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AIR BASE (USAFE)**

**INCIRLIK AIR BASE INSTRUCTION  
32-2001**



**27 JANUARY 2020**

**Civil Engineering**

**FIRE EMERGENCY  
SERVICES PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Department of Defense Instruction (DoDI) 6055.6, DoD Fire and Emergency Services (F&ES) Program, and Air Force Instruction (AFI) 32-2001, Fire Emergency Services Program. It establishes fire protection and prevention guidance that incorporates both United States Air Force and National Fire Protection Association (NFPA) criteria. This publication applies to all military personnel (to include temporary duty, transient, or tenant), their dependents, and United States civilians assigned or attached to Incirlik Air Base, Turkey, contractors and vendors. This publication prohibits military and civilian personnel from committing specific acts relating to fire and fire prevention. Refer recommended changes regarding this publication to the Office of Primary Responsibility (OPR), 39 CES/CECF using AF Form 847, Recommendation for Change of Publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information System (AFRIMS), Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

**SUMMARY OF CHANGES**

This instruction has been completely revised in order to comply with revised Air Force (AF) and NFPA publications. It includes the deletion of all non-pertinent information, updates and additions to the previous regulation.

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## Chapter 1

### DUTIES ASSIGNED

**1.1. The Fire Inspector will.** Conduct periodic visits to all USAF facilities and areas to perform quality control checks of unit fire prevention programs, inspect compliance of fire prevention practices and facility construction to established criteria, and provide requested training to the base populace. The Fire Inspector has full authority to stop any operation considered an immediate threat or danger to life or property, any deviations will be approved by 39 ABW/CC. Implementation and execution of a successful comprehensive fire prevention and protection program requires the involvement of all personnel.

**1.2. The 39th Medical Group (39 MDG) Commander (or designee) will.** Dispatch medical personnel, vehicles, and equipment to the scene of an emergency when requested by the Fire Chief or Senior Fire Official (SFO).

**1.3. The 39th Maintenance Squadron (39 MXS) Munitions Control will.** Notify the Fire Alarm Communication Center (FACC) of any changes in the munitions load status of an aircraft and any change of fire symbol for a munitions storage facilities. Munitions Control will confirm daily any changes to munitions storage status on a daily basis and will provide fire symbol reports weekly.

**1.4. The 39th Logistics Readiness Squadron (39 LRS) Commander (or designee) will.** Dispatch personnel, vehicles, and equipment to the scene of an emergency when requested by the Fire Chief or Senior Fire Official (SFO).

**1.5. The 39th Security Forces Squadron (39 SFS) Commander (or designee) will.** Dispatch law enforcement/security forces personnel to the scene of an emergency for traffic and/or crowd control when requested by the Fire Chief or SFO.

**1.6. The 728th Air Mobility Squadron (728 AMS) Commander (or designee) should.** Dispatch specialized equipment and equipment operators to the scene of an emergency when requested by the Fire Chief or SFO.

**1.7. The 39th Civil Engineer Squadron (CES) Operations will, during normal duty hours, immediately dispatch a craftsman and equipment upon request.** After normal duty hours, Civil Engineering Operations Section will immediately dispatch the Do-It-Now (DIN) truck and technician and recall any other technicians and equipment operators that are necessary to handle the emergency.

**1.8. Functional Managers are responsible for:** Administering the fire prevention program within their functional area and ensuring identified fire safety deficiencies (FSD) and fire hazards assigned a risk assessment code (RAC) are **corrected**. In the event unit personnel identify a hazard that they cannot correct, the manager will ensure the Fire Prevention Section is notified for assistance. The functional manager will develop a unit or detachment operating instruction that addresses fire reporting, fire reaction, and initial and recurring unit or detachment specific fire prevention training for assigned personnel. The functional manager will require that assigned personnel receive initial and recurring organizational fire prevention and extinguisher training.

