

**BY ORDER OF THE COMMANDER
EGLIN AIR FORCE BASE**

**EGLIN AIR FORCE BASE INSTRUCTION
32-2001**



11 JUNE 2014

Civil Engineering

FIRE PREVENTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 96 CES/CEFP

Certified by: 96 CEG/CC
(Col Shawn Moore)

Supersedes: AACI 32-2001,
12 January 2001

Pages: 26

This instruction implements Air Force Policy Directive (AFPD) 32-20, *Fire Emergency Services*, Air Force Instruction 32-2001, *Fire Emergency Services Program*, and Department of Defense (DoD) Instruction (DoDI) 6055.06, *DoD Fire and Emergency Services Program*, Department of Labor – Occupational Safety and Health Administration (OSHA), Code of Federal Regulations (CFR), Air Force Instructions (AFI), and National Fire Protection Association (NFPA) standards as they are adopted and/or implemented by NFPA Technical Information Guides (TIG). This instruction establishes responsibilities, policies, and procedures for fire prevention. Its objective is to provide a summary of codes and directives for guidance and authority for establishing an effective, aggressive, integrated fire prevention program to prevent the loss of life, property, and mission-effectiveness due to fire. This instruction applies to all Eglin AFB units, associate activities, tenant organizations, military family housing occupants, and other agencies providing base support. Send recommended changes or comments for this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, Recommendation for Change of Publication. Ensure that all records created as a result of processes prescribed in this publication are maintained 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).

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Office symbols have been updated and other changes have been made to keep this instruction inline with AFI 32-2001.

Chapter 1—GENERAL INFORMATION	4
1.1. Objective.	4
1.2. Scope.	4
1.3. Applicability.	4
1.4. Terms Explained:	4
Chapter 2—RESPONSIBILITIES	5
2.1. Installation Commander.	5
2.2. Fire Marshal.	5
2.3. Fire Chief.	5
2.4. Unit Commanders.	5
2.5. Functional Managers.	5
2.6. Facility Managers.	6
2.7. Supervisors.	8
2.8. Managers of Places of Public Assembly and Recreational Facilities.	8
2.9. Sponsors Occupying Military Family Housing (MFH).	9
Chapter 3—FIRE REPORTING AND INSPECTIONS	11
3.1. Importance of Fire Reporting.	11
3.2. Fire Evacuation of Facilities.	11
3.3. The Inspection Process.	11
Chapter 4—GENERAL FIRE SAFETY	12
4.1. Fire Hydrants.	12
4.2. Fire Lanes	12
4.3. Emergency Evacuation Procedures	12
4.4. Fire and Evacuation Drills.	13
4.5. Fire Doors.	13
4.6. Exits	13
4.7. Fire Protection Equipment.	14
4.8. Smoking.	14
4.9. Electrical Safety	15
4.10. Cooking Appliances	15
4.11. Heating Appliances	16

4.12. Open Fires/Barbecues/Fireworks	17
4.13. Decorations	17
4.14. Parking of Vehicles	18
4.15. Gasoline-Powered Lawn Mowers, Chain Saws, Portable Generators, Mopeds, Etc.	18
Chapter 5—GENERAL HOUSEKEEPING	19
5.1. Storage and Handling	19
5.2. Storage in Mechanical, Communication (COMM)/Electrical, and Boiler Rooms	19
5.3. Garbage	19
5.4. Vacant Buildings	20
5.5. Vegetation	20
5.6. Cleaning Compounds.	20
Chapter 6—MEANS OF EGRESS	21
6.1. Exits	21
6.2. Exit Signs/Emergency Lighting	21
6.3. Means of Locking and Securing Exits	21
Chapter 7—SPECIAL OPERATIONS	23
7.1. Services Station/Fueling Operations.	23
7.2. Welding, Cutting, Brazing and Grinding.	23
7.3. Painting Operations.	24
7.4. Tar Pots and Kettles.	24
7.5. Tents/Canopies.	25
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	26

Chapter 1

GENERAL INFORMATION

1.1. Objective. To have a successful fire prevention program that provides a safe working environment for the base populace and local community and reduces fire hazards and fire loss to the greatest extent possible.

1.2. Scope. The fire prevention program is the first line of defense against fires and other emergency conditions. An effective program prevents fires before they can start, ensures fire safe facilities are constructed and maintained, and educates personnel on what to do in case of fire or an emergency event.

1.3. Applicability. This instruction applies to all Eglin Air Force Base organizations and activities including associate units, contractors, concessionaires, dormitory occupants, and military family housing occupants.

1.4. Terms Explained:

1.4.1. Functional Manager. The unit commander, director, or equivalent, exercising managerial control of an activity or operation.

1.4.2. Facility Manager. Individual appointed by the functional manager to ensure a sound fire prevention program is enforced in each facility under their jurisdiction.

1.4.3. Fire Hazard. Any condition or situation, which, if not corrected, could result in fire, injury, loss of life, or property.

1.4.3.1. Fire Safety Deficiency (FSD). Any structural or design deficiency, which constitutes an unacceptable level of fire safety within a facility.

1.4.4. Fire Protection Devices. A feature or device, which aids in the suppression, detection, reporting, or limiting the spread of fire in a facility. These features include, but are not limited to the following: fire suppression (sprinkler/chemical) systems, fire/smoke detection systems, fire extinguishers, fire doors, emergency lights, and exits.

1.4.5. Contractors and Concessionaires. Any individual or organization performing services for Eglin Air Force Base that are not DoD employees.

1.4.6. Military Personnel. All military personnel on active duty including Reserve and National Guard personnel on active duty.

1.4.7. Civilian Personnel. Senior executive service, general managers, general schedule, federal wage systems employees, scientific, technical administratively determined, and non-appropriated fund (NAF) employees.

Chapter 2

RESPONSIBILITIES

2.1. Installation Commander. The 96th Test Wing Commander (96 TW/CC) is responsible for the fire and life safety of personnel and property under their control. This responsibility is discharged through the Fire Marshal and the Fire Chief.

