.

## **11.3. (Added) Bar-B-Ques.**

11.3.1. **(Added)** Store charcoal in a dry location. Open bags of charcoal will be stored in metal containers with tight fitting lids.

11.3.2. **(Added)** Use only approved-type lighter fluid.

11.3.3. **(Added)** Responsible persons will constantly supervise fires.

11.3.4. **(Added)** Suitable extinguishing agents will be readily available to extinguish any fire that results.

11.3.5. **(Added)** Grills/propane cooking units shall not be used inside any structure or located within 10 feet of any building, balcony or combustible overhang when in use. Upon completion of cooking, hot coals shall be quenched with water or covered with a noncombustible cover to prevent sparks or hot coals from being scattered by the wind. All ashes and coals shall be fully extinguished prior to disposal.

11.3.6. **(Added)** No propane grills shall be stored or used on walkways above the ground floor; nor shall they impede egress in any manner, when stored on the ground floor. No

propane cylinders shall be stored within ten feet of an exit. Do not store propane cylinders inside facilities.

**11.4. (Added) Space heaters.** Approval for electric space heaters must be processed IAW AFI 91-203.

11.4.1. **(Added)** Electric heaters, when used, shall have certification label from a nationally recognized third party testing laboratory such as UL or FM. Units shall be equipped with a tip-over switch and metal screen or other means to cover and protect the heating elements. Heaters will be plugged directly into a receptacle and placed three feet away from combustible objects. Space heaters shall not be left unattended while in use.

**11.5. (Added) Clothes dryers.** Will be vented to the exterior of the facility. Lint traps shall be cleaned IAW manufacturer's instructions or after each use.

**11.6. (Added) Electric scent warmers.** Use of electric scent warmers, containing combustible media over a heating element are not authorized. Other styles of electric scent warmers may be used IAW manufacturer's safety instructions. Relevant manufacturer's safety data will be kept available for fire inspector's review.

## **12. (Added) Packing Material and Housekeeping.**

### **12.1. (Added) Storage.**

12.1.1. **(Added)** Pile supply material to minimize the spread of fire and permit convenient access for firefighting, salvage or removal of material that may constitute a hazard. Maintain neat stacking and good housekeeping at all times. Commodities particularly susceptible to water damage shall be on skids, dunnage, pallets or elevated platforms to maintain at least four inches clearance from the floor.

12.1.2. **(Added)** Do not stack materials within 24 inches of the ceiling in facilities without fire suppression system. Maintain 18 inches between the bottom of the deflector head and storage in buildings with sprinkler systems.

12.1.3. **(Added)** In offices or warehouses, do not store materials within 24 inches of interior combustible type walls or substandard firewalls. Do not store materials under or piled within 10 feet of buildings, ramps, doors, exits, etc.

**12.2. (Added) Housekeeping.** Good housekeeping, essential to fire prevention, is the responsibility of all Air Force and civilian personnel.

12.2.1. **(Added)** Empty all trash containers when full or at the end of each work shift.

12.2.2. **(Added)** Store open cartons of oil base sweeping compound in covered metal containers.

12.2.3. **(Added)** Immediately clean up oil, grease, gasoline and other combustible substances. Use an approved absorbent and dispose of properly.

12.2.4. **(Added)** Steel wool is a combustible material and will be stored in a non-combustible container equipped with a lid.

12.2.5. **(Added)** Do not allow the accumulation of rubbish, combustible material, rags, mattresses and other such combustibles. These items will not be stored in corners, closets, hallways and other areas where an accumulation may contribute to a fire.

12.2.6. **(Added)** Rubbish, paper, dry grass and other combustibles, flammables or vegetation will not be permitted to accumulate under or in the vicinity of buildings, tanks, unloading racks, aircraft parking areas, ammo storage areas or similar locations.

12.2.7. **(Added)** Do not store combustible material on or near hot water heaters or other heat producing devices.

12.2.8. **(Added)** Thoroughly clean and dry paint brushes after use. Do not store paintbrushes in containers with combustible solvent or paint thinner.

### **13. Vehicle Operation and Parking.**

**13.1. (Added) Refueling.** Do not refuel equipment indoors. Permit the engine to cool prior to refueling.

#### **13.2. (Added) Parking.**

13.2.1. **(Added)** Do not park vehicles and/or trailers in any manner that would preclude access by fire apparatus to all sides of buildings.

13.2.2. **(Added)** Motorcycles shall not be parked in exit stairwells, on or under paths of egress.

13.2.3. **(Added)** Do not park motor vehicles inside buildings not designated for such purposes.

### **14. (Added) Traffic and Pedestrian Control at Fires.**

**14.1. (Added) Traffic across fire hose.** No person shall drive or propel any vehicle over a fire hose under the supervision or control of the fire department unless directed to do so by fire department personnel.