**1.9. Facility managers will.** Take mandatory facility manager training from the Real Property office within 30 days after being assigned as a facility manager. Facility managers are directly responsible to the functional manager for the submission and follow-up of all work and job orders pertaining to the fire prevention program for their assigned facility. Facility Managers will accompany the fire inspector during inspections and immediately take corrective action on any hazards noted, and are directly responsible for the fire safety of facilities under their control. They ensure initial and recurring fire prevention and extinguisher training are conducted and documented for all personnel who work in the facility. They will perform and document all required extinguisher and facility safety feature inspections. The facility managers will:

1.9.1. Notify the Fire Prevention Office (FPO), at least 48 hours prior to any situation or event which will temporarily change or alter the use of a facility from its authorized occupancy and designation, i.e, overnight lock-in in youth facilities; billeting of personnel in other than dormitories; formations, gatherings, parties in hangars, etc;

1.9.2. Ensure all newly assigned personnel receive unit specific Fire Prevention, Fire Safety, and Fire Extinguisher training within 30 days of assignment. Fire extinguisher training is available on the web at <http://tsbmc.incirlik.us/fire/>. Wheeled flight line extinguisher training is available from the FPO by request;

1.9.3. Ensure all facility entry keys and codes are placed in knox box for emergency response after duty hours.

**1.10. Unit Supervisors will, on a periodic basic:** Perform walk through inspections of facilities under their control and ensure proper documentation is maintained regarding inspection of extinguishers, emergency lighting, evacuation drills and personnel training. They serve as an internal quality control for the unit fire prevention program.

**1.11. Fire Department Physician (Vectrus Physician) will:** Provide medical guidance to the Fire Department in the management of the occupational safety and health program; direct and advise the members with regard to their health, fitness and suitability for various duties; and be readily available for consultation on an urgent basis.

**1.12. Housing Office will notify Fire Department upon hosting disabled personnel in housing units.**

## Chapter 2

### FIRE PREVENTION

**2.1. The overall objective of the Incirlik Air Base Fire Prevention Program is to provide a fire safe work and living environment for all personnel.** This service is provided by: ensuring personnel assigned to Incirlik, residing on base and/or working in facilities are aware of their fire prevention responsibilities; providing fire prevention guidance in order to maintain fire-safe work and living environments; and eliminating the causes of uncontrolled fire. If a fire were to occur, this will limit injuries and losses due to fire. The key to a successful fire prevention program is involvement of all personnel.

**2.2. Application of Standard Criteria.** Unless specifically addressed by DoD or AF criteria, the Articles of the NFPA Standards that are directive in nature will be used for compliance. Where specific DoD or AF and NFPA criteria co-exist, the more stringent requirements will be applied.

**2.3. Compressed Gases.** The use and storage of compressed gases will be as prescribed in Air Force Technical Order (TO) 42B5-1-2, Gas Cylinders—Use, Handling, and Maintenance, and NFPA 54, National Fuel Gas Code.

**2.4. Curtains, Drapes and Furnishings.** Curtains, drapes, and furnishings used in places of public assembly, recreation facilities, the clinic, Unaccompanied Housing (UH), Visiting Officers / Airmen Quarters (VOQs/VAQs), transient quarters, day rooms, lounges, schools, mercantile facilities, and Child Day Care (CDC) facilities will conform to the fire retardant requirements specified in NFPA 101, Life Safety Code.

**2.5. Suspended ceilings will have all tiles in place.** Areas having cable and utility access requirements will have tiles cut or modified to limit open space around the accesses.

#### **2.6. Decorations:**

2.6.1. Decorations used in places of public assembly, recreational facilities, mercantile facilities, schools and CDC facilities will be treated with a commercial fire retardant treatment or possess documented inherent fire retardant qualities. Documentation will be readily available for presentation to representatives of the Fire Department attesting to these characteristics.

2.6.2. Decorations, to include mirrors, will in no way obscure exits, exit lights, or portions of exits, nor will they be arranged in any manner that may confuse facility occupants regarding exit locations.