2.2. Fire Marshal. The 96th Civil Engineer Group Commander (96 CEG/CC) is designated as the Fire Marshal. The Fire Marshal is responsible to the 96 TW/CC for oversight of Fire Emergency Services (FES) programs to include the fire prevention program. The Fire Marshal shall administer the FES activities as outlined in AFI 32-2001.

2.3. Fire Chief. The Chief, Fire Emergency Services Flight (96 CES/CEF) is directly responsible to the Fire Marshal for establishing, executing, and maintaining FES programs, determining the resources required, conducting risk assessments, advising commanders regarding risk and capability, and implementing risk management actions. The Fire Chief develops a variety of standard operating instructions, guides, plans and procedures according to local, AF, and statutory requirements. 96 CES/CEF coordinates with the 796 Civil Engineer Squadron on status and maintenance of fire detection/protection systems.

2.4. Unit Commanders. All commanders shall implement an effective fire prevention program within their organization. They shall:

2.4.1. Advise the Fire Prevention Office (96 CES/CEFP) of fire hazards, which cannot be corrected by unit personnel and of any installed fire protection systems, that have been damaged during normal operation, by accident, or misuse.

2.4.2. Ensure all incidents involving the probable misuse of fire extinguishers and installed fire protection systems are investigated and corrective action is taken.

2.4.3. Ensure development of written procedures (instructions or supplements, as appropriate) for their activity to follow when any fire is discovered. Instructions shall cover fire reporting, personnel evacuation, safeguarding classified information, and initial firefighting actions by personnel. Depending on the type of activity, it shall also include such items as emergency removal of aircraft from hangars, protection of high value and critical materials, and accidents involving fuel handling. These written instructions shall be coordinated with the Fire Prevention Office.

2.4.4. Ensure all personnel under their responsibility receive adequate fire prevention training including fire extinguisher training, IAW AF Instruction 91-203, *Air Force Consolidated Occupational Safety Instruction*. Training shall be provided by the Fire Prevention Office upon request.

2.4.5. If investigation reveals a violation of fire prevention policies, initiate appropriate administrative or disciplinary action. Ensure timely processing of DD Form 200, *Financial Liability Investigation of Property Loss*, for Air Force property, with respect to government property lost, damaged, or destroyed.

2.5. Functional Managers. Functional managers are responsible for the fire-safe condition of all the facilities under their jurisdiction. They shall initiate immediate corrective action to

eliminate fire hazards/deficiencies discovered by themselves or a fire inspector. Fire hazards that cannot be internally corrected within 30 days after discovery shall be submitted on AF Form 3, *Hazard Abatement Plan*, IAW AF Instruction 91-203, *Air Force Consolidated Occupational Safety Instruction*. Fire safety deficiencies (FSDs) shall be submitted for correction on AF Form 332, *Base Civil Engineer Work Request*, along with a copy of the AF Form 1487, *Fire Prevention Visit Report*, and processed according to AFI 32-1001, *Operations Management*. A signed copy of the AF Form 1487, with corrective actions indicated, shall be sent to the Fire Prevention Office for review and filing.

2.5.1. Functional managers shall notify Civil Engineer Real Estate Flight (96 CEG/CEAR) and the Fire Prevention Office, within 10 days of change in facility manager or their alternate according to AFI 32-9005, *Real Property Accountability and Reporting*. Written information should include name, rank, duty phone, office symbol, and home phone number of the individual and alternate facility manager responsible for the facility.

2.6. Facility Managers. Facility managers are responsible to their unit commanders/functional managers for the fire-safe condition of the facilities under their jurisdiction as specified in AFI 32-9005. They shall:

2.6.1. Accompany the fire inspector during all scheduled fire prevention inspections, ensure all areas of the facility are accessible, and effect immediate corrective action of any hazards noted. If unable to accompany the fire inspector, they shall designate an alternate responsible person for the inspection. In cases where no one is available for a scheduled inspection, the fire inspector shall be granted access to conduct the inspection unaccompanied.

2.6.2. Brief occupants and users of the buildings, on their collective responsibilities in maintaining fire-safe conditions, fire reporting, and taking proper actions in the event of fire or other emergency.

2.6.3. If needed, ensure designated smoking areas and proper receptacles are provided, properly identified, and their use enforced IAW AFI 40-102, *Tobacco Use in the Air Force*.

2.6.4. Encourage good housekeeping practices. Ensure safe use and storage of flammable liquids.

2.6.5. Ensure all exit doors and latching devices are clear of obstructions and unlocked when the building is occupied.

2.6.6. Ensure personnel are aware of fire evacuations procedures and direct fire evacuation drills as outlined in Chapter 3.

2.6.7. Ensure facility occupants and users do not tamper with the electrical system or its associated parts.

2.6.8. Monitor janitorial personnel to ensure fire safety is practiced. Discrepancies noted shall be reported to the Service Contract Element (96 CES/CEOES).

2.6.9. Ensure storage is in accordance with paragraph 4.4.5.

2.6.10. Advise the functional manager of all AF Form 332 and AF Form 3, *Hazard Abatement Plan* actions pertaining to fire protection deficiencies.

