

**BY ORDER OF THE COMMANDER
HEADQUARTERS 81ST TRAINING WING
(AETC)**

KEESLER AFB INSTRUCTION 32-2001

30 MAY 2013



Civil Engineering

**FIRE PREVENTION, FIRE REPORTING,
AND FIREFIGHTING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive AFRD 32-20, *Fire Emergency Services*, and establishes policies, procedures, and prohibitions concerning the fire protection program. Objectives are to prevent fires and reduce fire loss. Effective fire prevention serves a dual purpose: reduces the number of fires and enables safer and more effective fire suppression. Prevention of fire incidents is a never-ending task, and it is incumbent upon every member of this installation to apply positive thinking and actions. This instruction forms the blueprint for the structure of the installation fire prevention program. This instruction applies to all personnel (military, civilian, and tenants) assigned, attached or working at this installation as well as vendors and contractor personnel. It provides a definite field of activity for every individual within the installation. Vigorous support at all levels will effect a substantial reduction in the fire incident rate. **This directive sets forth policies and procedures regarding turning in false alarms, tampering with or misuse of fire protection systems or devices by Air Force military or civilian personnel, including the Air Force Reserve it does not apply to the Air National Guard. Failure to observe the provisions of this directive in [paragraph 3.7](#) by military personnel is a violation of Article 92, *Uniform Code of Military Justice (UCMJ)*. Violations by civilian employees may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.** Attachment 1 is a glossary of references and supporting information. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of a name or any specific manufacturer, commercial product, commodity, or service in this

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SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Revised to include specific instructions for commanders to designate smoking areas around their facilities. Revised to ensure supervisors familiarize personnel with the primary and secondary exits of facility. Revised to ensure facility managers have personnel trained on fire extinguishers annually. Revised to instruct facility managers on how to dispose of smoking material properly. Revised to instruct personnel on the proper use of electrical extension cords. Revised to instruct facility managers of places of public assembly how to inspect the fire suppression hood and duct system (s) in their facility. Revised to instruct MFH occupants on the danger of using flour to extinguish a grease fire.

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1. OBJECTIVE. The objectives of the fire prevention and protection programs are to eliminate the cause of fires and reduce the loss of life, injury, and property damage if a fire occurs. Achievement of these objectives requires commanders' support at all levels and the participation of all base personnel (military, civilian, and contractors/concessionaires), thus ensuring accomplishment of our assigned Air Force Mission.

2. RESPONSIBILITIES.

2.1. The 81st Mission Support Group (81st MSG) Commander. The 81st MSG Commander exercises primary responsibilities through the Computer Science Corporation Engineering Section (CSC). The 81st MSG Commander will be notified when a hazard creating any dangerous situation cannot be resolved by concerned parties to determine if it should be eliminated, or an operation should be discontinued, or implementation of interim controls will be necessary to reduce the risk posed by the situation.

2.2. Unit Commanders. Unit commanders will ensure compliance with fire safety requirements in their area of responsibility.

2.2.1. Forward a copy of building manager and alternate appointment memorandum to 81 ID/IDF.

2.2.2. Develop an operating instruction describing general and specialized fire safety requirements for operation within their unit.

2.2.3. Periodically review unit fire safety program.

2.2.4. Ensure fire drills are conducted for personnel occupying their facilities.

2.2.5. Ensure all newly assigned personnel, both military and civilian, receive fire prevention training within 30 days of assignment.

2.2.6. Ensure and provide emergency 911 telephone stickers for each instrument in the organization.

2.2.7. Designates smoking areas for all facilities. Submit letter to the base fire department for approval of designated smoking area. Approving authority is base fire chief.

2.3. Supervisors. Supervisors at all levels are responsible for fire safety in the work areas. This includes briefing personnel on the fire reporting procedures and enforcing safe smoking practices (from a fire hazard standpoint). Conduct a daily fire inspection to ensure area of responsibility is fire safe. Ensures all personnel are familiar with the primary and secondary escape routes for every area of their facility. The supervisor is also responsible for providing training in accordance with AFI 91-302 *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*.