#### **2.7. Electrical Equipment and Installation:**

2.7.1. All electrical installations and repairs will comply with NFPA 70, National Electric Code.

2.7.2. Operation of all electrical appliances and machines will be discontinued immediately upon recognition of an unsafe or hazardous condition. They will not be returned to use until repaired by an authorized agency or craftsman.

2.7.3. The use of extension cords will be limited to rated capacity, e.g, if the cord has a 15 amp rating, the user will not attempt to draw 16 amps through it. They will be used in continuous lengths only and will not be used in series (daisy chaining). When damaged, a cord will not be repaired; instead it must be replaced. Extension cords will not be placed in a path of travel or underneath carpeting or rugs. They will not be used in lieu of permanent wiring when a requirement for additional outlets exists. Extension cords will not be secured to walls or other areas with nails or other metallic fasteners. The use of extension cords with overcurrent protection device shall be used.

2.7.4. Extension cords will be directly plugged in to permanently installed receptacle.

2.7.5. Portable step down transformers (portable transformers that reduce 220V 50hz alternating current (AC) power to 110V 50hz AC power) not equipped with on-off switches will be disconnected from the outlet when not in use. Transformers equipped with on-off switches will be switched off when not in use.

2.7.6. All appliances, to include extension cords, will be tested by a recognized safety testing organization and display the testing organization's symbol. Recognized testing agencies are Underwriters Laboratory (UL) in the United States, Factory Mutual (FM) in the United States, Society of German Electricians (VDE) in Germany, and Turkish Standard Institute (TSE) in Turkey.

2.7.7. Cooking Appliances (including hot plates, counter-top grills i.e. .George Foreman, electric frying pans, roasters, toaster ovens, and similar cooking appliances that produce grease/oil laden vapors) are prohibited in all base facilities except where an approved fire suppression system is installed. This restriction includes all work centers and dormitories, but does not include family housing.

## **2.8. Exits:**

2.8.1. Access to building exits will not be obstructed. Furniture and stored materials will be so arranged as to permit a clear path of travel to exits.

2.8.2. Exit signs will be illuminated at all times when building is occupied. Facility managers or a designated representative will ensure all exit lights are operational. shall conduct a monthly functional test on all exit lights. The facility manager will record the condition of the lights, submit any required work requests, and maintain a written record of this in the facility manager's folder.

## **2.9. Where required by the NFPA, approved signs shall:** Be provided and maintained to identify fire department access roads or fire lanes to prohibit the obstruction thereof or both.

2.9.1. A marked fire apparatus access road shall also be known as a fire lane. Fire Department access roads shall have an unobstructed width of not less than 20 ft (6.1 m). Vertical clearances or widths shall be increased when vertical clearances or widths are not adequate to accommodate fire apparatus. The obstruction of a designated fire lane by a parked vehicle or any other object is prohibited and shall constitute a traffic and fire hazard to life and property.

2.9.2. The "No Parking Fire Lane" sign shall be 12 inches wide and 18 inches high and have red letters on a white reflective white background.



**2.10. Facility Managers or a designated representative will :** Ensure all emergency lights are operational and shall conduct a monthly functional test on all emergency lights. The facility manager will record the condition of the lights, submit any required work requests, and maintain a written record of this in the facility manager's folder.

**2.11. Explosives (to include fireworks and ammunition) are to be handled, transported, and stored as specified in:** AFMAN 24-204, Preparing Hazardous Materials for Military Air Shipment, AFMAN 91-201, Explosive Safety Standards, and TO 11A-1-33, Handling & Maintenance of Explosives – Loaded Aircraft. Fireworks will only be used for displays and discharged under the direct supervision of a licensed pyrotechnics operator. The Fire Department will be notified a minimum of one week prior to any display.

**2.12. Military Family Housing.** Sponsors are responsible for the actions of their dependents and for fire prevention in their quarters.