2.6.11. Ensure dumpsters are placed at least 15 feet from buildings.

- 2.6.12. Ensure building numbers are properly posted and visible from all roadways.
- 2.6.13. Primary facility managers shall be responsible for their entire facility, regardless of multiple organizations. Alternates may be responsible for specific areas or floors, but; the primary facility manager is responsible to coordinate fire prevention visits with all alternate custodians.
- 2.6.14. Primary facility managers shall be responsible for maintaining a facility file/folder. The file shall contain the following:
- 2.6.14.1. EAFB 32-2001, *Fire Prevention Program*
 - 2.6.14.2. EAFB Form 92, *Fire Prevention Inspection Record*
 - 2.6.14.3. AF Form 1487, *Fire Prevention Visit Report* (when issued)
 - 2.6.14.4. AF Form 332, *Civil Engineer Work Requests* for all building modifications
 - 2.6.14.5. Documented proof of inspection, testing, and maintenance of the facility fire detection and/or fire suppression system, and other fire protection features
 - 2.6.14.6. Documentation of fire extinguisher training
- 2.6.15. Fire department access shall be provided for all facilities, IAW NFPA 1, *Uniform Fire Code*. Emergency access shall be provided by the use of the Knox-Box rapid entry system and funded by the respective unit. The Knox box shall be placed near the main entrance.
- 2.6.15.1. The Knox-Box used is Model 3200 without tamper. These are available from the Knox-Box company and must be identified to them for use on Eglin AFB. In some cases, a larger Knox-Box may be required.
 - 2.6.15.2. The Knox-Box shall contain as a minimum: A master key for all doors in unclassified areas, a personnel contact list for access to each classified area, elevator keys if applicable, combinations, and any electronic key cards as required.
- 2.6.16. All electronic gates shall have access provided by the Siren Operated System and back up access provided by a Knox-Box key switch.
- 2.6.17. All chained gates shall be interlocked with a Knox Rapid Entry System padlock or a Knox-Box 3200 shall be installed outside of the gate containing the key to the gate or combination to permit fire department access.
- 2.6.18. Notify the Fire Prevention Office of special events to be held or any time temporary decorations or unusual arrangements or facilities are being used for other than their intended use: aircraft hangars, warehouses, etc.
- 2.6.19. Use of Fire Alarms and Fire Department Assistance. The use of fire alarms during drills is prohibited except under the supervision of fire department personnel. The facility manager shall call 882-3229 option 5, to arrange assistance during fire evacuation drills. Occupants shall not tamper with, alter, or activate any component of any installed fire alarm system except during an actual fire condition. Violations are subject to punishment under articles of the Uniform Code of Military Justice (UCMJ) and/or other appropriate laws.

2.6.20. Fire Evacuation Plans. Facility managers shall ensure a fire evacuation plan showing all fire exits and egress routes, including a brief description of fire evacuation procedures, is conspicuously posted in each building as required by NFPA 101, *Life Safety Code*.

2.7. Supervisors. All supervisors shall ensure sound fire prevention practices are established for their activities. They shall:

2.7.1. Inform their facility and functional manager of all fire hazards, which they cannot correct.

2.7.2. Ensure all fire extinguishers within their work area are serviceable. Notify the facility manager if extinguishers are unserviceable or requires maintenance. Large 150lb wheel-type fire extinguishers for aircraft coverage may be returned to designated pickup points on the flightline.

2.7.3. Perform fire prevention inspection in all areas under their supervision monthly documenting the inspection on EAFB Form 92, *Fire Prevention Inspection Record*, (Figure 8.1) including areas under continuous lock and key, and ensure access to these facilities for fire department personnel to perform scheduled fire prevention inspections.

2.7.4. Ensure their place of duty is free of fire hazards at the end of the duty day.

2.7.5. Immediately, report any fire hazards that cannot be corrected to the Fire Prevention Office.

2.7.6. All newly assigned/hired employees military and/or civilian shall attend initial office and/or flightline fire extinguisher training conducted weekly by the Fire Prevention Office. Supervisors will ensure refresher training is conducted annually IAW AF Instruction 91-203, *Air Force Consolidated Occupational Safety Instruction*.

2.8. Managers of Places of Public Assembly and Recreational Facilities. The potential for life and high property loss in public assembly facilities requires immediate actions to prevent fire. These facilities are defined in NFPA 101, *Life Safety Code*. NFPA publications are available for review at the Fire Prevention Office. The managers or their assistants shall:

2.8.1. Establish and maintain a training program to ensure employees have been trained and understand their fire prevention responsibilities within the work environment, to include emergency evacuation drills IAW NFPA 1. Contact the Fire Prevention Office for additional training.

2.8.2. Conduct daily closing inspections to ensure their facilities are left in a fire-safe condition. The closing inspection shall include, but is not limited to, the following items:

2.8.2.1. Ensure all cooking equipment and non-essential electrical equipment is turned off.

2.8.2.2. Ensure smoking receptacles are emptied daily.

2.8.3. Accompany the fire inspector during fire inspections.

2.8.4. Notify the Fire Prevention Office of special events to be held or any time temporary decorations or unusual arrangements are being used.

2.8.4.1. Use only fire resistant decorations. Decorative schemes shall be inspected by the Fire Prevention Office, who may perform spot checks of these facilities during special

events. These inspections do not relieve the manager of his or her closing responsibilities.

2.8.4.2. Prohibit the use of open flame decorations (including candles) without the specific approval of the Fire Prevention Office.

2.8.4.3. Refer to paragraph **4.13** for holiday decorations.

2.8.4.4. The use of combustible draperies, camouflage netting, decorations, and other materials on the interior or exterior of any building, including vegetation (cornstalks, palm fronds, hay, etc.) is prohibited.

2.8.5. All installed curtains and drapes shall be labeled as flame retardant material or treated with flame retardant solution IAW the NFPA. Provide proof to the Fire Prevention Office as to the resistance of all materials. Re-treatment shall be required after these materials are cleaned.

2.8.6. In facilities with commercial or restaurant-type cooking, ensure facility managers are properly inspecting hood and ducts using the checklist provided. (Figure 8.2 and Figure 8.3)

2.8.7. Ensure oil-based popcorn machines are attended and cleaned to the metal after each use to prevent accumulation of grease.

2.9. Sponsors Occupying Military Family Housing (MFH). Family sponsors living in military family housing are responsible for maintaining a fire-safe condition within their quarters. They shall make sure dependents are familiar with the fire prevention instructions in AFI 32-6001, *Family Housing Management*, Corvias military living handbook and know how to evacuate their quarters. Sponsors may be held liable for fire damage when it is determined abuse or negligence caused the fire.

2.9.1. Housing occupants shall test the installed smoke detector(s) and carbon monoxide detectors at least monthly to ensure proper operation. Smoke and carbon monoxide detectors do not transmit to the fire department. If any smoke or carbon monoxide detector fails the monthly test, the occupant shall immediately contact housing maintenance to replace the detector. Housing occupants are responsible for calling 911 to report an emergency. NOTE: If carbon monoxide detector is sounding all members shall evacuate immediately and dial 911.

