

**BY ORDER OF THE COMMANDER  
JOINT BASE CHARLESTON (AMC)**

**JOINT BASE CHARLESTON INSTRUCTION  
32-2001**



**13 FEBRUARY 2014  
Certified Current on 1 February 2017**

**Civil Engineer**

**FIRE EMERGENCY SERVICES PROGRAM**

---

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 628 CES/CEFP

Certified by: 628 CES/CC  
(Lt Col Patrick G. Miller)

Supersedes: CHARLESTONAFBI32-101,  
1 May 2001

Pages: 28

---

This instruction implements AFD 32-20, *Fire Protection*, and is used in conjunction with DOD Instruction 6055.6, *Department of Defense Fire Emergency Services Program*, Department of Labor – Occupational Safety and Health Administration (OSHA), Code of Federal Regulations (CFR), and National Fire Protection Association (NFPA) standards as Air Force policy unless otherwise directed in DOD or Air Force Instruction. This instruction prescribes policies and procedures; and defines responsibilities for an effective fire prevention and protection program for Joint Base Charleston (JBC). This publication applies to all tenant units, military personnel, Reserve, National Guard, civilians, contractors, and concessionaires. A copy of this instruction will be kept in each unit/agency publication library. Any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF 847's from the field through the appropriate functional's chain of command. 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 Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/> (typically Table 32-35 or other appropriate 32 series table within the Civil Engineer functional area will apply to this publication).

**SUMMARY OF CHANGES**

This document is substantially revised. All responsibilities have been updated and outdated publication references have been removed. As a combined regulation, specific references or requirements to a DoD component are identified within this document.

**Chapter 1—ADMINISTRATION AND ENFORCEMENT 4**

- 1.1. Supplemental Publications. .... 4
- 1.2. Objectives. .... 4
- 1.3. Scope: ..... 4
- 1.4. Authority Having Jurisdiction (AHJ): ..... 5

**Chapter 2—RESPONSIBILITIES 6**

- 2.1. Installation Commander. .... 6
- 2.2. Installation Fire Marshal. .... 6
- 2.3. Installation Fire Chief. .... 6
- 2.4. Unit Commanders. .... 6
- 2.5. Facility Managers. .... 7
- 2.6. Contractors and Concessionaires. .... 7
- 2.7. Project Management. .... 8
- 2.8. Self-Help Projects. .... 8
- 2.9. Military Family Housing. .... 9

**Chapter 3—FIRE PREVENTION PRACTICES 10**

- 3.1. Inspection and Prevention. .... 10
- 3.2. Fire Safety Deficiency. .... 10
- 3.3. Fire Reporting Procedures. .... 10
- 3.4. Fire Evacuation Drills. .... 11
- 3.5. Emergency Response of Fire Vehicles. .... 11
- 3.6. Assembly and Recreational Facilities. .... 11
- 3.7. Vehicle Parking/Storage. .... 13
- 3.8. Smoking and Disposal of Smoking Materials: ..... 13
- 3.9. Electrical. .... 14
- 3.10. Fire Extinguishers. .... 15
- 3.11. Fire Protection Systems: ..... 15
- 3.12. Fire Hydrants: ..... 16

3.13. Housekeeping. .... 16

3.14. Warehouse and Storage Practices. .... 16

3.15. Flammable/Combustible Liquids. .... 17

3.16. Hotwork. .... 18

3.17. Open Burning, Recreational Fires, and Fireworks. .... 19

3.18. Prescribed Burn Program .... 20

3.19. Decorations. .... 20

3.20. Heat Producing Appliances. .... 20

3.21. Exit and Exit Access. .... 21

3.22. Cooking. .... 22

3.23. Aircraft Hangars/Flight Line Areas. .... 22

**Chapter 4—TRAINING REQUIREMENTS 24**

4.1. Fire Prevention Training. .... 24

4.2. Additional Training. .... 24

4.3. Training Documentation. .... 24

**Chapter 5—FIRE PREVENTION AND FIRE PROTECTION DURING FIELD EXERCISES 25**

5.1. Camp Commander’s Responsibility. .... 25

5.2. Field Space Heaters: .... 25

5.3. Open Fires: .... 25

5.4. Cooking: .... 26

5.5. Tents: .... 26

5.6. Storage Areas: .... 26

5.7. Flares and Smoke Grenades. .... 26

5.8. Fire Extinguisher Distribution. .... 26

**Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 27**

## Chapter 1

### ADMINISTRATION AND ENFORCEMENT

**1.1. Supplemental Publications.** The following authoritative publications are used as standards of reference for fire protection and prevention. DODI 6055.06, *Department of Defense Fire and Emergency Services Program*; AFPD 32-20, AFI 32-2001, *Fire Emergency Services Program*; AFI 32-10141, *Planning and Programing Fire Safety Deficiency Correction Projects*; AFJAN 23-210, *Joint Service Manual (JSM) for Storage and Material Handling*; all AFOSH Standards; UFC 3-600-01 *Fire Protection Engineering for Facilities*; Technical Order 00-25-172, *Ground Servicing of Aircraft and Static Bonding/Grounding*; National Fire Protection Association (NFPA) codes and standards, and the International Building Code (IBC). Hazardous conditions of a peculiar nature for which no criteria has been developed or published will be corrected by local actions based upon sound judgment and the professional opinion of the installation fire chief. This publication may not be supplemented at lower levels.

**1.2. Objectives.** Fire prevention is of prime importance to all commanders and supervisors alike. The successful accomplishment of fire prevention program objectives is a cooperative venture involving all personnel on this installation. The objectives of this program are: to prevent the loss of life and property by fire through effective motivation of installation personnel to develop good fire prevention practices; to recognize and eliminate fire hazards in their work and living environment; and improve awareness of proper fire reporting and building evacuation procedures. There are four basic principles to sound fire prevention.

- 1.2.1. Commanders enforce the program.
- 1.2.2. The fire chief manages the program.
- 1.2.3. Installation personnel execute the program.
- 1.2.4. Effective fire prevention must be well planned.

### **1.3. Scope:**

- 1.3.1. The provisions of this Instruction are applicable to:
  - 1.3.1.1. The inspection of buildings, processes, equipment, systems and other fire-related life safety situations.
  - 1.3.1.2. The investigation of fires, explosions, hazardous materials incidents and other related emergency incidents handled by the fire department.
  - 1.3.1.3. The review of construction plans, drawings and specifications for life safety systems, fire protection systems, access, water supplies and processes, hazardous materials, and other fire and life safety issues.
  - 1.3.1.4. The fire and life safety education of military, civilian employees, contractors, and the general public.
  - 1.3.1.5. The storage, use, processing, handling, and transportation of hazardous materials.

1.3.1.6. Hazards from outside fires in vegetation, trash, building debris, and other materials.

1.3.1.7. The regulation and control of special events including but not limited to exhibits, trade/bizarre shows, haunted houses, and other similar special occupancies.