**14.2. (Added) Vehicle Control.** Firefighting vehicles responding to an emergency call will have the right of way over all other vehicles. Upon approach of firefighting vehicles with red light and/or sirens in operation, traffic will immediately clear intersections, move as far as possible to the right, and come to a full stop. Traffic will not commence to move until all

firefighting vehicles have passed. When emergency firefighting vehicles are positioned at emergency scene(s) with emergency lights flashing, vehicular traffic will not proceed through the location; unless directed to do so. Select alternate routes. Vehicular traffic through emergency scenes jeopardizes safety of firefighting personnel.

## **15. (Added) Fire Extinguishers.**

**15.1. (Added) Program.** The fire prevention section shall manage the fire extinguisher program as outlined in IAW AFI 91-203, Air Force Consolidated Occupational Safety Instruction.

**15.2. (Added) Facility managers.** Facility managers are responsible for notifying the fire department of changing conditions within buildings, structures and areas that may require changes in type, allocation and/or distribution of portable fire extinguishers.

15.2.1. **(Added)** Do not use fire extinguishers for any purpose other than to control fires.

15.2.2. **(Added)** Facility managers shall ensure all facility fire extinguishers are maintained in a ready-to-use condition and are inspected monthly for serviceability using the checklist included as Attachment 5.

15.2.3. **(Added)** Fire extinguishers removed for service will be immediately replaced IAW AFI 91-203.

15.2.4. **(Added)** Documentation of inspection will be IAW AFI 91-203. All fire extinguishers require annual maintenance.

15.2.5. **(Added)** Report missing fire extinguishers immediately to the security forces, fire prevention section and building manager.

15.2.6. **(Added)** Facility managers shall be responsible for the timely repair or replacement of fire extinguishers that are found to be defective. Fire extinguishers due service must have required service accomplished within the month and year of the last service indicated on the tag/sticker.

15.2.7. **(Added)** Facility managers shall coordinate with the fire prevention office before purchase of any new fire extinguishers to ensure all required criteria are met.

**15.3. (Added) Fire extinguishers.** Fire extinguishers that are installed in or around facilities, on equipment, aircraft or vehicles are the property of using organization. The using organization is financially responsible for replacement or major repair.

**15.4. (Added) 97 CES/CEF.** Shall repair minor problems with fire extinguishers installed in aircraft.

15.4.1. **(Added)** Dash 21 shall report number of 5 pound Halon 1211 fire extinguishers in their possession on a semi-annual basis.

**15.5. (Added) Wheeled fire extinguishers.** All wheeled fire extinguishers are property of the base fire department. Wheeled fire extinguishers will not be towed at speeds exceeding 5 MPH or with a flat tire.

**15.6. (Added) Halon.** Halon fire extinguishers shall only be used on or around aircraft type fires.

15.6.1. **(Added)** Wheeled Halon 1211 fire extinguishers should not be used for the protection of ground support equipment.

**15.7. (Added) Aircraft maintenance officers.**

15.7.1. **(Added)** Responsible personnel make daily inspections of all extinguishers under their jurisdiction IAW 13F4-4-121, Fire Extinguisher, Wheeled Liquefied Gas, 150 lb Capacity or 13F4-4.131, Fire Extinguisher Portable Aircraft Liquefied Gas, 5 lb Capacity and NFPA 10, Portable Fire Extinguishers. Monthly inspections will be accomplished and documented in accordance with N.F.P.A. 10. Documentation will be available for review by fire prevention personnel.

15.7.1.1. **(Added)** Fire extinguishers are properly positioned for the protection of parked aircraft, engine starts and aircraft receiving maintenance, IAW Allowance Standard 490, Civil Engineer Fire Protection Support and Aircraft Crash Rescue Equipment and TO 00-25-172, GROUND SERVICING OF AIRCRAFT AND STATIC GROUNDING/BONDING.

15.7.1.2. **(Added)** Fire extinguishers shall be positioned to preclude the possibility of collision or upset by taxiing aircraft.

**16. (Added) Other Fire Prevention Procedures.**

**16.1. (Added) Burning of rubbish.** Open fires within the limits of Altus AFB require approval by the base fire chief.

**16.2. (Added) Blowtorches.** Do not use blowtorches or flame units to remove paint from any surface or to burn wood for decorative purposes unless specifically authorized by the base fire chief.

**16.3. (Added) Candles and open flame devices.** The use of candles, incense or other open flame devices is prohibited in dormitories, VAQs, VOQs, industrial, public assembly, mercantile or administrative facilities.

16.3.1. **(Added)** Exception: Bioenvironmental Environmental Engineering shall be allowed to burn incense during the course of fit testing of gas and respirator masks IAW AFOSH Std 48-137.