2.9.2. The storage of gunpowder for reloading ammunition by housing occupants is limited to no more than 5 pounds.

2.9.3. Black Powder:

2.9.3.1. Black powder intended for personal use in quantities not exceeding 5 pounds may be stored in MFH. It shall be stored in the original container and inside a wooden box or cabinet having walls of at least 1-inch in nominal thickness, store in a cool, dry place.

2.9.3.2. Smokeless and black powder stored together in MFH shall not exceed a combined total of 5 pounds.

2.9.3.3. Primers and Ammunition. Not more than 500 small arms primers and 500 rounds of ammunition may be stored in housing residences. Primers and rounds of ammunition shall be separated from flammable liquids, flammable solids, and oxidizing

materials by a distance of 25 feet. Primers and ammunition shall be stored in a cool, dry place and in their original containers.

2.9.3.4. Pyrodex Powder. The storage of Pyrodex Powder for reloading ammunition by housing occupants is limited to no more than 5 pounds.

Chapter 3

FIRE REPORTING AND INSPECTIONS

3.1. Importance of Fire Reporting. In many instances, delayed or improper fire reporting has resulted in excessive damage to property and loss of life. It is the duty of all military or civilian personnel who discover a fire, regardless of how minor in nature, or if the fire has been extinguished, to immediately notify the Fire Department by the most expeditious means (radio, 911, runner).

3.1.1. False alarms are the willful transmission or reporting of a false fire or emergency, and are illegal. False alarms may be prosecuted under the Uniform Code of Military Justice and or applicable civilian law.

3.1.2. Dial 911 to report all emergencies.

3.2. Fire Evacuation of Facilities. Upon the sounding of fire alarm bells, horns, or sirens in any facility, all personnel shall immediately evacuate at least 150 feet, assemble at designated assembly points and remain outside until cleared to reenter by fire department personnel.

3.2.1. Facility Managers and/or Fire Inspectors will conduct fire drills:

3.2.1.1. Monthly drills of child care facilities

3.2.1.2. Monthly drills of youth centers

3.2.1.3. Quarterly drills of each shift in the hospital for 8 drills

3.2.1.4. Semi-annual drills of employees in public assembly facilities

3.2.1.5. Semi-annual fire drills shall be conducted in munitions storage areas as required by AFMAN 91-201

3.2.1.6. Annual drills for dormitories and for billeting employees

3.3. The Inspection Process. The primary responsibility for fire prevention and compliance with recommendations of the fire inspector rests with the unit commander. The following procedures shall be complied with during fire prevention visits:

3.3.1. AF Form 1487, *Fire Prevention Visit Report*. If any hazards or deficiencies are noted, the functional manager and facility manager shall receive a copy of AF Form 1487. The AF Form 1487 will be signed by the functional manager and returned to the Fire Prevention Office, indicating corrective action taken within the time frame established by the fire inspector. Note: AF Form 332s submitted to correct identified fire hazards or fire safety deficiencies shall have a copy of the AF Form 1487 attached.

3.3.2. AF 1492, *Warning Tag*. If equipment is considered faulty, and a hazard exists during an inspection, the fire inspector shall attach AF 1492, *Warning Tag* to the equipment. This equipment shall not be operated until the unsafe condition has been corrected and re-inspected by the Fire Prevention Office. You may also use the AF Form 979, *Danger Tag* if warranted.

3.3.3. The inspection frequencies for childcare, hospitals, dining facilities and restaurants, will be conducted semiannually; all others will be conducted annually.

Chapter 4

GENERAL FIRE SAFETY

4.1. Fire Hydrants.

4.1.1. Parking of vehicles or equipment shall not be permitted within 15 feet of any fire hydrant. Failure to comply will result in a citation issued by 96th Security Forces Squadron (96 SFS).

4.1.2. Fire hydrants shall be used only for their intended purposes and shall be operated only by authorized personnel using standard hydrant wrenches.

4.1.3. When no other source of water is available at construction sites and water is required for construction purposes, permission may be granted by the Fire Prevention office and Civil Engineer-Utilities Shop to use a hydrant as a source of water. In such cases, immediate written notice shall be given to the specified entities at least two weeks before work commencement and usage shall be subject to the following limitations:

4.1.3.1. Ensure a back flow preventer is being used during operations.

4.1.3.2. Each connection shall be by a gate valve connected to a single, 2 1/2-inch outlet of a hydrant.

4.1.3.3. Anything connect to a hydrant must be removable without special knowledge or training

4.1.3.4. The Fire Department will not furnish hose or valves.

4.1.4. Any fire hydrant found to be leaking, damaged or defective shall be reported to Civil Engineering at 882-2447 for repair.

4.1.4.1. Whenever a fire hydrant is placed out-of-service or normal water supply is affected, the Fire Department shall be notified immediately. Out-of-service hydrants shall be marked with a conspicuous marker to indicate out of service. The Eglin Fire Emergency Services Flight shall be notified immediately whenever an out-of-service hydrant is restored in-service.

4.2. Fire Lanes

4.2.1. Designated fire lanes and accessibility to fire lanes shall not be obstructed. Failure to comply will result in a citation issued by 96 SFS.

4.2.2. Prescribed fire lanes within, or exterior to buildings, shall be identified by the Eglin Fire Emergency Services Flight. It is the Facility Manager's responsibility to ensure the lanes are clearly marked and free from obstructions or illegal parking IAW NFPA 1.

4.3. Emergency Evacuation Procedures

4.3.1. Evacuation diagrams shall be provided in those facilities required by NFPA 101 *Life Safety Code*. Evacuation diagrams will be located throughout facility corridors and dead end spaces in case of emergency so that personnel will not be confused with direction of exiting.

4.3.2. Evacuation diagrams shall include the following:

4.3.2.1. Layout of facility.

4.3.2.2. Primary and secondary means of egress.

4.4. Fire and Evacuation Drills.

4.4.1. Facility managers or designated personnel are responsible for the prompt evacuation of all personnel.

4.4.2. Fire Inspectors upon request by a facility manager will assist with fire evacuation drills.

4.4.3. During a fire evacuation drill, participating individuals shall continue under drill discipline even after reaching the outside area or place of safe assembly to ensure complete evacuation and accountability of all personnel.