1.3.1.8. The interior finish, decorations, furnishings and other combustibles that contribute to fire spread, fire load, and smoke production.

**1.4. Authority Having Jurisdiction (AHJ):**

1.4.1. Air Force: HQ USAF/A7C is the overall AHJ for Air Force Fire Protection Policy and approval of permanent deviations to NFPA standards except as provided for in AFI 32-10141 table A5.1.

1.4.2. Deviation from established Fire Emergency Policy will be handled IAW DoDI 6055.6 and AFI 32-2001.

## Chapter 2

### RESPONSIBILITIES

**2.1. Installation Commander.** The installation commander will execute comprehensive installation fire protection and fire prevention programs. These programs implement DODI 6055.6, AFPD 32-20, AFI 32-2001, AFI 32-10141, and the National Fire Codes published by the NFPA.

**2.2. Installation Fire Marshal.** The Commander, 628th Civil Engineer Squadron, is designated as the installation fire marshal and is responsible to the installation commander for the effective and efficient execution of the installation's fire protection program. Additionally, the fire marshal provides the fire chief with the necessary support to ensure the highest possible priority and funding of the fire protection and prevention initiatives to accomplish mission support.

**2.3. Installation Fire Chief.** The fire chief is the Fire Emergency Services Flight Chief and responsible to the installation fire marshal for establishing and carrying out effective fire protection and prevention programs.

**2.4. Unit Commanders.** Functional managers and supervisors. These individuals are responsible for the enforcement of JBCI 32-2001 and must ensure sound fire prevention procedures are established and practiced in each activity or facility under their jurisdiction. They must establish and maintain a hazard abatement program as well as initiate a follow-up program as outlined in AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*. They will:

2.4.1. Immediately advise the Fire Prevention Element (963-3121/764-7889) of any fire hazard which cannot be corrected by unit personnel, fire extinguishers that have been discharged or damaged, and any structural changes or alterations within their facilities or areas.

2.4.2. Ensure changes of facility managers and alternates are reported, in writing, to 628<sup>th</sup> Civil Engineer Squadron/ Fire Protection (CES/CEFP) and 628<sup>th</sup> Civil Engineer Squadron Customer Service (CES/CEOS) within three workdays of the change.

2.4.3. Ensure sound fire prevention practices are maintained in facilities, rooms, or areas which are under continuous lock and key. During scheduled fire prevention visits, supervisors will arrange access to these areas.

2.4.4. Ensure personnel leave their assigned facilities/areas in a fire safe condition at the end of each workday.

2.4.5. Ensure all AF Forms 332, *Base Civil Engineer Work Request*, are properly coordinated through the Group Prioritization Work Request Manager.

2.4.6. Review the fire safety deficiencies identified in assigned facilities, incorporate required changes into unit programs, and/or submit work orders to the Civil Engineer Squadron for correction.

2.4.7. Initiate appropriate administrative or disciplinary action where there is willful misconduct or negligence involving fire prevention/protection policies, fire loss, damage to government property, tampering with installed fire detection or suppression systems, or extinguishers.

**2.5. Facility Managers.** Individuals are responsible to their unit commanders for the fire safe condition of the facilities under their jurisdiction. Facility managers, upon assignment, may contact the Fire Prevention Element (963-3121/794-7889) and schedule a briefing to further emphasize material covered in Facility Manager Training regarding duties and responsibilities for fire prevention matters. There shall be a single point of contact for all facilities with multiple units assigned for fire prevention matters. Their duties include:

2.5.1. Inspection of all fire extinguishers, standpipe, fire doors, and exits to ensure proper condition and operation. Ensuring all exterior exits, hydrants, fire department connections, gas valves, mechanical rooms, fire escapes, and post indicator valves are kept clear of obstructions.

2.5.2. Accompany fire inspectors during fire prevention visits, provide keys for all locked rooms, storage areas, vaults, security areas, and so forth. This includes all unaccompanied personnel housing (UPH), visiting quarters (VQ), and temporary living facility (TLF).

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

2.5.4. Ensure all rooms are numbered either on the door or next to the door. All facilities shall have a Knox Box at a location designated by the fire department unless exempted by the Fire Prevention Element.

2.5.5. Enforcing safe smoking practices and assist in siting designated smoking areas that complies with the latest USAF guidance.

2.5.6. Establish and maintain a building fire prevention folder. This information may also be kept with the facility manager's facility records, but must be complete and accessible. The folder will contain the following:

2.5.6.1. TAB A -- Copy of JBCI 32-2001.

2.5.6.2. TAB B -- AF Form 1487, Fire Prevention Visit Report.

2.5.6.3. TAB C -- Fire Drill Record, Extinguisher Training, Fire Safety Training

2.5.6.4. TAB D -- Facility managers Checklist and Guidance Letter.

2.5.6.5. TAB E -- Permits, Authorizations, or Waivers.

2.5.6.6. TAB F -- Fire Prevention or Ground Safety related AF Forms 332.

2.5.6.7. Call the Fire Prevention Element (963-3121/794-7889) for further guidance.

2.5.7. Managers of facilities with fire phones are responsible for accomplishing monthly checks. These phones are direct lines to the fire alarm communication center operator. When the operator answers, advise them that the call is a line check. They will require the following information: the caller's name, rank, organization, and phone location. When this is completed the operator will call the user back to verify proper operation of the circuit.

2.5.8. Ensure emergency and exit lights are tested monthly.

**2.6. Contractors and Concessionaires.** All contractors and concessionaire managers are responsible for enforcing procedures set forth in this instruction and:

2.6.1. Ensure all employees who will be conducting hotwork type functions have a permit issued by the Fire Prevention Element prior to work starting. Hotwork permits are issued from 0700 – 0800 Mon – Fri in building 168 (AB) or building 206 (WS).

2.6.2. Comply with procedures in Paragraph 3.16, and inspect work areas to ensure buildings are left in a clean and fire safe condition.

**2.7. Project Management.** Ensure the Assistant Chief, Fire Prevention, or a designated representative, is notified to attend all pre-construction performance meetings with the engineering project manager to coordinate fire prevention requirements.

2.7.1. Project management will contact the Assistant Chief, Fire Prevention, or a designated representative, prior to bid of contracts to ensure all fire prevention requirements have been included.

2.7.2. The Assistant Chief, Fire Prevention, or a designated representative, will review all project designs; including those from the United States Army Corps of Engineers (USACE), Naval Facilities and Engineering Command (NAVFAC), Defense Commissary Agency (DeCA), and the Army Air Force Exchange Service (AAFES), at the pre-design, 35, 65, 95, and 100 percent levels of completion prior to contract bid. Simplified Acquisition of Base Engineer Requirements (SABER), small business, and self-help projects will also be reviewed. The review will consist of verifying that designs (plans and specifications) comply with applicable codes and standards and identify areas of noncompliance to the design agency with recommendations for correction.