2.4. Facility Manager.

2.4.1. Facility managers will develop fire protection and prevention procedures for their unit.

2.4.2. Facility managers will conduct a visual inspection of facilities and note any fire hazards in their area of responsibility. **Extinguisher contract personnel will conduct a yearly assessment of all extinguishers in the facility. The facility manager will visually inspect all extinguishers on a monthly basis to ensure they are operational and document inspection on the extinguisher. This inspection includes:**

2.4.2.1. Extinguisher located in designated place. Extinguisher cabinets in good repair.

2.4.2.2. No obstruction to access or visibility.

2.4.2.3. Operating instructions on name plate legible and facing outward.

2.4.2.4. Safety seals and/or tamper indicators not broken or missing.

2.4.2.5. No obvious physical damage, corrosion, leakage, or clogged nozzle.

2.4.2.6. Pressure gauge reading or indicator in the operable range or position.

2.4.2.7. Extinguishers must be replaced one-for-one when taken out of service by the contractor. **All unserviceable extinguishers will be noted and replaced with spare and presented to the contractor for servicing.** All new fire extinguishers will be approved by the Base Fire Department, Fire Prevention section IAW AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*.

2.4.3. Facility managers will conduct a visual inspection of standpipe systems (if applicable) to ensure there is no obvious damage to the system and nozzles are in the off position. Installed fire suppression systems (if applicable) to include wet and dry pipe sprinkler systems, dry chemical systems and ducts, etc., must also be visually inspected at least monthly to ensure devices are not damaged, obstructed, or blocked (such as grease buildup on nozzles in hood and duct systems), and manual activation switches are accessible and properly secured. Visually inspect pressure gauges to ensure indicators are in the green and systems with two pressure gauges; pressures are equal.

2.4.3.1. Check fire doors to ensure they are not blocked and in good working order. Ensures mesh safety glass on these doors are not covered/obscured by paper/tape or any other type of covering materials. Ensure all exits are accessible and doors are

operative. Ensure doors are not propped open with any type door stop. Doors must be closed at all times.

2.4.3.2. Ensure all exits are properly marked. Exit signs shall not be obstructed and the self-illuminated type must be kept operational.

2.4.3.3. Emergency lights shall be tested at least monthly for administrative, storage, and industrial occupancies, and at least every two (2) weeks for mercantile, health care, educational, and public assembly occupancies. Emergency lights must not be obstructed and shall be adjusted so as to illuminate paths of egress. Emergency lights will be tested annually by CSC IAW NFPA 101, *Code for Safety to Life From Fire in Building and Structures*.

2.4.3.4. Visual inspections of all installed fire alarm and detection systems, manual pull boxes, and detectors must be accomplished at least monthly. These inspections shall be limited to:

2.4.3.4.1. Checking for visual damage of devices.

2.4.3.4.2. Eliminating obstructions or blocking devices.

2.4.3.4.3. Ensuring devices are secured in place (including all pull boxes).

2.4.3.4.4. Smoke/Heat detectors equipped with power indicator lights are checked for flashing light. Note: All sleeping areas will have hard-wired smoke detectors installed. Heat/smoke detectors will be mounted securely in place. Disconnection of these detectors by occupants is prohibited and subject to disciplinary action.

2.4.3.4.5. Ensure detectors with activation lights are checked. **Note:** When lit, the Civil Engineer customer service and the Fire Department must be notified of the activated detector.

2.4.3.4.6. Facility managers are responsible for ensuring all AF Forms 332, Base Civil *Engineer Work Request*, are coordinated through the base fire department. The base fire department will have a minimum of seven (7) business days to review and coordinate AF Forms 332.

2.4.3.5. See *Section AIB*, Unit Fire Safety Program Inspection Checklist, Unit Fire Protection Management book, for additional requirements.

2.4.3.6. Ensure personnel fire extinguisher training is conducted annually. Contact base Fire Prevention section at 377-3333/8440.

2.4.3.7. Provide an adequate number of smoking material receptacles (non-combustible type) for every designated authorized smoking area. These containers must be emptied on a weekly basis or more frequently as needed.