4.4.4. Fire evacuation drills that involve the response of firefighting apparatus, without prior warning and approval of the Eglin Fire Emergency Services Flight are prohibited.

4.4.5. In conducting drills, emphasis shall be placed on orderly evacuation under proper discipline rather than on speed.

4.4.6. Drills shall include suitable procedures to ensure all personnel in the building participate in a drill.

4.4.7. Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in the case of fire.

4.5. Fire Doors.

4.5.1. Listed fire doors shall not be altered, obstructed or modified.

4.5.1.1. The manufacturer label shall not be removed or painted over.

4.5.1.2. Automatic closure devices or panic hardware must remain in good working order at all times. These devices must not be removed or tampered with.

4.5.1.3. At no time, shall fire doors be wedged open.

4.5.1.3.1. Fire doors shall be kept closed and shall not be wedged or blocked in the opened position, or by any other device, which prevents the doors closing automatically or shall be self-closing or automatic-closing IAW NFPA 101, Life Safety Code.

4.5.2. All horizontal sliding, vertical sliding, rolling doors and shutters shall be inspected and tested IAW NFPA 80 for proper operation and full closure.

4.6. Exits

4.6.1. Exits and egress paths shall not be blocked.

4.6.2. Exits/doors that are permanently blocked must have written approval from the Fire Prevention Office prior blocking the exit/door. The facility manager must provide a drawing of the area and a memorandum stating why the door needs to be blocked.

4.7. Fire Protection Equipment.

4.7.1. Activated sprinklers shall not be shut off except upon direction of the Senior Fire Officer.

4.7.2. Sprinkler systems that malfunction due to mechanical failure, breakage, or other non-fire related incidents, shall be shut off by Eglin Fire Emergency Services Flight as soon as it is determined that no fire exists. Eglin Fire Emergency Services Flight shall be notified immediately of any sprinkler impairment.

4.7.3. Only authorized personnel shall maintain and test sprinkler systems.

4.7.4. Whenever any fire alarm system or sprinkler system is placed out of service for any reason, the Fire Alarm Communication Center and facility manager shall be notified immediately.

4.7.5. Storage shall be kept at least 18-inches below all sprinkler heads and associated piping. Storage over 15-feet must be kept at least 36-inches below all sprinkler heads and piping.

4.7.6. Modification made to facilities with sprinkler systems shall include provisions for rearranging the sprinkler system to ensure compliance with NFPA 13.

4.7.7. Do not paint, cover, or obstruct sprinklers, risers, manual stations, fire alarms and other fire detection devices. Maintain a 36-inch clear space around all sprinkler riser areas, cages, and rooms so system maintenance can be performed. This is to include all installed fire suppression systems.

4.8. Smoking.

4.8.1. Smoking in facilities is prohibited. All personnel are subject to the restrictions prescribed in DODI 1010.15, Smoke-Free DoD Facilities, 2 January 2001.

4.8.1.1. The Munitions Storage Area (MSA), locations with explosive material, and the flightline smoking areas must be approved and signed off by the base Fire Chief.

4.8.1.2. All Designated Tobacco (DTAs) will be established and approved IAW AFI 40-102, *Tobacco Use in the Air Force*, and 96 MDG established guidelines.

4.8.2. Smoking and any ignition sources are prohibited within 50-feet of hangars, aircraft, warehouses, repair docks, paint shops, petroleum oil lubricants, vehicle maintenance shops, gasoline dispensing operations, bulk oxygen storage facilities, areas where bituminous or plastic coatings are being applied, flammable liquid or gas handling storage areas and aircraft parking areas.

4.8.3. Smoking and ignition sources are prohibited in all areas where explosives, chemicals, flammable or highly combustible materials are stored or handled.

4.8.4. An adequate number of suitable non-combustible receptacles for discarding smoking materials shall be provided in areas where smoking is permitted. Such receptacles shall not be used as wastebaskets. Smoking materials will be thoroughly soaked in water prior to disposal into outside trash containers.

4.9. Electrical Safety

4.9.1. The current edition of NFPA 70 and AFI 91-203, Chapter 8, shall be the minimum standard for all electrical wiring and equipment. Only authorized electricians shall install, or repair electrical wiring attachments for electrical appliances.

4.9.2. Use only electrical appliances and devices that are Underwriter Laboratory (UL) approved.

4.9.3. All electrical wiring, equipment and devices shall be IAW NFPA 70 in hazardous locations.

4.9.4. Soldering irons, coffee makers, office machines, and other non-fixed electrical devices shall be turned off when not in use. Keep the area around the electrical devices free of combustible materials.

4.9.5. Electric switches, circuit breakers, and fuses in power panels shall be labeled correctly to indicate the circuits or devices they control. At least a 3-foot clearance access to all electrical panels shall be maintained.

4.9.5.1. Jumpers will not be placed in fuse boxes.

4.9.5.2. Breaker switches will not be tied, taped, or locked in the —on position – with the exception of Fire Alarm Circuit Breakers.

4.9.5.3. All unused breaker positions not being used will have a proper cover placed on it.

4.9.6. Do not place combustible shades, decorations or other materials on or over light fixtures.

4.9.7. Do not attach objects to electrical cord wiring or conduit.

4.9.8. Listed power strips or surge protectors with safety fuses are permitted. They shall not be connected in series with any other power strips or in lieu of extension cords.

4.9.8.1. Use only one extension cord or surge suppressor per outlet.

4.9.9. Multiple outlet adapters without circuit breaker or fuse will not be used.

4.9.10. Electrical cords shall not be taped, spliced, or tampered. Frayed, cracked or worn cords shall be removed and replaced immediately. Cords 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.

4.9.11. All electrical outlets must have a serviceable cover plate installed.

4.10. Cooking Appliances

4.10.1. Cooking in facilities is prohibited, unless the area is IAW NFPA 96.

4.10.2. The use of open flame equipment, hot plates, electric frying pans, toaster ovens, toasters, heat producing and similar small electrical appliances will not be used in base facilities unless approved by the Fire Emergency Services Flight. Microwave ovens are

permitted in facilities provided the electrical power supply is adequate and the appliance is attended during use.