2.7.3. All new construction and modernization projects shall include the addition of a Knox Box during construction.

**2.8. Self-Help Projects.** An important factor in providing fire resistance is the selection of materials consistent with the value and use of the facility. Construction materials outlined in UFC 3-600-01 *Fire Protection Engineering for Facilities*, AFI 32-6002, *Family Housing Planning, Design and Construction*, adopted edition International Building Code (IBC), Engineering Technical Letters (ETL), and NFPA standards are the minimum acceptable standards for adequate fire protection.

2.8.1. All installation self-help, construction, renovations, or modifications, to include: non-appropriated funded, and AAFES projects must be reviewed by the Fire Prevention Element for the inclusion of fire protection requirements. All construction projects will have formal plans for review and must be approved prior to the start of any project.

2.8.2. Paneling and carpets must be used only in accordance with requirements for individual classes of occupancy as specified in the current edition of UFC 3-600-01 and the adopted edition Life Safety Code. Using agencies will obtain a certificate (or statement) from the manufacturer or supplier attesting to the smoke development rating of the material being used prior to installation of the material. A copy will be furnished to the Fire Prevention Element.

2.8.3. Use of plywood or class "C" combustible materials as an interior finish is prohibited. All interior finish materials used will be in accordance with the current edition of UFC 3-600-01.

2.8.4. Holes made through floors, ceilings, or wall assemblies will be sealed to prevent the spread of smoke and fire. The opening will be fire stopped with a material capable of maintaining the fire resistance rating of the assembly.

2.8.5. Wall and ceiling finishes, and movable partitions must conform to the requirements of NFPA 101 for interior finishes.

2.8.6. Self-help partitions will be constructed in accordance with the construction types outlined in the UFC 3-600-01.

**2.9. Military Family Housing.** Occupants of privatized military family housing will comply with the fire prevention and safety guidance provided by the property owner.

## Chapter 3

### FIRE PREVENTION PRACTICES

**3.1. Inspection and Prevention.** The primary responsibility for the Fire Prevention Element is to monitor and evaluate unit commanders' fire prevention programs to ensure compliance with established guidelines. Fire inspectors will visit all facilities at least annually to ensure prompt detection of deficiencies and elimination of fire hazards. These visits do not relieve the commander or the facility manager of the responsibility of identifying deficiencies and hazards in assigned work centers. At the end of each fire prevention visit, an AF Form 1487, *Fire Prevention Visit Report*, will be issued if a fire safety deficiency or hazard is identified. If an AF Form 1487 is issued to your organization, the following corrective actions shall be taken by the facility manager:

- 3.1.1. If hazards cannot be corrected on the spot, implement interim control measures to reduce the risk to an acceptable level.
- 3.1.2. The AF Form 1487 will be sent through the unit's chain-of-command for commanders signature.
- 3.1.3. Fire Safety Deficiencies (FSD) will be identified on AF Form 1487, and if they cannot be corrected by the facility manager or unit, they will be programmed for correction using the AF Form 332.
- 3.1.4. Facility managers will ensure the AF Form 1487 is signed and returned to the Fire Prevention Element by the established suspense date.

**3.2. Fire Safety Deficiency.** If a FSD is listed on the AF Form 1487, the associated FSD shall be annotated on the AF Form 332 for proper ranking within the respective group. The FSD will be assigned using guidance from AFI 32-10141. The following actions are required in addition to AF Form 332 annotation:

- 3.2.1. FSD 1's if not corrected within 24 hours or provided with a CE Work Order number require an Operational Risk Management (ORM) plan to be developed. A template will be provided by the Fire Prevention Element but it is the organization responsibility to route the ORM package for Wing Commander signature and approval.
- 3.2.2. FSD 2's if not corrected within 24 hours or provided with a CE Work Order number require an ORM to be developed. FSD II's ORMs will only be routed to Group Commanders for signatures and implementation.
- 3.2.3. All FSD 1 and 2 deficiencies will be briefed to the ESOH Council.
- 3.2.4. FSD 3's do not require an ORM.

**3.3. Fire Reporting Procedures.** Quick and accurate fire reporting is essential to minimize damage and injuries. All fires, regardless of size (even if extinguished) must be reported to the fire department. Should a fire occur, take the following actions:

- 3.3.1. SOUND THE ALARM (verbal or mechanical) AND EVACUATE THE BUILDING!
- 3.3.2. CALL THE FIRE DEPARTMENT by dialing **911** from any on-installation or family housing phone. **NOTE:** If you dial 911 from a cellular phone you will reach an off-

installation emergency dispatch center. Tell the dispatcher that you are on either the Air Base or Weapons Station and they will transfer you to a JBC Fire Emergency Services dispatch center. You can also program 843-963-8082 into your cell phone as this is the JBC actual 911 phone number. Facility managers are responsible to ensure phone decals are in place. If the building's fire alarm system has been activated, reporting by phone is still required.

3.3.3. When the fire alarm communication center operator answers the phone, remain calm and provide the following information:

3.3.3.1. Name and call back number.

3.3.3.2. Building number or location involved; room number or area.

3.3.3.3. Nature of the fire if known. Do not hang up until instructed to do so by the operator.

3.3.3.4. Try to extinguish fires if evacuation is underway, you feel you are not endangering yourself, and the fire department has been contacted.

3.3.3.5. If time permits, close the doors and windows in the fire area, but do not lock the doors. Post someone outside of the facility to direct the responding firefighters to the fire scene.

3.3.3.6. Willful transmission, or reporting of a false fire or emergency alarm, is prohibited. This action may be punishable under federal law and the UCMJ.

**3.4. Fire Evacuation Drills.** Fire drills will be scheduled and conducted by responsible facility managers or unit safety representatives at least once a year unless specified otherwise. Fire drills shall be coordinated with the Fire Prevention Element (963-3121/794-7889). A fire department representative may observe and evaluate the drill. The following frequencies shall be used for conducting fire drills in specific facilities.

3.4.1. Monthly. All installation schools, pre-schools, youth centers, school age program, home day care providers, and child development centers will hold evacuation drills monthly.

3.4.2. Quarterly. Medical facilities

3.4.3. Semi-Annually. Munitions storage areas (area evacuation drills).

3.4.4. Annually. All remaining facilities.

**3.5. Emergency Response of Fire Vehicles.** Persons who are authorized to repair and/or block streets, or fire lanes, will notify the fire alarm communication center operator at least 24 hours before such restriction takes effect, and when removed. Fire lanes will not be less than 20 feet of unobstructed width and will be marked with signs.

**3.6. Assembly and Recreational Facilities.** These facilities require special precautions to prevent fires due to the potential for high loss of life and property.

3.6.1. Managers or their assistants (designated in writing) of assembly facilities are responsible to ensure these facilities are left in a fire-safe condition at the close of business. Designated personnel will conduct daily closing inspections. This requirement will not be delegated to janitorial personnel.