16.3.2. **(Added)** Exception: Base Chapel and other sanctioned venues may use candles and incense for the sole purpose of religious, spiritual, and memorial services.

**16.4. (Added) Fireworks.** Use of fireworks on Altus AFB is prohibited. Exception: except as part of a base organized function coordinated with the base fire marshal.

**16.5. (Added) Decorations.**

16.5.1. **(Added)** Hay, straw and similar materials inside buildings are prohibited.

16.5.2. **(Added)** Do not use live greenery as wall or ceiling decorations or in other locations deemed unsafe by fire department representatives.

16.5.3. **(Added)** Decorations, such as stage curtains, netting and/or drapes or other combustible materials, used in base facilities will be factory treated with flame resistant material. Proof of fire resistant treatment will be maintained.

16.5.4. **(Added)** Do not suspend combustible materials such as rugs, parachutes, posters, flags, nets, etc., from ceilings of individual rooms. Maintain a clearance of 18 inches around and below all fire/smoke detectors and sprinkler heads.

**16.6. (Added) Lighting.**

16.6.1. **(Added)** Do not use candles and similar open flame devices on or around Christmas trees or decorations.

16.6.2. **(Added)** Use only electric lighting sets and extension cords approved by a nationally recognized testing laboratory.

16.6.3. **(Added)** Electrical decorations used outdoors will be designed and approved for outdoor use.

16.6.4. **(Added)** Electrical decorations will not have frayed, spliced or damaged wiring and will not be secured by staples or nails.

**16.7. (Added) Plastics.** Do not use material such as polyurethane foam, polystyrene, rubberized hair, etc., as decorative material. Styrofoam may be used in limited quantity.

**16.8. (Added) Christmas trees.**

16.8.1. **(Added)** Live Christmas trees are not authorized in base facilities.

**16.9. (Added) Vegetation control.**

16.9.1. **(Added)** Remove dry grass and other vegetation within 24 inches of combustible buildings and/or ramps. Keep open areas under buildings free of dry grass and vegetation.

16.9.2. **(Added)** The entire area within 20 feet of buildings or storage areas will be clear of brush and mowed to lawn height.

16.9.3. **(Added)** Remotely situated emergency power generators and transformer sites will have a cleared, scalped area of 20 feet on all sides to prevent igniting vegetation.

#### **16.10. (Added) Flammable and combustible storage cabinets.**

16.10.1. **(Added)** If more than three storage cabinets are required in the same area, the facility manager must coordinate with the FES fire prevention section.

16.10.1.2. **(Added)** Pre-fire plans shall reflect the location of flammable cabinets/lockers. If flammable cabinets need to be moved, the facility manager shall coordinate with the fire prevention section prior to movement.

### **17. (Added) Self-Help Projects.**

#### **17.1. (Added) Self-help.**

17.1.1. **(Added)** All self-help work requires submission of an AF Form 332 and must be coordinated through the fire prevention section.

17.1.2. **(Added)** Fire department officials shall have the authority to halt unapproved self-help projects and report them to the base fire marshal and the responsible functional manager.

#### **17.2. (Added) Installed fire detection or protection systems.**

17.2.1. **(Added)** Automatic alarm devices, wiring and automatic sprinkler systems will not be adjusted, removed, obstructed or otherwise disturbed except by authorized personnel.

17.2.2. **(Added)** Prior to shutting down any system or section of a system for repairs or maintenance, the FACC shall be notified.

17.2.3. **(Added)** The installation of false or lowered ceilings below sprinkler and/or detection systems is prohibited.

17.2.4. **(Added)** Sprinkler heads, heat detectors and smoke detectors will not be painted except as provided by the manufacturer. Paint coatings reduce the sensitivity of these units and may prevent their proper operation.

17.2.5. **(Added)** Facility managers are responsible for providing the base fire department with keys to rooms that contain fire alarm boxes, sprinkler controls, etc.

## **18. (Added) Dormitory.**

**18.1. (Added) Alarms.** During fire alarm activation (actual or drill), all occupants will evacuate to the predetermined dorm evacuation safe area or as directed by the fire department, security forces or other authority. Evacuation distance will normally be not less than 100 feet from the dorm. Residents will remain in the safe area until the "all clear" is given. In the event of an actual fire, small fires may be fought with available fire extinguishers after notifying the fire department. Even if a small fire is extinguished the fire department shall be notified. In case of a large fire, evacuate the building, notify the fire department and provide first arriving fire department personnel of the nature and location of the fire.

**18.2. (Added) Fire department.** In the event of room alarm activation residents shall contact the fire department by calling 911.

**18.3. (Added) Briefing.** All dormitory residents will receive an initial briefing on the emergency action plan for that specific dormitory to include use of stove/range fire suppression system.