4.10.2.1. Do not place coffeepots on combustible surfaces.

4.10.3. All installed equipment will be kept in good repair and operating condition at all times.

4.10.3.1. Hoods over cooking surfaces shall be cleaned daily or after each use to prevent grease accumulation.

4.10.3.2. All installed grease filters and exposed surfaces of kitchen range hoods, to include drip trays, will be thoroughly cleaned by the operator daily, or more often if necessary, to prevent accumulation of grease.

4.10.3.3. Exhaust systems over cooking surfaces where smoke or grease-laden vapors are produced shall have removable noncombustible filters or listed/approved grease extractors. Continuous cooking operations are required to have extra baffled filters readily available.

4.10.3.3.1. Cooking will not be permitted unless all baffled filters are installed.

4.10.3.3.2. Exhaust systems will be operated at all times when cooking equipment is in operation.

4.10.4. Hoods and associated duct systems over commercial type cooking equipment where grease-laden vapors are produced shall be protected and serviced IAW NFPA 96. All hood and ductwork shall be cleaned a minimum of every six months or more as determined by the base Fire Chief. Cleaning will be conducted by a certified individual or company. Documentation of the cleaning must be readily available to the base Fire Inspectors and will be affixed to or located on the hood.

4.10.5. A standard supply of portable fire extinguishers shall be provided at all locations where cooking is conducted in accordance with NFPA 10. If deep fat frying operations are used in a kitchen area, then a type-K extinguisher must be mounted in the kitchen.

4.10.5.1. Do not install deep fat fryers closer than 18-inches to cooking equipment with open flame. Provide a metal or metal-clad cover for each deep fat fryer and have them readily available for immediate use in case of fire.

4.11. Heating Appliances

4.11.1. All building heating equipment shall be UL listed. Heating equipment shall be installed IAW manufacturer's operating instructions and NFPA Standards.

4.11.2. The use of un-vented hydrocarbon-fueled heating appliances and open flame heating devices inside buildings is prohibited.

4.11.3. All space heaters in use must be UL listed. Units must have a built in tilt switch and metal screen over the heating elements. Keep all space heaters three feet away from combustible materials. Space heaters shall not be left unattended. Plug space heater directly into the wall receptacle and not into an extension cord or power strip. Safe use of a space heater will be the responsibility of the user.

4.11.4. The Fire Prevention office is authorized to prohibit the use of portable heaters in facilities or situations in which such use or operation would present an undue danger to life or property.

4.11.5. Ensure clothes dryers are vented to the exterior of a facility.

4.11.6. Keep dryers, lint trap, beneath the dryer, and vent piping free of lint accumulation.

4.11.7. Keep combustible materials three feet away from all heating appliances.

4.12. Open Fires/Barbecues/Fireworks

4.12.1. Fireworks, open fires, burning leaves and debris are not permitted on Eglin AFB unless authorized by the Fire Prevention Office.

4.12.1.1. When authorized, the Fire Prevention Office will issue an AF Form 592, USAF Welding, Cutting, and Brazing Permit, for approved burning.

4.12.1.2. Eglin AFB follows the local burn ban rules/restrictions. Burn bans do not restrict prescribed burning as needed by Jackson Guard.

4.12.2. Barbecue, propane cooking and pit fire units shall not be used inside any structure and shall not be located within 15 feet of any building, balcony or overhang when in use. Special care shall be taken not to place these units near air handling equipment. 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 must be cool prior to disposal.

4.12.2.1. When barbecue grills are stored inside, the propane tank must be disconnected and properly stored.

4.12.3. When permitted by the Fire Prevention Office, burn pits must be 15 feet away from any facility/structure to include fences. There must be one serviceable Fire Class ABC(ABC)-type extinguisher readily available. The use of gasoline on burn pits is strictly prohibited.

4.12.4. When grills, fire pits, turkey fryers are used on lawns or other areas of vegetation, the grass or vegetation must be green and mowed to eliminate the risk of grass fire caused by flying embers and sparks. Non-combustible surfaces are recommended over areas with lawns or vegetation.

4.13. Decorations

4.13.1. Furnishings and decorations (whether temporary or permanent) in buildings must be flame retardant and shall be in compliance with NFPA 101. Electrical devices will be of the type tested and approved by the UL.

4.13.2. The burning of candles, incense, and similar open-flame devices in any building, with the exception of family housing and base chapel is prohibited.

4.13.2.1. Dining facilities may use candles on a temporary basis only if the candle is protected by a hurricane lamp.

4.13.3. Decorations shall be kept to a minimum.

4.13.3.1. For non-sprinkled buildings, decorations must not exceed 20 percent of the total wall space.

4.13.3.2. For buildings with sprinklers, decorations must not exceed 50 percent of the total wall space.

4.13.4. Ensure decorations do not interfere with fire protection systems. At no time, shall decorations obscure or block exits or any means of egress from the facility.

4.13.5. The use of a natural Christmas tree inside any facility is prohibited with the exception of family housing.

4.13.6. Artificial Christmas trees must be UL Listed and shall have a fire resistive rating.

4.14. Parking of Vehicles

4.14.1. Parking of vehicles and equipment shall be controlled to ensure free access of emergency response equipment to all sides of buildings.

4.14.1.1. Do not park vehicles within 15-feet of fire hydrants, post indicator valves, sprinkler connections and fire department connections.

4.14.2. Vehicles shall not be parked closer than 15-feet to any building, structure (except designated parking spots) or hazardous storage areas except while loading or unloading.

4.14.3. Vehicles shall not be permitted in any building for parking, repairs or storage without the written consent of the Fire Prevention Office. Vehicles are authorized to be stored in the attached garage within base housing.

4.15. Gasoline-Powered Lawn Mowers, Chain Saws, Portable Generators, Mopeds, Etc. In addition to the safety hazards involved when such equipment is used in a careless manner, a dangerous fire potential exists when such equipment is being operated, refueled, or improperly stored.

4.15.1. Do not refuel any power tools or special purpose equipment while engine is running. Allow at least 15 minutes to cool before refueling.