3.6.2. Managers of assembly occupancies shall provide a minimum of one facility supervisor, or a designated employee, when the occupant load is expected to exceed 250. This individual is responsible to direct personnel to exits in an orderly manner in the event of an emergency. Where the occupant load exceeds 250, additional designated personnel will be assigned at a ratio of one designated employee for every 250 occupants, unless otherwise permitted by the following:

3.6.2.1. The ratio of designated employees to occupants will be permitted to be reduced when, the existence of an approved, supervised, automatic sprinkler system and the nature of the event warrant. Approval authority will be provided by the fire department.

3.6.2.2. Crowd Control training is available at no cost at <http://www.fema.gov/library> then search Crowd Management training.

3.6.3. Occupant load information for public assembly facilities will be kept in the manager's fire prevention folder and posted at the entrance to the assembly room.

3.6.4. Fire prevention inspectors will inspect places of assembly before all major social events. It is the responsibility of assembly managers to notify the Fire Prevention Element (963-3121/794-7889) at least three workdays prior to any major social event. If temporary decorations are to be used, only fire retardant types will be permitted.

3.6.5. Managers of facilities where commercial or restaurant type cooking is performed must establish and enforce the following procedures when grease filters and other grease removal devices are used:

3.6.5.1. Installation of restaurant cooking equipment exhaust systems must be in accordance with NFPA Standard 96.

3.6.5.2. All installed grease filters and exposed surfaces of kitchen hoods must be thoroughly cleaned by the operator daily, or more frequently, to prevent grease accumulation. Spare filter sets are required in kitchens that are operated continuously.

3.6.5.3. Hoods and exhaust ducts serving kitchen equipment must be thoroughly cleaned every six months, or more frequently, to prevent grease accumulation. Documentation will be maintained in TAB E of the fire prevention folder.

3.6.5.4. Cooking is not permitted under kitchen hoods without all filters installed. Filters must be of an approved baffle type meeting UL 1046 and be maintained in a good state of repair.

3.6.5.5. The exhaust system must be in operation whenever cooking equipment is being used.

3.6.5.6. If an exhaust fan motor is shut down or removed for repair or replacement, equipment served by that exhaust system will not be used until the fan is restored to service.

3.6.5.7. Deep fryers will be equipped with a separate high-limit control in addition to the adjustable operating control (thermostat) to shut off fuel or energy when the cooking oil temperature reaches 475 degrees Fahrenheit. These devices shall be tested and documented annually.

3.6.6. All cooking equipment shall be operated according to the manufacturers recommendation and operational instructions.

3.6.7. Residential type ovens are not permitted in facilities unless one of the following conditions is met:

3.6.7.1. An approved hood and duct system has been installed.

3.6.7.2. The facility and area of installation is protected by an installed sprinkler system.

3.6.7.3. The oven contains a temperature control automatic shut-off device.

**3.7. Vehicle Parking/Storage.** Vehicles and/or trailers will not be parked in any manner that would preclude access by fire department vehicles to all sides of buildings, fire lanes, or within 15-feet of fire hydrants or fire department connections.

3.7.1. Vehicles will not be parked within 50 feet of any hangar, munitions storage area, or fuel storage area, except in designated parking spaces or for the purpose of loading and unloading.

3.7.2. Vehicles will not be parked unattended in front of hangar doors.

3.7.3. Vehicles will not be parked within 10 feet of any building or structure except in designated parking areas or while loading or unloading.

3.7.4. Motor vehicles will not be parked or stored inside any building unless the area is designated for that purpose.

3.7.5. Fuel or oil trucks (loaded or empty) will not enter or park in any building, unless the structure is designated for that purpose.

3.7.6. Small engine equipment (5 hp or less) stored inside facilities requires approval from the Fire Prevention Element.

**3.8. Smoking and Disposal of Smoking Materials:** For issues concerning smoking near entrances, ventilation intakes or other health issue consult AFI 40-102, *Tobacco Use in the Air Force*.

3.8.1. Smoking is not permitted in installation facilities except where authorized IAW the latest USAF guidance. Designated Smoking Areas (DSA) are requested by unit commanders thru the Health Awareness Center and Civil Engineering Squadron. Requests for DSAs will be sent to the Medical Group Commander once sited and placed on the DSA map.

3.8.2. Units shall provide an adequate number of approved smoking containers labeled "Smoking Material Only" and will be distributed where smoking is permitted. Paper and trash will not be discarded in these receptacles. Smoking materials will not be discarded in wastepaper baskets or other containers used for trash.

3.8.3. These containers will be emptied on a weekly basis or more often as needed. Smoking materials will be thoroughly extinguished with water before being disposed of in dumpsters.

3.8.4. Smoking in, or on, beds is strictly prohibited.

3.8.5. Smoking is prohibited at gas stations; petroleum, oil, & lubricant (POL) facilities; liquid oxygen plants; and flightline areas (including in vehicles); except in areas designated by the Medical Group Commander, Fire Marshal, and Fire Prevention Element.

**3.9. Electrical.** Installation, adjustments, or alterations of electrical wiring or installed appliances will be accomplished only by qualified Civil Engineer Squadron craftsman, licensed electricians, or authorized contractors in accordance with National Electric Codes (NEC).

3.9.1. All receptacles, switches, outlet boxes, and the like, will have required cover plates.

3.9.2. Access to electrical power panels will not be blocked. A 3-foot access clearance is required for electrical equipment (panel boxes, switch boxes, and so forth), unless otherwise required by the NEC.

3.9.3. No device will be installed which interferes with the normal operation of circuit breakers or fuses.

3.9.3.1. All electrical switches in light and power panels will be correctly labeled to show which circuits or devices they control.

3.9.3.2. Facility Managers can contact the 628<sup>th</sup> CES/CEOS for consultation on how to label breakers.

3.9.4. Electrical appliances will bear "UNDERWRITERS LABORATORY" (UL)® or other recognized testing laboratory certification.

3.9.5. Electrical appliances that do not require continuous operation will be unplugged when not in use. EXAMPLE: Residential type coffee pots.

3.9.6. Extension cords will not be used in lieu of permanent wiring. In areas that have insufficient outlets, the facility manager shall submit an AF Form 332 to 628th CES/CEOS to have additional outlets installed, or relocate equipment so an extension cord is no longer required.

3.9.6.1. Extension cords are for temporary use and will be rated for the capacity of the equipment being served.

3.9.7. Surge protectors are only authorized for sensitive electrical equipment (i.e. printers, computers, monitors).

3.9.7.1. Surge protectors and uninterruptible power supply (UPS) units shall not be plugged into other surge protectors or UPS.

3.9.8. Electrical cords will not be nailed or stapled to building surfaces. They will not be run through doorways, windows, holes in walls, under rugs or carpets. Cords used for the exterior installation of items such as holiday lights or other exterior type displays will be weatherproof and attached using devices specifically designed for that purpose. Care will be taken to ensure the cord is not damaged.

3.9.9. Electrical equipment used in areas where flammable gases, vapors, or dust are present must be approved for the particular hazard.