2.4.3.8. Smoking is not allowed inside Air Force facilities IAW AFI 91-203. Provide smoking material receptacles at the entrance to all NO SMOKING areas.

2.4.3.9. Saturate with water and completely extinguish smoking material prior to disposal into outside waste dumpsters.

2.4.3.10. Smoking is prohibited at gas stations, petroleum, oil, lubricants (POL) facilities, liquid oxygen plants, and flight line areas (including in vehicles) except in areas designated by the commander, with fire chief's approval.

3. CSC ENGINEERING RESPONSES. The CSC Engineering Section will establish procedures for personnel at all utility shops to respond to emergencies and correct emergency conditions within 24 hours of notification during and after duty hours to comply with AFPAM 32-1004, Vol 3, *Working in the Operations Flight Facility Maintenance*.

3.1. Fire Reporting Procedures.

3.1.1. Upon discovery of a potential or actual fire situation, initiate fire alarm by activating pull station located at exits to the facility. If a local fire alarm is not available, alert occupants by the best means possible. Upon activating manual fire alarm pull box, immediately notify the fire department by telephone.

3.1.2. Report fires using on-base government telephones by dialing 911. If you dial from a cell phone you will reach Biloxi 911 operator. Inform the operator that you are on Keesler property and they will transfer you to the Keesler 911 operator. Talk slowly and clearly, remain calm and provide the following information:

3.1.3. Building number/housing number and housing area.

3.1.4. Location of fire within facility or in relation to the facility.

3.1.5. Nature of the fire or suspected fire.

3.1.6. Status of personnel (evacuated or trapped).

3.1.7. Any other information you feel may be helpful.

3.1.8. Do not hang up until told to by dispatcher. **Note:** Evacuate building immediately closing all doors and windows if possible on the way out. Turn off mission related electrical equipment in none fire areas. Do not re-enter until cleared by the senior fire official (SFO) on-scene. Evacuation shall be 75 feet from facility. ****Post someone outside of the facility to direct the responding firefighters to the fire scene.****

3.2. Report all fires to the fire department immediately, regardless of size, nature or extent of damage, whether extinguished by individual or group effort, citing all pertinent details. Also, report as an emergency, any smell of burning that is detected or when any situation that may indicate a potential fire is discovered. If the building fire alarm has been activated, reporting by phone is still required.

3.3. When reporting a fire from a commercial telephone or from any base housing area, dial 911. Give the same information as above. Base commercial phones will have a 911 sticker affixed on each phone in the facility. Facility managers are responsible to ensure phone stickers are in place on all phones.

3.4. **DO NOT** report actual or potential fires on fire department administrative phone lines as delays may result.

3.5. Attempts to extinguish small fires with portable fire extinguishers should be made **ONLY** after evacuation and calling the fire department is accomplished. Abandon attempts

to use a fire extinguisher when it becomes obvious the fire is gaining headway, or you begin to succumb to heat or smoke.

3.6. False Alarms. Willful misconduct or negligence involving fire prevention policies, turning in false alarms, tampering with or the misuse of fire protection systems or devices, is subject to punishment under the Uniform Code of Military Justice (UCMJ) and appropriate civilian punishment. A violation of this paragraph may result in disciplinary action. See paragraph 27.

4. FIREFIGHTING.

4.1. Class "A" Fires. Extinguish wood, paper, rags, and similar materials with water-type extinguishers. Garden hoses, buckets or cans of water, and dirt can also be used effectively.

4.2. Class "B" Fires. Extinguish lubricants, gasoline, paint thinner, cooking oil, and other flammables with dry chemical type extinguishers, directed at the base of the fire.

4.3. Class "C" Fires. Extinguish electrical fires with chemical type extinguishers designed specifically for all these type fires. **Caution:** Do not use water on electrical fires.

4.4. Class "D" Fires. Extinguish burnable metals such as magnesium, titanium, etc., with extinguishers designed specifically for these type fires. Do not attempt extinguishment with any form of liquid or vaporizing agent.

4.5. Class "K" Fires. Extinguish cooking appliance fires that involve combustible cooking media (vegetable or animal oils and fats).