4.15.2. Fueled equipment, including but not limited to motorcycles, mopeds, lawn-care equipment, and portable cooking equipment, shall not be stored, operated, or repaired within a building except for one of the following conditions:

4.15.2.1. The building or room has been constructed for such use in accordance with the building code.

4.15.2.2. The use is allowed by other provisions of this instruction.

4.15.3. Flammable liquids must be stored in UL/FM/Department of Transportation (DOT) approved metal containers

Chapter 5

GENERAL HOUSEKEEPING

5.1. Storage and Handling

5.1.1. Good housekeeping and cleanliness are major factors in preventing fires. Housekeeping activities are the responsibility of the using agency or organization, whether or not custodial services are authorized. Maintain and enforce good housekeeping at all times.

5.1.2. A minimum clearance of 18-inches will be maintained between combustible materials and light fixtures and 36 inches from heating appliances.

5.1.3. A minimum of 24-inches shall be maintained between storage and the ceiling in nonsprinklered areas of the buildings.

5.1.4. Attics and concealed spaces will be kept clean. No storage of any type is permitted in these areas except in military family housing.

5.1.5. Steel wool shall be stored within a metal storage container with a self-closing lid.

5.1.6. Storage under stairwells is strictly prohibited.

5.2. Storage in Mechanical, Communication (COMM)/Electrical, and Boiler Rooms

5.2.1. Storage is prohibited in mechanical, COMM/electrical, and boiler rooms with the exception of Heating Ventilation and Air Conditioning (HVAC) filters and spare drive belts.

5.2.2. Mechanical, electrical and boiler rooms are to be kept secured.

5.2.3. Fire extinguishers are not required to be maintained inside mechanical/boiler rooms.

5.2.4. Fire extinguisher is required during any type of operation being conducted in the mechanical/boiler rooms.

5.2.4.1. The agency conducting maintenance is responsible for supplying a proper fire extinguisher.

5.3. Garbage

5.3.1. Dispose of rubbish and scrap materials in properly identified and located noncombustible cans, bins or receptacles. Remove rubbish from buildings at the close of the normal workday and take to locations approved for rubbish disposal or for temporary storage. Keep all work areas reasonably free of combustible materials.

5.3.2. Place dumpster units and other central trash disposal units at least 25-feet from any building unless barricaded by a noncombustible wall. Dumpster lids shall be kept closed, except when refuse is being loaded into dumpster.

5.3.3. Hazardous waste will not be placed in dumpsters.

5.3.4. Empty dust collection bags and other waste receptacles at the end of the workday. Ensure areas used for packing and crating are kept free of accumulation or combustible materials.

5.4. Vacant Buildings

5.4.1. Vacant buildings shall be secured against unauthorized trespass.

5.4.2. Electrical power for fire alarm systems and support of sprinkler systems shall be maintained.

5.4.3. The Fire Prevention Office shall be notified whenever a building becomes vacant and when it is again occupied.

5.5. Vegetation

5.5.1. Weeds and other vegetation will not be permitted to grow excessively or accumulate within 50-feet of facilities, fuel tanks, munitions areas, ground-mounted transformers, switchgear and aircraft parking areas, or similar property. Fire lanes through wooded or grassy areas will be kept open and accessible to emergency vehicles. Fire breaks/fire lanes will be established and utilized by the Fire Emergency Services Flight in coordination with the Civil Engineer Environmental Flight (CEV).

5.6. Cleaning Compounds.

5.6.1. The use of oil base floor wax and cleaning compounds is prohibited. Only water emulsion waxes will be used. Cleaning compounds will consist of non-combustible, oil-absorbing materials.

Chapter 6

MEANS OF EGRESS

6.1. Exits

6.1.1. Every required exit, exit access, exit discharge and public way shall be continuously maintained free of all obstructions or impediments in the case of fire or other emergencies.

6.1.2. Doors shall be arranged to be readily opened from the egress side whenever the building is occupied. Locks, if provided, shall not require the use of a key, tool, special knowledge or effort for operation from the inside of the building.

6.1.3. No exit doors shall be locked while the building is occupied. If the exit doorway has two doors, then both doors shall be unlocked.

6.1.4. Exit in all facilities shall be arranged for full compliance with NFPA 101.

6.1.5. Stairway enclosures shall not be used for storage or for any purpose other than a stairway.

6.1.5.1. Stairway enclosures are required to be protected by self-closing doors. These doors shall not be wedged or blocked in the opened position, or by any other device, which prevents the doors closing automatically, unless specifically designed.

6.1.6. Fire escapes and stairways will be kept in good repair and well lighted at all times.

6.2. Exit Signs/Emergency Lighting

6.2.1. All exit signs required by NFPA 101 shall be properly illuminated to identify egress routes in all facilities.

6.2.1.1. All exit sign lights shall be inspected daily. If the exit lights are found inoperable, immediate actions must be taken to correct the deficiency.

6.2.2. The Fire Prevention Office will be the only personnel on base to determine if the exit is to be marked as —NO EXIT.¶

6.2.3. All emergency lighting units shall be fully operational.

6.2.4. Facility Managers shall test all emergency lights with pull cords or push buttons monthly.

6.3. Means of Locking and Securing Exits

6.3.1. Restrictive hardware, such as padlocks, hasps, throw-bolts and crossbars shall not be installed on any exit door except as permitted by NFPA 101. Doors may be provided with an alarm device for additional control measures.

6.3.2. Exit doors may be secured at the end of the duty day if no person remains in the facility.

6.3.2.1. The Fire Department may not have a key to all facilities. Therefore a facility manager may be called to provide a key for entrance after duty hours.

6.3.2.2. Facilities that prohibit fire personnel from possessing a key and only allow access with an escort shall be determined on a case by case basis by the base Fire Chief.

Chapter 7

SPECIAL OPERATIONS

7.1. Services Station/Fueling Operations.

7.1.1. Service station/fueling operations shall be IAW NFPA 1, NFPA 54 and NFPA 30A.

7.1.2. Fueling of powered equipment or the dispensing of any flammable liquid shall be conducted outside of all structures. (Inside fueling is prohibited).