3.9.10. Permanent electrical wiring will not be exposed.

3.9.11. Flexible cords will be continuous in length without splices or taps.

3.9.12. Multiple plug outlets are prohibited.

3.9.13. All heat producing devices and major appliances will be plugged directly into a wall outlet. Examples: coffee pots, microwaves, toasters, and refrigerators.

**3.10. Fire Extinguishers.** Fire extinguishers will not be used for any purpose other than fire protection. No person will render any portable fire extinguisher inoperative or inaccessible. Any proven abuse may subject personnel to disciplinary action. Fire extinguishers will not be used by individuals who have not been properly trained.

3.10.1. Fire extinguishers will be properly hung or placed into cabinets. Extinguisher cabinets will not be locked.

3.10.2. Fire extinguishers will not be removed or repositioned without approval from the Fire Prevention Element.

3.10.3. Facility managers are responsible for conducting a monthly visual inspection of all fire extinguishers within their facilities to ensure they are in their designated location and are serviceable. Extinguisher tags will be signed off monthly.

3.10.4. Fire extinguishers will be kept clear and accessible at all times. A 36-inch clearance is required in all directions.

3.10.5. Signs, directional arrows, targets, red backgrounds, or other means of showing the location of fire alarms and extinguishers are not required, unless the equipment is hard to find without such signs; for example, signs may be needed in warehouses, but would not normally be needed in dormitories. If you need more information or clarification, contact the Fire Prevention Element.

3.10.6. New facilities will not be occupied before fire prevention personnel inspect them for suitable fire extinguisher coverage. Fire prevention personnel will provide guidance on fire extinguisher requirements and placement.

3.10.7. Using organizations are responsible for the purchase, maintenance, and proper disposal of extinguishers. All purchases of fire extinguishers will be coordinated with the Fire Prevention Element (963-3121/794-7889).

### **3.11. Fire Protection Systems:**

3.11.1. Fire alarm pull boxes will be readily visible and will be located within five feet of an exit door.

3.11.2. Heat/smoke detectors, notification devices, manual pull stations, and sprinkler heads will not be painted.

3.11.3. Where heat/smoke detectors or sprinkler heads are required, they will be installed above and below all false ceilings in accordance with the current edition of UFC 3-600-01, and installed according to NFPA Standard 13 or 72.

3.11.3.1. All sleeping areas will have hard-wired smoke alarms installed.

3.11.3.2. Heat/smoke detectors will be mounted securely in place. Disconnection of these detectors by occupants is prohibited.

3.11.4. Fire alarm pull boxes, standpipe systems, and fire protection alarm systems and devices will be kept clear and accessible at all times. A minimum access clearance of 36 inches is required.

3.11.5. No person will render any portable or fixed fire extinguishing system, or fire alarm warning system, inoperative or inaccessible. Any proven abuse may subject personnel to disciplinary action.

### **3.12. Fire Hydrants:**

3.12.1. The use of fire hydrants for any purpose other than firefighting is prohibited without authorization from the installation Fire Chief.

3.12.2. Parking within 15 feet of a fire hydrant is prohibited and may subject the vehicle to a traffic citation from law enforcement.

3.12.3. Fences or barriers will be at least five feet from any hydrant and will not block or obstruct them.

3.12.4. The fire alarm communication center will be notified of any hydrants out of service and given 24 hours notice of any proposed water shut off which will affect the installation's water distribution system.

### **3.13. Housekeeping.** Facility managers must ensure buildings are kept in a fire safe condition at all times.

3.13.1. Storage under stairs and in stairwells is prohibited.

3.13.2. Waste receptacles will be emptied at the end of the workday or as often as necessary to prevent hazardous accumulation. Dumpsters and other central disposal units will be placed at least 10 feet from combustible structures and five feet from noncombustible structures.

3.13.3. All stored mops will be hung by the handle when not in use.

3.13.4. Metal containers with automatic, self-closing lids will be used to store oily or paint-soaked rags, steel wool, and other hazardous waste materials. Each container will be plainly marked for its intended use. The metal lid will be kept closed and never wedged or blocked open.

3.13.5. Ensure vegetation around the building is maintained at all times.

3.13.6. Furnace, boiler, mechanical, fan and sprinkler riser rooms in installation facilities will not be used for storage of any type except that required for maintenance.

### **3.14. Warehouse and Storage Practices.** The combustibility and concentration of stored materials directly influence the fire hazards in warehouses and storage areas. The following will apply to all warehouses, supply rooms, or other structures used for the purpose of storing materials:

3.14.1. Maintain a minimum 36-inch distance between any heat producing appliance and combustibles (e.g. unit heaters, boilers, and furnaces).

3.14.2. Aisles of at least 36 inches will be maintained for access to exit doors and electrical equipment, or fire safety equipment such as fire extinguishers, standpipes, and fire alarm pull stations.

3.14.3. Compressed gas cylinders containing incompatible gases will not be stored together. Separation is required if these type gases are stored in close proximity to each other. (Example: oxygen and acetylene will be separated by at least 20 feet or by a noncombustible barrier at least five feet high with a fire resistance rating of at least 1/2 hour.) All compressed gas cylinders will have safety caps installed and be secured to prevent toppling.

3.14.4. When clearance between materials is needed to maintain stock limitations, the following will apply:

3.14.4.1. For areas between 2,000 and 8,000 square feet of floor space containing hazardous materials, aisles four feet wide will be maintained.

3.14.4.2. For more than 8,000 square feet of floor space of stock with moderate or low combustibility, aisles six feet wide will be maintained.

3.14.4.3. Materials will not be stored within 36 inches of fire door openings.

3.14.4.4. Hazardous commodities: A 36-inch clearance is required around all flammable and hazardous chemical storage areas.

3.14.4.5. Clearance of stock items below beams, ceilings, and roofs will be 18 inches. If the material is stacked more than 15 feet high, clearance will be 36 inches.

3.14.5. Storage buildings larger than 120 square feet will not be constructed or placed any closer than 10 feet to the nearest structure, unless otherwise permitted by the IBC.

3.14.6. Packaging material will be stored in self-closing non-combustible containers.

**3.15. Flammable/Combustible Liquids.** POL facilities include any area or building used for storage, dispensing, or handling of any type of flammable/combustible liquids.

3.15.1. Flammable storage cabinets/rooms in buildings must be approved in writing by the Fire Prevention Element and authorization will be posted on the front of the cabinet/room. Requests will be submitted to the Fire Prevention Element and include a floor plan showing the proposed storage location.

3.15.2. All drums or tanks used for the dispensing of flammable/combustible liquids will be properly bonded and grounded in accordance with Technical Order 00-25-172.

3.15.3. Storage of flammable/combustible liquids will be in accordance with AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, and NFPA 30, *Flammable and Combustible Liquids Code*. Only approved areas, cabinets, and containers will be used.