5. FIRST AID FIREFIGHTING.

5.1. Personnel will attempt to extinguish a fire when discovered. Do not man all extinguishers in a facility, as this may subject personnel to undue danger. Leave the fire area when the extinguisher is depleted or fire is advancing, closing all doors.

5.2. Personnel will immediately evacuate the building after all other occupants have been evacuated if it is apparent efforts are futile or life is endangered by continued effort to combat the fire.

6. FIREFIGHTING EQUIPMENT.

6.1. Fire extinguishers and installed firefighting equipment:

6.1.1. Do not tamper with or remove firefighting equipment from installed locations, or use equipment for other than the purpose of combating fires, i.e., fire extinguishers, fire detection, and alarm systems.

6.1.2. Do not block or obscure fire extinguishers, fire detection or fire alarm systems, fire suppression systems or system test valves. Maintain a three (3) feet clearance around all fire equipment.

7. UNIT SUPERVISORS AND FACILITY MANAGERS.

7.1. Will not occupy any building prior to the installation of fire extinguishers. The civil engineer real property officer and project monitor will ensure fire extinguishers are included in the design of new facilities and supplied by the contractor per contract specifications.

7.2. Facility manager will notify the Fire Prevention office, 377-3333/8440, when moving fire extinguishers from a deactivated facility to another facility.

7.3. When fire extinguishers are not purchased by contractor, the using organization is responsible for extinguisher purchase. The fire department must approve all fire extinguisher purchases prior to purchase IAW AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*. **Organization must have at least one spare fire extinguisher on hand to replace an extinguisher when placed out of service for six year maintenance, hydrostatic testing, discharged, leaking or any other purpose.**

8. FIRE EXIT DRILLS. Fire exit drills are required to be conducted at least annually in ALL occupied facilities. Facility managers are responsible for ensuring fire drills are conducted and coordinated with the Base Fire Department, Fire Prevention section 377-3333/8440. Fire Prevention personnel will observe and evaluate the drill. Fire drills may be announced to give personnel time to review fire plans and procedures or they may be unannounced. Fire drills must encompass the entire facility. When more than one unit occupies one facility, fire exit drills must be coordinated. In some occupancies, such as dormitories and places of public assembly (theater, base exchange, medical, billeting, etc.), special training is required for employees only and practice drills are required separately from fire exit drills.

8.1. The following frequencies are to be used for conducting fire drills for specific facilities:

8.1.1. Monthly – Child Development Center, Youth Center, Home Day Care Homes.

8.1.2. One per shift per quarter – Keesler Medical Center.

8.1.3. Semi-Annually – Munitions Storage facilities (with Fire Department response).

8.1.4. Annually – All remaining base facilities.

9. FIRE SAFETY INSPECTIONS AND UNIT REVIEWS.

9.1. Fire Inspections. Commanders will develop a monthly “Fire Prevention Walk-Thru Program” to evaluate facilities and operations (see section A1B, Tab D, Unit Inspection Log Sheet, Unit Fire Protection Management Book.) These walk-thrus are to be conducted by facility managers.

9.2. Unit Fire Safety Review. The Fire Department will conduct a review of all unit fire safety programs IAW applicable directives, federal statutes, and laws. The Fire Department representative will in-brief and out-brief unit commanders or designated representatives prior to/after conducting unit fire safety visit. Fire inspections will be conducted annually, unscheduled and/or special occasions.

10. WORKPLACE/JOB SAFETY AND FIRE PREVENTION TRAINING REQUIREMENTS.

10.1. Fire Prevention Training. Supervisors are responsible for ensuring this training is provided. In all cases, the training shall be provided to new personnel upon assignment during new employee training programs, but within 30 days of arrival at Keesler Air Force Base. The training will be given when there is a change in equipment, procedures, processes, safety, or fire prevention requirements. The training shall be given as required to ensure all employees remain familiar with fire safety and prevention requirements, but shall be given no less than annually in all cases.

10.2. Documentation. Document the training on the AF Form 55, *Employee Safety and Health Record*, Sections I and IV.

10.3. Training Guides. Supervisors shall develop training guides for their employees, to cover the subjects listed below.

TABLE 10.1. Training Guides.