7.1.3. Filling of portable gas cans shall only be performed while setting on the ground. Cans shall not be filled while sitting in the back of pickup trucks or other vehicles.

7.2. Welding, Cutting, Brazing and Grinding.

7.2.1. All welding, cutting, brazing and grinding operations shall comply with criteria set forth in AFI 91-203 and NFPA 51B.

7.2.2. Contractor activities involving welding, cutting and brazing shall meet requirements of 29 CFR 1910.252, Welding, Cutting, and Brazing - General Requirements, which may also be used as a technical reference. The contracting officer shall determine the necessity for specific references to OSHA standards, Air Force fire, safety and health standards, and other guidance as necessary in the contract. In locations where the adherence of OSHA requirements is not possible, contact the installation Ground Safety office or CE for guidance.

7.2.3. Welding and cutting operations shall not be conducted without the prior approval of the Fire Protection Flight. All welding and cutting operators will have an AF Form 592 on location unless the area has been APPROVED as an Inside AREA as defined by AFI 91-203 and NFPA 51B. In this case, AF Form 592 is not required. For all other areas, AF Form 592 with a valid Control number is required. Call the Fire Communication Center (FCC) at 882-5856 for a welding permit control number. No permit will be issued for more than 30 days at a time.

7.2.4. Only properly trained personnel are authorized to perform Hot Work operations. These individuals are those that have attended/completed the Fire Prevention Safety Hot Work class and received AF IMT 483 as certified to perform Hot Work operations. These individuals are also authorized to call FCC for a Hot Work Control number. This safety training is required for all newly hired employees that conduct Hot Work. For all others that have received training previously, annual refresher class will be recorded on back of AF IMT 483. Contact Eglin Fire Prevention office @882-3229 option 5 to schedule training.

7.2.5. A fully charged and operable fire extinguisher, appropriate for the task, shall be kept at the work area at all times while welding operations are in progress. Consult with the installation FES Flight for additional guidance.

7.2.6. Contractors involved in cutting and welding operations must be thoroughly familiar with the safe practices outlined in AFI 91-203 and NFPA Standard 51B, *Fire Prevention in Use of Cutting and Welding Processes*.

7.2.7. Combustible material must be 35-feet away from welding, cutting or brazing operations. When 35-foot clearance is not possible, combustible materials will be shielded by fire blanket or equivalent fire retardant material during these operations.

7.2.8. The individuals conducting the operation shall provide a minimum 10lb ABC portable fire extinguisher throughout the Hot Work operation.

7.2.9. Oxygen/ Acetylene cylinders will be kept separated from motor oil/greases during periods of non-operational use. When feasible, store these cylinders outdoors.

7.2.10. Inspections shall be made immediately after each operation to ensure all sparks or fires are extinguished.

7.2.10.1. A 30-minute fire watch is required after completion of welding, cutting and brazing.

7.3. Painting Operations.

7.3.1. The use of open flame devices for removing paint from any structure is prohibited.

7.3.2. Flammable thinners, solvents, and cleaners shall be handled, stored, dispensed, and used only in accordance with the regulations pertaining to flammable liquids NFPA 30 and AFI 91-203, Chapter 22.

7.3.3. Spray painting shall not be conducted within buildings unless standard spray booths or rooms constructed and arranged are provided IAW NFPA 33.

7.3.4. Spray booths shall be equipped with an exhaust ventilation system. Fans shall be non-sparking types, with explosion-proof fan motors located outside the booth. Exhaust systems shall be installed to conform to the standards of the NFPA 70.

7.3.5. Before refinishing floors, eliminate all sources of ignition, including pilot lights for water heaters and appliances.

7.3.6. Flammable liquids, chemicals, paints, paint-soaked rags, and similar materials shall not be kept in clothing lockers.

7.4. Tar Pots and Kettles.

7.4.1. Kettles for heating tar, asphalt, and similar materials shall be equipped with proper heat controls and means of agitation to assure controlled uniform temperatures throughout the contents to prevent spot heating. Comply with requirements outlined in NFPA 1.

7.4.2. Tar pots or kettles shall not be operated inside, on the roof, or within 15-feet of any building or combustible materials. Tar kettle operations shall be attended by a competent operator at all times.

7.4.3. A minimum of two 4-A:40-B:C fire extinguishers shall be provided within 25-feet of the operating kettle.

7.4.3.1. A minimum of one 4-A:40-B:C fire extinguishers shall be provided and maintained on the roof in close proximity to the roofing operations while the roofing material is being applied.

7.4.4. When the material is applied within buildings or enclosed areas, the atmosphere shall be free of dust and adequate ventilation provided to completely remove all smoke and fumes.

7.4.5. Prior to leaving the roof, the area must be cleaned of unnecessary combustibles to include all tar soaked mops. At no time, shall mops soaked with tar be left unattended on the

roof. Roofing contractors are responsible for the proper removal and disposal of all tar soaked mops at the end of each work period.

7.4.6. At no time, shall smoking be permitted on the roof.

7.4.7. Roofing kettles shall not block exits, means of egress, gates, roadways, or entrances.

7.4.7.1. Kettles shall not be closer than 15 feet from exits or means of egress.

7.4.8. All electrical cords must be disconnected at the end of each period of operation.

7.5. Tents/Canopies.

7.5.1. Tents and canopies must be noncombustible and certified fire resistant IAW NFPA 1.

7.5.2. There shall be at least one fire extinguisher located in a conspicuous location depending on the size of the tent. Contact the Fire Prevention Office at 882-3229 option 5 for further guidance.

DAVID A. HARRIS, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Prescribed Form***

EGLINAFB Form 92, *Fire Prevention Inspection Record*

Adopted Forms

DD Form 200, *Financial Liability Investigation of Property Loss*

DD Form 1391, *Military Construction Project Data*

AF Form 3, *Hazard Abatement Plan*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 1487, *Fire Prevention Visit Report*

AF Form 1492, *Warning Tag*

AF Form 2519, *Hood and Duct Inspection Checklist*

AF Form 847, *Recommendation for Change of Publication*