3.15.4. When flammable/combustible liquids are stored in metal cabinets, the cabinets will be labeled "**FLAMMABLE KEEP FIRE AWAY.**" Flammable storage cabinets will not be altered. The door shall have a three-point latch arrangement and a doorsill raised at least 2 inches above the bottom of the cabinet to retain spilled liquid within the cabinet.

3.15.5. Liquid petroleum gas (LPG) tanks will be stored in a 1-hour fire rated enclosure designed for flammable gas storage, 20 feet from flammable liquids and solids, or stored

outside a facility. Outside storage must not be closer than five feet from doorways or windows, NFPA 58, *Liquefied Petroleum Gas Code* and will be labeled "Flammable Gas".

3.15.6. Spray painting operation in a facility will only be accomplished when approved by Ground Safety, Bioenvironmental Engineering and the Fire Prevention Element. Spray-painting operations will be in accordance with AFI91-203, *Air Force Consolidated Occupational Safety Instruction*, and NFPA 33, *Spray Application Using Flammable or Combustible Materials*.

3.15.7. All fuel spills will be reported to the fire department immediately. Efforts will be made to prevent spills from entering sewer systems, ditches, or drains.

3.15.8. Gasoline, naphtha, lacquers, paints, thinners, alcohol, or other flammables will not be used as cleaning solvents.

3.15.9. All dip tanks or cleaning vats which use flammable liquids will be equipped with an automatic, self-closing cover, or lid. Each will have fusible links installed in such a manner that it will close automatically in case of fire. When tanks are not in use, the covers or lids will be kept closed. Dip tanks will only be located in motor pool and maintenance facilities.

3.15.10. Weapons cleaning/parts washers adjacent to arms rooms.

3.15.10.1. The location will be of enclosed 1-hour construction, with a self-closing 1-hour rated fire door.

3.15.10.2. Positive ventilation must be available. (A window at minimum, but an exhaust fan is preferred.)

3.15.10.3. A serviceable, 2A:10BC portable extinguisher will be mounted outside the room.

3.15.10.4. No modifications shall be made to the weapons cleaning/parts washers.

3.15.10.5. Only solvent recommended by the manufacturer and approved by the authority having jurisdiction will be used.

3.15.10.6. Only small arms weapon parts will be cleaned in the device.

3.15.10.7. Weapons cleaners/parts washers will be operated and maintained in accordance with the manufacturer instructions. The room and the device will be secured when not in use.

3.15.10.8. A portable, eyewash station will be installed in the room.

**3.16. Hotwork.** Welding, cutting, or brazing will not be accomplished until a valid AF Form 592, *USAF Welding, Cutting, and Brazing Permit*, has been issued by a fire department representative or an individual trained by the Fire Prevention Element (963-3121/764-7889). Compliance with the requirements set forth in NFPA 51B, *Fire Prevention during Welding, Cutting, and other Hot Work*, and AFI91-203, *Air Force Consolidated Occupational Safety Instruction*, is mandatory. Contractors and installation employees may be trained to issue routine welding permits.

3.16.1. Hotwork permit training certificates are issued by the Fire Prevention Element, and valid for one year from date of issue. Call 963-3121 for a class schedule. Permits are not required in welding shops/areas authorized by the Fire Prevention Element.

3.16.2. A fire watch is required for all hotwork operations. Fire watches will have fire extinguishing equipment readily available and be trained in its use. A fire watch will be maintained for at least 30 minutes after the completion of any hotwork operation to detect and extinguish possible smoldering fires.

3.16.3. The use of a blowtorch or any makeshift appliance for paint removal, heating roofing materials, or burning designs on wood is prohibited.

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

3.16.5. Electrical connections, cables, and plugs on arc welding equipment will be kept in good repair. Frayed or damaged connections will be repaired or replaced.

3.16.6. Aircraft welding must comply with AFI91-203, *Air Force Consolidated Occupational Safety Instruction*, NFPA 410, *Aircraft Maintenance*, and applicable Maintenance Operating Instruction (MOI). Permits of this nature will be issued by Fire Prevention Element with the concurrence of Wing Safety and Bioenvironmental Engineering.

3.16.7. Hotworks being accomplished in confined space areas also require Wing Safety and Bioenvironmental Engineering coordinaton prior to work starting.

3.16.8. Facility managers must be informed of hotwork operations prior to starting, and any hotwork permits for hazardous areas are required to be issued by the Fire Prevention Element. A list of hazardous areas is covered during hotwork permit certification training and includes any work done on or in hangars, and flightline maintenance buildings.

**3.17. Open Burning, Recreational Fires, and Fireworks.** Open burning, including the burning of rubbish and similar material, is strictly prohibited on this installation without written approval from the installation Fire Chief or his designee.

3.17.1. All open fires including, but not limited to: bon fires, large campfires, and burn barrels require a burn permit from the Fire Prevention Element (963-3121/794-7889).

3.17.1.1. Permitted fires will not be located any closer than 50 feet from any structure.

3.17.1.2. Open campfires and cooking will be constantly attended by a competent person until such a fire is totally extinguished.

3.17.2. Fireworks (including bottle rockets, roman candles, sparklers, firecrackers, and so forth) are prohibited on this installation.

3.17.2.1. The only exception to fireworks use are displays certified by the South Carolina Fire Marshal Office and approved by the installation Fire Chief.

3.17.3. The burning of candles, incense, or use of candle warmers is prohibited (to include dormitories) with the following exceptions:

3.17.3.1. During religious services in installation chapels.

3.17.3.2. Special events in Force Support Squadron facilities, to include Clubs or Dining Facilities. Candles used in these facilities must be in a sturdy noncombustible holder.

3.17.4. Barbecue grills, outdoor fireplaces, smokers, and other open flame cooking appliances will not be operated indoors, on a combustible deck, or within 15 feet of any combustible structure. Charcoal will be thoroughly soaked with water before disposal.

3.17.5. Propane patio heaters shall not be placed within 5 feet of exits and structures. The patio heater must be used in accordance with manufactures information.

### **3.18. Prescribed Burn Program**

3.18.1. Prescribed burns are conducted by the 628 CES Installation Management Environmental Element in accordance with the JBC Wildland Fire Management Plan.

3.18.2. Prior to any controlled burn being ignited, the FACC (963-3777) will be notified one hour prior to scheduled start time.

3.18.3. Upon completion of the prescribed burn, the FACC will be notified of stop time and condition of burn area (smokes remaining, established fire lines, fire watch methods, and POC)

### **3.19. Decorations.** Decorative materials such as streamers, crepe paper, scenery, cotton batting, straw, and hay must be flame resistant.

3.19.1. Christmas tree lighting and wiring must bear the UL® seal of approval and be in good condition. Outdoor lighting and extension cords used for that purpose will be weatherproof and will be specifically designed for use outdoors.

3.19.2. Fresh Christmas trees are only permitted in privatized family housing in accordance with property owner rules and regulations. Trees will not obstruct egress to exits and must be kept away from sources of heat. Trees shall be watered every day and disposed of when they stop absorbing water.