2.12.1. Sponsors are responsible for educating any domestic employee on fire prevention practices and fire reporting. Fire prevention inspectors offer fire prevention training to baby-sitters, maids and gardeners employed on Incirlik AB.

2.12.2. Sponsors will test their installed smoke detectors monthly. Should a detector work improperly or fail to function, the sponsor will immediately call in an emergency work order.

**2.13. Fire Drills.** Fire drills will be of the type and conducted at intervals specified in NFPA 101. Fire drills produce familiarity with procedures and duties and significantly reduced in emergency situations. Fire drills will be conducted at varying times and conditions, i.e, during hours of darkness to familiarize staff members with evacuation under varying conditions. Facility managers are responsible for maintaining documentation regarding conduction of drills and attendance. The frequency of fire drills and responsible agencies for conducting drills are addressed in the following paragraphs. Facility managers will conduct the drill after coordinating with the Fire Department.

2.13.1. Places of Public Assembly (e.g, the Clubs, Snack Bars, Recreational Facilities and Theaters). These facilities will have employee or attendant evacuation drills and training at least semi-annually.

2.13.2. Schools will have evacuation drills weekly for the first month of school and monthly thereafter.

2.13.3. The CDC and Before/After School Programs will conduct fire drills at least monthly.

2.13.4. The Medical Treatment Facility (MTF) will conduct fire drills annually in accordance with NFPA 101.

2.13.5. All other facilities/occupancies will have fire drills at least annually.

**2.14. Fire Extinguishers.** Criteria and responsibilities regarding inspection, training and purchasing of fire extinguishers is contained in AFMAN 91-203, **Chapter 6**.

2.14.1. Fire extinguishers are placed in facilities according to distribution criteria established in NFPA 10, Standard for Portable Fire Extinguishers. Flight line extinguishers are distributed according to Air Force Technical Order (TO) 00-25-172, Ground Servicing of Aircraft and Static Grounding/Bonding.

2.14.2. Facility managers or an assigned representative shall conduct a monthly visual inspection of fire extinguishers under their control. Documentation of monthly inspections can be by log book, computer database, checklist, or annotating on the fire extinguisher monthly inspection tag. Documentation will consist of the date inspected, inspector's name or initials, and identification of the specific extinguisher inspected (serial or I.D. Number, not location).

2.14.3. The base fire department will perform minor maintenance/re-servicing of extinguishers; however, those extinguishers deemed unserviceable must be replaced by user organization.

2.14.4. All personnel shall be educated upon assignment and annually thereafter, in the use of fire extinguisher. Fire extinguisher training is available on the web at <http://tsbmc.incirlik.us/fire/>. Portable fire extinguisher and wheeled flight line extinguisher training sessions are available from the FPO by request.

### **2.15. Fire Hydrants-Water Supply:**

2.15.1. Water mains and fire hydrants will not be shut off, nor will any maintenance be performed that will interfere with the water supply without first notifying the Fire Department.

2.15.2. With the exception of Civil Engineering, the use of fire hydrants by any other organization or function is prohibited without prior coordination with and approval by the Fire Department.

2.15.3. Parking within 15 feet of a fire hydrant is prohibited. The United States Government is not liable for damages that occur to the violating vehicle as a result of fire fighting or training activities.

### **2.16. Flammable and Combustible Liquids:**

2.16.1. The use and storage of flammable and combustible liquids will be as specified in AFMAN 91-203, **Chapter 22** and NFPA 30, Flammable and Combustible Liquids Code.

2.16.2. Flammable and combustible liquids will be disposed of as hazardous waste. They will not be dumped into drains or poured on the ground.

2.16.3. Fuel spills are classified as hazardous materials releases and are reportable to Environmental Management as specified in 39 ABW Spill Prevention and Response Plan. Fire Department will provide standby, if it is required.

**2.17. The operation and cleaning of commercial cooking grease extraction systems shall:** Be in compliance with AFMAN 91-203, Chapter 6.