* USE/OPERATION	PROCEDURES	LOCATION
Fire Reporting	X	
Emergency Evacuation	X	
First Aid Firefighting	X	
Fire Extinguishers	X	X
Fire Suppression Systems (each type)	X	X
Fire Alarm Systems	X	X
Fire Hazards (identifying/reporting)	X	
Hazardous Areas		X
Material Safety Data Sheets (MSDS)	X	X
*Note: All fire fighters are exempt from above areas due to continuous recurring training.		

11. FIRE ESCAPE LADDERS, STAIRWAYS, AND FENCED-IN AREAS. The facility manager will ensure:

11.1. Fire escape ladders and stairways are unobstructed and maintained in a good state of repair.

11.2. Storage in stairwells and under stairwells is prohibited at all times.

11.3. Adequate means of escape is provided for all fenced-in areas. Local procedures for such areas will include provisions for opening a secondary gate in case of fire, for the evacuation of personnel and for entrance of fire department personnel and equipment.

12. FIRE PREVENTION – GENERAL.

12.1. Principal Causes of Fire. Air Force experience, as to the principal cause of fire, compares generally with civilian experience as recorded by the National Fire Protection Association (NFPA). The following list indicates fire causes fall into two classes: Unsafe conditions and unsafe acts. Fires resulting from several of these causes actually represent a combination of both classes. To be completely effective, a fire prevention program must consider the human element in all situations as well as elimination of unsafe physical conditions. Leading causes vary in relative position from year-to-year, but can generally be assumed to rank as follows:

12.1.1. Unattended cooking.

12.1.2. Smoking material and matches.

12.1.3. Heating appliances.

- 12.1.4. Electrical appliances.
- 12.1.5. Flammable liquids.
- 12.1.6. Electrical wiring.
- 12.1.7. Internal combustion engine.
- 12.1.8. Ignition of greases.
- 12.1.9. Open flames, ashes, etc.
- 12.1.10. Spontaneous ignition.
- 12.1.11. Sparks and flying brands.

12.2. Building Conditions. Give particular attention to the conditions of walls, ceilings and false ceilings, and breeches in floors, ceilings and fire walls, all doors with door closure assembly attached. If maintenance is required, submit AF Form 332, *Base Civil Engineer Work Request*, to CSC Facility Maintenance Section.

12.3. Electrical. Use of electrical equipment that is not explosion-proof in areas containing flammable vapors or an explosive atmosphere is prohibited.

12.3.1. Portable heaters must be UL or FM approved and must automatically shut off when tipped over. Heaters will be kept a minimum of 18 inches from any combustibles. Plug space heaters directly into the wall receptacle. Do not plug space heaters into multiple outlet strips. An extension cord with a space heater must be avoided. Space heaters must be grounded with a three pronged plug. Do not leave space heaters unattended when in use and unplug them at the end of the day or shift. Keep in good working condition. Replace missing guards and controls at once. Have the heater checked periodically and have all necessary repairs done by a certified electrician.

12.3.2. The use of heat element cooking appliances, i.e., toasters, toaster ovens, skillets, electrical frying pans, hot plates, crock pots, and electric/gas grills are strictly prohibited for use in dormitories and base facilities, (with exception of quad unaccompanied dormitories and Temporary Lodging Facilities; these units have approved kitchens and fire sprinkler systems.)

12.3.3. The use of single and multiple outlet extension cords and the use of extension cords in lieu of permanent wiring are prohibited. Use fused 15 amps six appliance surge protectors only. Appliances must bear the "UL" or "FM" seal. The two-outlet box with trip proof extension cord is prohibited. Multiple plug adapters will not be used solely as wiring to provide additional or more convenient outlets. Use only UPS with six outlets. Do not plug surge protectors in UPS, UPS into surge protectors, and surge protectors into surge protectors causing "daisy chaining."