3.19.2.1. Only indirect lighting is authorized for aluminum trees. Electrical lights must never be placed on metal trees due to the shock hazard.

3.19.2.2. Artificial trees will be certified as flame retardant by the manufacturer.

3.19.2.3. Powered/lighted decorations shall not be left plugged-in when the facility or room is unoccupied.

3.19.3. Persons living in dormitories, including individual rooms may display Christmas decorations to include small artificial trees only. All previously listed fire-safety requirements apply.

### **3.20. Heat Producing Appliances.** Only qualified repair personnel are permitted to install and perform maintenance on heating systems.

3.20.1. Portable electric space heaters must be UL® listed/labeled and only used in areas for which they are listed and only if permitted by the Installation energy policy. Heaters will only be plugged into approved receptacles. Use of extension cords with these heaters is not permitted. Electric heaters shall not be operated within three feet of any combustible materials.

3.20.2. Kitchen ranges (whether electric or open flame) and portable heaters will not be left unattended at any time while in use.

3.20.3. Gasoline operated, or open-flame equipment, will not be used in any type of structure or shelter without written approval of the Fire Chief. The use of fuel-fired heaters is prohibited without written approval of the Fire Chief.

3.20.4. Solid fuel fireplaces will be of masonry or factory built construction. They will be installed in accordance with the manufacturer's instructions and the appropriate NFPA standards.

3.20.4.1. Qualified personnel will clean chimneys annually, and the facility manager must maintain written records in TAB E of the fire prevention folder.

3.20.4.2. Masonry fireplaces will have hearth extensions of brick, concrete, stone, tile, or other approved noncombustible material properly supported and with no combustible material against the underside. Wood-trim mantels and other combustible material will not be placed within six inches of a fireplace opening.

3.20.4.3. Screens will be installed and utilized on fireplaces.

3.20.4.4. Burning highly combustible, solid material, such as dried Christmas trees and wrapping paper is prohibited.

3.20.4.5. The use of flammable liquids to start or rekindle a fire is prohibited.

3.20.5. Clothes dryers will be exhausted to the outside of the facility and be kept free from lint.

**3.21. Exit and Exit Access.** Exit doors in facilities will be kept unobstructed and unlocked at all times while the facility is occupied. Draperies, decorations, or placards will not block exit signs or doors.

3.21.1. Exits will be kept free of obstructions by the using organization.

3.21.2. All emergency exit doors in places of public assembly and other facilities, as outlined in the Life Safety Code, will be equipped with panic hardware. No lock, padlock, hasp, bar, chain, or other devices will be installed or maintained on any exit door equipped with panic hardware.

3.21.2.1. Panic hardware will be kept in good operating condition.

3.21.2.2. Fire rated doors will be kept closed at all times, with the exception of those equipped with magnetic releases. No doorstops or other non-approved devices will be installed on fire rated doors.

3.21.3. Illuminated exit signs will be operational at all times and tested monthly. Exit sign lighting found unserviceable must be restored to service as soon as possible. If the facility manager cannot obtain the appropriate bulbs/batteries, a work order shall be established to have the lights repaired or replaced as necessary.

3.21.4. Facility emergency lighting will be operational at all times. Facility manager will test the lighting monthly. If the lights are inoperable, a work order will be established for repairs.

3.21.5. Adequate fire aisles will be maintained in all hangars and warehouses. In warehouses, wall aisles will be a minimum of 24 inches. Main and cross aisles will comply with AFJMAN 23-210.

3.21.6. Readily visible signs will mark access to exits. If signs are not visible from all points in a corridor or hall, directional signs will be conspicuously located to direct occupants to exits. Exit egress paths will not be used for storage of any type.

3.21.7. Prior to blocking any door or exit, the facility manager will contact Fire Prevention Element for approval.

3.21.8. All portions of an exit discharge must be of required width and size to provide occupants with safe access to a public way.

3.21.9. Fire escape stairways and landings must be kept free of stored items.

**3.22. Cooking.** Cooking is prohibited in all buildings except those specifically designated with kitchen facilities. Cooking must be supervised at all times.

3.22.1. Coffee makers, soup warmers, hot air popcorn poppers, microwave ovens, and toasters are permitted for use in offices, shops, day rooms, unaccompanied personnel quarters, and like buildings or rooms. These items must be supervised while in use. All appliances must bear the UL® label or other recognized testing agency seals of approval. These appliances will not be plugged into systems furniture or extension cords. External timers are not authorized on coffee pots.

3.22.2. Areas, other than dwelling units, that are provided with range top cooking surfaces must be equipped with an approved range top extinguishing system; except for facilities equipped with an automatic sprinkler system where the range is installed.

3.22.2.1. The range top extinguishing system must be connected to the building fire alarm system to sound a general building fire alarm and must automatically shut off all sources of fuel and electric power that produce heat to the equipment being protected by that unit.

3.22.3. The use of open-coil hot plates, oil-type popcorn poppers, and noncommercial deep-fat fryers inside facilities is prohibited in other than commercial facilities.

**3.23. Aircraft Hangars/Flight Line Areas.**

3.23.1. Fueling or de-fueling of aircraft in hangars not specifically designed for that purpose is prohibited.

3.23.2. All electrical equipment will be of an approved type, as prescribed in the current Engineering Technical Letter on aircraft hangars.

3.23.3. Vehicles will not be left unattended while blocking fire lanes.

3.23.4. Fuel will not be drained from aircraft onto the ramp or allowed to run into sewer lines, ditches, etc. Drip cans and pans will be used to catch fuel leaking from aircraft.

3.23.5. Aircraft will be parked to permit rapid removal or relocation in the event of an emergency.

3.23.6. Appropriate cables and tow bars will be kept in sufficient quantities and readily available to facilitate removal of aircraft from hangars in case of emergency.

3.23.7. An area, three feet in all directions, will be kept clear around permanently installed firefighting equipment.

3.23.8. Spray painting of aircraft will be accomplished according to TO 42A-1-1, *Safety, Fire Precaution and Health Promotion Aspects of Painting and Paint Removal*, and NFPA 33, *Spray Application using Flammable or Combustible Materials*. Requests for deviations shall be submitted, in writing, to fire prevention, safety, and medical elements.

3.23.9. Areas around and under the aircraft will be kept free of flammable liquids and combustible waste.

3.23.10. Aircraft servicing using ground power units inside hangars will comply with TO 00-25-172 and NFPA 410.

3.23.11. Smoking on the flightline is strictly prohibited unless in a designated smoking area.

## Chapter 4

### TRAINING REQUIREMENTS

**4.1. Fire Prevention Training.** Supervisors are required to conduct fire prevention training for all newly assigned military and civilian personnel (including temporary over-hires) working on this installation within 30 days of arrival.