**2.18. Supplemental heating devices will be equipped with a tip-over switch that automatically de-energizes.** They will not be used in the proximity of combustible materials or located in the path of travel. All heating appliances must be recognized by an authorized testing agency such as; UL FM, TSE, and Consortium for Energy Efficiency (CEE). All heaters used in hangars, technical buildings, and industrial shops will be approved by a certified testing laboratory for use in that environment.

### **2.19. Housekeeping:**

2.19.1. Good housekeeping is of the utmost importance in eliminating fire hazards within buildings and areas.

2.19.2. For Industrial Operations, to include waste and packing materials, guidance is specified in AFMAN 91-203, **Chapter 5**.

2.19.3. Clean rags, dirty rags, clean speedy dry (virgin material) and dirty speedy dry (contaminated or used material) will be stored in separate metal containers with suitable lids and labeled with 1-inch lettering as to its contents.

2.19.4. Store steel wool in metal containers with metal, self-closing lids. Containers will be labeled with 1-inch lettering as to its contents.

2.19.5. Storage in utility (Heating Ventilation and Air Conditioning [HVAC]/boiler/electrical /machinery) rooms, air conditioning compressor/air handling rooms, generator rooms, telephone communications rooms, boiler rooms, under stairwells, and egress paths is prohibited.

2.19.6. Combustibles stored for recycling should be stored outside and away from exits and windows.

2.19.7. Care will be exercised when storing materials to insure that clear aisles are maintained throughout storage areas. Sprinkler risers, alarm boxes, fire department connections, standpipe hose stations, fire extinguishers, electric panels, and power switches will not be obstructed in any manner nor have any articles attached to them.

2.19.8. A direct path of access to and an area five feet in any plane dimension from an electric services panel will not be used for storage.

**2.20. Installed Fire Protection Systems.** An installed fire protection system is defined as any system, or portion thereof, that is installed in a facility for the purpose of fire detection, alarm, alarm transmittal, or extinguishment.

2.20.1. All portions of an installed fire protection system will be immediately accessible at all times. They will not be blocked or obscured.

2.20.2. Facility managers or occupants will not reset, silence, or shut off an installed fire protection system. Only Fire Department personnel or Civil Engineering craftsmen will accomplish silencing or resetting alarm systems.

### **2.21. Open Fires:**

2.21.1. Controlled Burning. Burning of vegetation is prohibited without the expressed written permission of the Fire Department. If written permission is granted, the requester is required to provide personnel to conduct the burn.

2.21.2. Any burning of material in a container not specifically designed for that purpose is prohibited. Furthermore, to burn solid waste (trash) documents or clothing without the expressed written permission of the Fire Department is prohibited.

2.21.3. Campfires/bonfires are not allowed within the confines of this installation unless the area is inspected and approved by the Fire Department. Surveillance of the area and complete extinguishment of the fire is the requesting organization's responsibility.

2.21.4. Barbecue (BBQ) Grills. BBQ grills or similar cooking appliances will not be used inside buildings or under the roofs or eaves of any base facility to include Military Family Housing (MFH). Hot coals or embers will not be disposed of in dumpsters or trashcans containing combustible materials. BBQs, charcoal and gas type grills will be kept 10 feet from any structure or overhang when operating.

**2.22. Places of Public Assembly, Recreational, and AAFES Facilities.**

2.22.1. All employees will receive fire prevention training as prescribed in AFMAN 91-203.

2.22.2. The facility manager shall maintain a copy of occupant load calculations on file. The occupant load will not be exceeded without expressed written permission of the Fire Department.

**2.23. Self-Help Construction Projects:**

2.23.1. All Self-Help projects will be reviewed by the Fire Department and approved by Civil Engineering prior to work beginning. A copy of the completed approval will be available for review. The Fire Inspector will immediately terminate any work not fully approved until such approval is granted.