**18.4. (Added) Emergency.** If an emergency condition occurs involving the facility during non-duty hours, dormitory occupants will immediately notify CES. The work order number received from CES will be provided to the dormitory manager the next duty day.

**18.5. (Added) Records.** Dormitory managers shall keep records IAW AFI 91-203

## **19. (Added) Life Safety.**

### **19.1. (Added) Life Safety Objectives.**

19.1.1. **(Added)** The overall objectives, to developing and implementing a Life Safety Plan, are to ensure the safety and welfare of all and accomplishment of the mission.

**19.2. (Added) Do you have an emergency plan?** The following situations need advance planning.

19.2.1. **(Added)** Fire alarm?

19.2.2. **(Added)** Bomb threat?

19.2.3. **(Added)** Tornado/Severe Weather?

19.2.4. **(Added)** Other incidents?

19.2.5. **(Added)** Where is your designated meeting point?

19.2.6. **(Added)** Outside:

19.2.6.1. **(Added)** Stay away from cars and dumpsters.

19.2.6.2. **(Added)** Evacuate upwind to a designated area.

19.2.7. **(Added)** Inside:

19.2.7.1. **(Added)** Stay together near a phone or other means of communication.

19.2.7.2. **(Added)** Close off sources of outside air.

**19.3. (Added) Do you have a plan for accountability?**

19.3.1. **(Added)** Is anyone missing?

19.3.2. **(Added)** Inform emergency response personnel upon arrival.

19.3.3. **(Added)** Maintain a list of important phone numbers with your accountability plan.

WILLIAM A. SPANGENTHAL, Colonel, USAF  
Commander, 97th Air Mobility Wing

**Attachment 1 (Added)****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

**AFPD 32-20** – *Fire Emergency Services*, 21 June 2012

**AFI 32-2001** – *Fire Emergency Services Program*, 27 February 2014

**AFI 32-1001** – *Operations Management*, 1 September 2005

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

**AFI 48-101** – *Aerospace Medicine Enterprise*, 19 October 2011

**AFI 91-203** – *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012

**AFMAN 91-201** – *Explosives Safety Standards*, 12 January 2011

**International Building Code**

**Technical Order-13F4-4-121** – *150 Capacity Halon Fire Extinguisher*

**Technical Order-13F4-4-121** – *5 Capacity Halon Fire Extinguisher*

**Unified Facilities Criteria Handbook 3-600-01, 3-600-2**

**National Fire Protection Association (NFPA) Code 1**, *Uniform Fire Code*

**NFPA (National Fire Protection Association) Fire Codes as required**

***Uniform Code of Military Justice (UCMJ)***

***Prescribed Forms***

None

***Adopted Forms***

**AF 3** – *Hazard Abatement Plan*

**AF 332** – *Base Civil Engineer Work Request*

**AF 847** – *Recommendation For Change of Publication*

**AF 1487** – *Fire Prevention Visit Report*

***Abbreviations and Acronyms***

**AAFB** – Altus Air Force Base

**AFI** – Air Force Instruction

**AFFES** – Army and Air Force Exchange Service

**AFMAN** – Air Force Manual

**AFPD** – Air Force Policy Directive

**BCE** – Base Civil Engineer

**CES** – Civil Engineer Squadron

**CEF** – Civil Engineer Fire

**CCI** – Construction Contract Inspector

**FES** – Fire and Emergency Services

**FACC** – Fire Alarm Communications Center

**IAW** – In Accordance With

**IBC** – International Building Code

**LRS** – Logistics Readiness Squadron

**MDG** – Medical Group

**MHA** – Munitions Holding Area

**MSDS** – Material Safety Data Sheet

**MARE** – Major Accident Response Exercise

**MFH** – Military Family Housing

**NFPA** – National Fire Protection Association

**OG** – Operations Group

**OI** – Operating Instruction

**ORM** – Operational Risk Management

**OSHA** – Occupational Safety and Health Administration

**QAE** – Quality Assurance Evaluator

**RM** – Risk Management

**SFS** – Security Forces

**STD** – Standard

**TLF** – Temporary Lodging Facility

**TO** – Technical Order

**UCMJ** – Uniform Code of Military Justice

**UFC (AF/DOD)** – Unified Facilities Criteria

**UFC (NFPA)** – Uniform Fire Code

**VAQ** – Visiting Airmen Quarters

**VOQ** – Visiting Officers Quarters

**Attachment 2 (Added)**

**Fire Safety Checklist – General**













**Attachment 8 (Added)****Altus AFB Fire Emergency Services Poster**

**A8.1. (Added)** Altus AFB Fire Emergency Services Poster.

**ALTUS AFB FIRE EMERGENCY SERVICES**

**All EMERGENCY Calls:**

**9-1-1**

**Normal Business Calls**

**Fire prevention/administration**

**481-6333**