**4.2. Additional Training.** Additional fire prevention training is required for personnel who work in areas such as public assembly, dining facilities, fuel storage and handling areas, and flightline areas.

4.2.1. Training requirements are as follows:

4.2.1.1. Flightline fire extinguisher training is mandatory for all flight line personnel and is conducted by supervisors of personnel working on the flight line.

4.2.1.2. Fire prevention training for public assembly employees, child care-givers, and home day care is mandatory.

4.2.1.3. Employees working in commercial cooking facilities with in-hood suppression systems will be trained semi-annual.

4.2.1.4. Fire prevention training is available to provide specialized training upon request.

**4.3. Training Documentation.** Training will be recorded on the employee's AF Form 55 or other appropriate training record.

## Chapter 5

### FIRE PREVENTION AND FIRE PROTECTION DURING FIELD EXERCISES

**5.1. Camp Commander's Responsibility.** Camp commanders are responsible for fire prevention and will ensure:

- 5.1.1. A fire safety representative will be appointed and will actively supervise all fire-prevention measures during field or training exercises.
- 5.1.2. All bivouac areas, including tents, are inspected daily for fire hazards.
- 5.1.3. Fire hazards are eliminated and regulations enforced, including:
  - 5.1.3.1. No fuel will be stored inside of tents or buildings.
  - 5.1.3.2. No fabric or clothing will be allowed to come into contact with lanterns, stoves, stovepipes, or heat-producing equipment.
  - 5.1.3.3. Smoking is not allowed inside of tents.
- 5.1.4. All personnel are trained in fire-reporting procedures and fire prevention.
- 5.1.5. All tents shall have a smoke alarm installed. All tents heated with fuel-fired equipment shall have carbon monoxide alarms installed.
- 5.1.6. Personnel are trained in the proper operation and maintenance of fuel-consuming devices.
- 5.1.7. No fueling of fuel-fired equipment or devices is permitted inside of tents or buildings or within 50 feet of any flame-producing device.

### **5.2. Field Space Heaters:**

- 5.2.1. For the safe and proper use of field heaters use the appropriate technical manuals.
- 5.2.2. For safe and proper use of commercial off-the-shelf heaters follow the manufacturer's instructions.

### **5.3. Open Fires:**

- 5.3.1. Before building an open fire, the following conditions must be met:
  - 5.3.1.1. All combustible material will be scraped from an area six feet in diameter and a small hole will be dug in the center down to mineral soil for the fire.
  - 5.3.1.2. Fires will be kept small.
  - 5.3.1.3. Fires will never be built against trees, logs, near brush, or other combustible materials.
  - 5.3.1.4. Open fires will never be left unattended.
- 5.3.2. POL products will not be used to start or quicken fires.
- 5.3.3. Clothing will not be hung over or close to an open fire to dry, unless a constant guard is maintained to ensure clothing does not catch fire.

5.3.4. Fires are not allowed if a burn ban is in effect. This can be checked by contacting the FACC at 963-3777.

5.3.5. Before leaving an open fire, coals will be stirred while soaking them with water and all sticks turned and soaked. After the embers have been checked for hot spots, the fire pit will be covered with six inches of dirt.

#### **5.4. Cooking:**

5.4.1. Field mess ranges or fuel-operated devices will not be fueled inside of tents.

5.4.2. Field mess ranges must be provided with a clearance in accordance with each service component.

#### **5.5. Tents:**

5.5.1. Tent separation and fire access lanes will be established based on contingency technical manual recommendations.

5.5.2. Cleanliness of tents and tent areas will be maintained at high standards and all trash removed to the disposal-area pit. During fire season, grass and brush will be cleared from within three feet of tents up to and including five and ten person tents and within 10 feet of larger tents.

#### **5.6. Storage Areas:**

5.6.1. Sites having minimum vegetation will be selected as storage areas. During fire season, grass and brush will be removed or cut and maintained at not more than two inches high within the area, and for a space of 20 feet around it.

5.6.2. POL storage areas will be established and strictly maintained per each service's technical manuals. Fire extinguishers will be available at all POL storage areas.

5.6.3. Special caution signs will be posted when the nature of the storage requires it.

5.6.4. Reusable containers will be stored in separate piles. Containers that have held flammable liquids will be kept tightly closed and stored in a POL area.

5.6.5. Ammunition and explosives used during field training exercises will comply with each service component requirements.

**5.7. Flares and Smoke Grenades.** Personnel who are using flares or smoke grenades, or who are in the area where they are used or dropped, will locate the remains of the device and completely extinguish any burning residue and render any hot particles harmless.

**5.8. Fire Extinguisher Distribution.** Fire extinguishers will be maintained in all tents, POL sites, and required vehicles.

JEFFREY W. DEVORE, Colonel, USAF  
Commander

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

- DOD Instruction 6055.06, *Department of Defense Fire Emergency Services Program*, 21 December 2006
- AFJAN 23-210, *Joint Service Manual (JSM) for Storage and Material Handling*, 12 April 1994
- AFPD 32-20, *Fire Protection*, 21 Jun 2012
- AFI 32-10141, *Planning and Programing Fire Safety Deficiency Correction Projects*, 3 March 2011
- AFI 32-2001, *Fire Emergency Services Program*, 9 September 2008
- AFI 32-6002, *Family Housing Planning, Design and Construction*, 15 January 2008
- AFI 40-102, *Tobacco Use in the Air Force*, 26 March 2012
- AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012
- Technical Order 00-25-172, *Ground Servicing of Aircraft and Static Bonding/Grounding*, 9 August 2013
- UFC 3-600-01 *Fire Protection Engineering for Facilities*, Change 3, 1 March 2013
- NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2014 Edition
- NFPA 101, *Life Safety Code*, 2012 Edition

***Prescribed Forms***

None.

***Adopted Forms***

- AF Form 332, *Base Civil Engineer Work Request*
- AF Form 1487, *Fire Prevention Visit Report*

***Abbreviations and Acronyms***

- ETL**—Engineering Technical Letter
- FACC**—Fire Alarm Communication Center
- FSD**—Fire Safety Deficiencies
- IBC**—International Building Code
- NEC**—National Electric Codes
- NFPA**—National Fire Protection Association
- ORM**—Operational Risk Management
- UFC**—Unified Facilities Criteria

*Terms*

**Facility Manager (Building Manager)**—The unit commander designates, in writing, an officer, senior noncommissioned officer, or civilian of equal rank as primary and alternate building manager for each facility assigned to the organization. The building manager is the representative and official contact whenever the building needs facility work.

**Fire Hazard**—A condition that can cause a fire to occur, or, if left unchecked, cause a fire to grow.

**Fire Prevention**—The office in the Fire Emergency Services Flight that deals with preventing the outbreak of fire by eliminating fire hazards through such activities as inspection, code enforcement, education, and investigation programs.

**Fire Safety Deficiency (FSD)**—A condition which reduces fire safety below an acceptable level, including noncompliance with standards, but by itself cannot cause a fire to occur.