2.23.2. If, in the opinion of the Fire Department, unauthorized self-help work is in violation of NFPA Standards or other standards and it presents a risk to building occupants, the Fire Department, with the concurrence of the Fire Marshall, will order it removed.

2.23.3. All finish standards will be in compliance with Unified Facilities Criteria (UFC) 3-600-01, Fire Protection Engineering for Facilities and NFPA 101 criteria.

2.23.4. All self-help workmanship must meet minimum NFPA Standards.

**2.24. All welding, cutting, and brazing operations will comply with AFMAN 91-203, Chapter 27.**

## Chapter 3

### EMERGENCY REPORTING

**3.1. All fires occurring in United States Air Force facilities, to include off-base housing and facilities (such as teachers using government furniture in off base homes), will:** Be reported to the Incirlik AB Fire Department. This includes fires that have been extinguished. This is required for investigation, cause determination and statistical compilation.

**3.2. Fires Occurring On-Base.** Initial fire reporting may be accomplished by either calling 112 or activation of an installed fire protection system. To report emergencies on commercial or cell phones call 0322 316 0112. Once the fire is reported, stand by outside the facility and meet with the responding senior fire official to provide any additional information.

3.2.1. When reporting a fire to the FACC operator, provide the following information: your name, building number, name of facility, nature of the fire and location of the fire. An example from a base facility: "This is Airman John Doe, I'm reporting a fire in Building 3595, the Base Exchange. We have an electrical fire in the storeroom."

3.2.2. Should an alarm system be used, it is imperative that the report be immediately followed up by telephone contact with the FACC using 112. This is necessary to ensure that a possible system malfunction prevented the fire department from receiving the coded alarm signal.

3.2.3. Although unlikely, an accident may occur which prevents telephone communications with the fire department (e.g, severed phone cable). In the event the fire department cannot be notified by telephone, fire reporting must be accomplished in person. The Fire Department is in Building 370 and 372 (Administrative Building), located at the north end of Third Street (on A Street, near the Passenger Terminal).

**3.3. Firefighting response to facilities located off-base is handled by the local Turkish Fire Departments.** The base Fire Department cannot respond to any report of a fire in off-base facilities unless specifically requested by local officials or authorities to save lives and mitigate great losses under our Mutual Aid Agreement in Fire Protection.

**3.4. The number to dial from off-base is 110. A Turkish operator will answer this number. Be prepared to tell them your name, address, and the fact that you have a fire in Turkish.** (Lutfen bana yardim ediniz evim yaniyor, yangin var: (Please help me; my home is on fire): Adim (name): Adresim (Address): Bina No (Apartment number): Daire (Floor) :

## Chapter 4

### PROHIBITIONS

**4.1. Interfering or delaying fire protection personnel engaged in emergency response, emergency operations, or emergency command and control functions are prohibited.** Law Enforcement-Security Forces personnel will immediately remove and detain any individual who interferes with or delays any phase of emergency operations.

**4.2. Smoking in/on a bed is prohibited.**

**4.3. Dormitories, Visiting Quarters, Temporary Lodging Facilities.** These facilities present high life loss potential and as a result the following are prohibited:

4.3.1. Candles, incense or any open flame devices which produce a constant flame.

4.3.2. Objects hung from ceilings or draped within 3 feet of sprinkler heads, nor may any object be hung from a sprinkler head.

## Chapter 5

### EDUCATIONAL PROGRAMS

**5.1. The key to a successful fire prevention program is education.** The Incirlik AB Fire Department is prepared to assist in setting up organization fire prevention education programs to ensure success. Although most briefings are mandatory for the sponsor, we highly encourage attendance by spouses. Point of contact for all educational programs, to include scheduling, is the Fire Prevention Section at extension 676-3021.

**5.2. Fire prevention education classes are available to all base personnel.** All are voluntary and conducted by appointment by contacting the Fire Prevention section at extension 676-3021.

**5.3. Specialized Briefings and Specific Training.** Upon request of any functional or social organization, to include schools, the Fire Department will provide specialized briefings and specific training tailored to the organization's needs.

**5.4. NOVEC Flightline Fire Extinguisher Training (initial hands-on) is required:** For all newly assigned aircraft maintenance and aircraft servicing personnel and is provided by the FPO or work area supervisor who have been task certified to conduct the training by the FPO.

## Chapter 6

### REQUIREMENTS FOR CONTRACTORS AND VENDORS

**6.1. Contractors, concessionaires and vendors:** Hereafter referred to as "contractor," performing work or conducting business on or in facilities governed by this instruction will comply with the provisions of this instruction.

**6.2. The contractor or an individual appointed by the contractor will:** Be placed in charge of fire prevention and shall be responsible for ensuring availability and good operating condition of fire protection equipment. Contractors are required to familiarize their employees with contents of the Contractor's Brochure and the Turkish translation of this instruction which is available from the Fire Prevention Section.

**6.3. All construction sites are subject to a fire safety inspection by Fire Department personnel to ensure:** Contractor compliance with regulatory and permit requirements. If a hazard or discrepancy is noted, the Fire Department will notify Construction Management or the appropriate agency for action. If an imminent danger situation exists, the Fire Department retains the right to immediately stop the work in progress until Construction Management or the appropriate agency can be contacted for resolution.

**6.4. The contractor is responsible for:** Providing all fire extinguishers necessary to protect the job site during the course of contract execution. Extinguishers will be provided throughout the work area as prescribed in NFPA 10. The extinguishers will be maintained in a serviceable condition. Failure to maintain required coverage will be grounds for a work stoppage until the situation is corrected.

**6.5. Unobstructed access lanes for firefighting vehicles will:** Be provided to the job site at the start of construction and maintained until the construction is complete and accepted.

**6.6. Contractors will:** Assure an adequate water supply for fire protection is available as soon as combustible materials begin to accumulate.

**6.7. All temporary connections to water mains or fire hydrants will:** Be coordinated with and approved by the Fire Department prior to being accomplished.

**6.8. The contractor will:** Contact the Fire Department prior to disconnecting, relocating, extending, or performing any maintenance on installed fire protection systems.

**6.9. The contractor will:** reimburse the United States Government for all costs associated with any emergency response and/or subsequent operations required as a result of the contractor violating this instruction.



**Chapter 7**

**APPROVAL POLICY**

**7.1. Any deviations from this document must be approved by the 39 ABW/CC.**

RANDY P. OAKLAND, Colonel, USAF  
Commander

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

AFI 32-2001, Fire Emergency Services Program, 28 September 2018  
AFI 91-202, The US Air Force Mishap Prevention Program, 24 Jun 2015  
AFMAN 91-203, Air Force Occupational Safety, Fire and Health Standards, 11 December 2018  
AFMAN 24-204, Preparing Hazardous Materials for Military Air Shipments, 13 July 2017  
AFMAN 33-363, Management of Records, 01 March 2008  
AFMAN 91-201, Explosive Safety Standards, 27 March 2017  
DoDI 6055.6, Fire and Emergency Services (F&ES) Program, 21 December 2006  
TO 00-25-172, Ground Servicing of Aircraft and Static Grounding/Bonding 06 September 2019  
TO 11A-1-33, Handling and Maintenance of Explosives Loaded Aircraft, 25 Feb 2019  
TO 42B5-1-2, Gas Cylinders (Storage Type)—Use, Handling, and Maintenance, 15 May 2006  
39 ABW SPR Plan, 39 ABW Spill Prevention and Emergency Response Plan, 9 May 2016  
NFPA 10, Standard for Portable Fire Extinguishers, 2018  
NFPA 30, Flammable and Combustible Liquids Code, 2018  
NFPA 54, National Fuel Gas Code, 2018  
NFPA 70, National Electric Code®, 2017  
NFPA 72, National Fire Alarm and Signaling Code, 2019  
NFPA 101, Life Safety Code ®, 2018  
UFC 3-600-01, Fire Protection Engineering for Facilities, 8 August 2016

***Prescribed Forms***

No forms prescribed.

***Adopted Forms***

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

***Abbreviations and Acronyms***

**39 CES**—39th Civil Engineer Squadron  
**39 LRS**—39th Logistics Readiness Squadron  
**39 MDG**—39th Medical Group  
**39 MXS**—39th Maintenance Squadron  
**39 SFS**—39th Security Forces Squadron

**728 AMS**—728th Air Mobility Squadron  
**AAFES**—Army and Air Force Exchange Services  
**AF**—Air Force  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFOSHSTD**—Air Force Occupational Safety and Health Standard  
**AFRIMS**—Air Force Records Information System  
**AC**—Alternating Current  
**BBQ**—Barbecue  
**BOQ**—Bachelor Officials Quarter  
**CDC**—Child Development Center  
**CEE**—Consortium for Energy Efficiency  
**DIN**—Do-It-Now  
**DoDI**—Department of Defense Instruction  
**FACC**—Fire Alarm Communications Center  
**FM**—Factory Mutual  
**FPO**—Fire Prevention Office  
**FSD**—Fire Safety Deficiencies  
**HVAC**—Heating Ventilation and Air Conditioning  
**MFH**—Military Family Housing  
**NFPA**—National Fire Protection Association  
**OPR**—Office of Primary Responsibility  
**RAC**—Risk Assessment Code  
**RDS**—Records Disposition Schedule  
**SFO**—Senior Fire Official  
**TO**—Technical Order  
**TSE**—Turkish Standard Institute  
**UEPH**—Unaccompanied Enlisted Personnel Housing  
**UFC**—Unified Facilities Criteria  
**UL**—Underwriters Laboratory  
**VAQ**—Visiting Airman Quarters  
**VDE**—Society of German Electricians-Germany

VOQ—Visiting Officials Quarter

Attachment 2

MONTHLY FACILITY FIRE PREVENTION CHECKLIST

Table A2.1. Monthly Facility Fire Prevention Checklist.

MONTHLY FACILITY FIRE PREVENTION CHECKLIST	Y	N
Occupant training accomplished per the requirements of AFI 91-202, <i>The Air Force Mishap Prevention Program</i> ?		
Are fire extinguishers visually inspected monthly to detect and correct discrepancies?		
Have facility managers taken initial/annual facility manager’s training?		
Are all exits and exit accesses unobstructed?		
Are emergency lighting systems operational?		
Are mechanical rooms that you have access to cleared of any items not necessary to the operation of the installed equipment?		
Housekeeping.....Are storage rooms neat, clean and items stacked as required?		
Are flammable liquids stored in an approved flammable storage locker? Is the locker in an approved location? Is there an updated letter for materials? AFMAN 91-203		
Fire detection/suppression systems unobstructed, minimum 18 inch clearance maintained between detector, sprinkler head etc.? (NFPA 72)		
Pull station personnel notification systems.		
Has a written operating instruction been developed and does include emergency reporting evacuation procedures?		
<b>[Places of Public Assembly]</b>		
Are personnel who work in places of public assembly trained initially and annually thereafter on their responsibilities for fire protection and prevention? AFMAN 91-203		
<b>[Commercial Cooking Facilities]</b>		
Are all commercial cooking facilities provided with a system to remove smoke and grease-laden vapors? Are the filters, hoods and exposed surfaces cleaned at least daily, with thorough cleaning of hoods and exhaust ducts at least biannually? AFMAN 91-203		
Are deep fat fryers equipped with a primary thermostat of 400 degrees F and a secondary thermostat of 475 degrees F?		
Are deep fat fryer thermostats tested annually and after any repairs?		

<b>[Health Care Facilities]</b> Has a written fire plan been developed for the <b>health care facility</b> and does it include appropriate staff response to fire emergencies and requirements for education and training?		
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