12.3.4. Electrical cords shall not be subjected to electrical currents or voltages greater than their rated capacity. Electrical extension cords will not be used as a substitute for fixed wiring. Do not run them through holes in walls, ceilings, floors, doorways, windows, or similar openings. Do not run extension cords where concealed behind walls, dropped ceilings, or floors. Do not tape, staple, or tack extension cords to building surfaces. Extension cords shall not be spliced, coiled, or placed where they may be damaged or create a hazard. Cords will not be walked on nor will equipment be allowed

to run over them. If cords must be placed in travel lanes for short periods, they will be protected by molded housing or bridges. Cords will not be kinked, stretched, or bent excessively. Practices of this nature will damage internal wire strands.

12.3.5. Storage of combustible material under ceiling lights, sprinkler heads, joists, rafters, beams, roof trusses and electrical appliances must have an 18-inch clearance

12.3.6. Do not use portable appliances unless they bear the label of a national testing laboratory. UL – listed or FM approved.

12.3.7. Dirty and oily motors. Maintenance shall be conducted on motors, such as lubrication of bearings and replacing of brushes before use. Keep motor in well ventilated location.

12.3.8. All uncovered electrical panels, outlets and junction boxes, shall have cover plates securely installed before use.

12.3.9. All temporary and inadequate wiring shall be removed immediately upon completion of construction or purpose for which the wiring was installed. Temporary and inadequate wiring is prohibited.

12.3.10. Discontinue use of outlets, switches, and appliances when damaged. Damaged outlets, switches and appliance must be repaired or replaced before use.

12.3.11. Coffee pots will only be placed on noncombustible surfaces. Unplug coffee pots at end of the day. Keep coffee pots and the area around them free of combustibles. Do not use timers on coffee pots unless the coffee pot comes with an integral timer.

12.3.12. Refrigerators, microwaves, coffee pots shall be plugged directly into wall outlets.

12.4. Heating. Install all stoves, boilers, furnaces and other heaters according to specifications. Only American Gas Association (AGA) or other recognized agency devices are permitted. Proper temperature controls and venting, as well as maintenance, are essential to the elimination and prevention of fire hazard conditions. The following hazards are typical:

12.4.1. The use of open flames or heaters with exposed electrical heating elements, i.e., electric space/portable heaters, in areas where flammable vapors, dust, liquids, or combustible materials are present.

12.4.2. Air conditioning and ventilating systems involve unique fire hazards because of the use of motors and ducting in such systems. Install these systems in accordance with established standards. Correct defects in installation or use of air conditioning immediately.

12.4.3. Sparking, overheating of fan bearings, and friction of the moving fan in contact with surrounding metal.

12.4.4. The use of motors without "over temperature" device in unit type air conditioners.

12.4.5. The use of ferrous metal for blower fans or housing.

12.4.6. The use of ducts made of combustible material or with combustible filters or linings.

12.4.7. Inadequate clearance between metal ducts and combustible materials, including ceilings and roofs.

12.4.8. Ducts inadequately secured by metal hangers, straps, lugs, or brackets.

12.4.9. Inadequate insulation of ducts enclosed in combustible walls, partitions, or concealed ceiling spaces.

12.4.10. Ducts without ports for frequent cleaning and without compartment dampers for isolation of fire to a single section.

12.4.11. Improper clearances between combustible walls and heating and cooking equipment (should have overhead clearance of 48 inches, side clearance of 18 inches, and back clearance of 18 inches) unless otherwise specified by manufacturer.

12.5. Flammable Liquids and Gases. The following precautions will reduce and control vapors.

12.5.1. Store flammable liquids in excess of working stock in outside designated storage buildings or cabinets marked "FLAMMABLE - KEEP FIRE AWAY." Storage of flammable liquids must be in an approved locker or area intended for that purpose. Submit floor plan and letter to fire department indicating location of all lockers. Provide a 20 lb BC fire within 10 feet of flammable lockers.

12.5.2. Where occupancy of a building requires the storage of small quantities of flammable liquids such as type cleaner, ditto fluid, and liquids required for laboratory work, store containers in an approved metal cabinet. Plainly label the cabinet "Flammables." Desk or table containers will not exceed 8 fluid ounces in volume.

12.5.3. A working stock (5-day supply) of paints, oils, and necessary thinners and cleaning solvents is permitted in paint shops, hobby shops, maintenance shops, and other like facilities. No individual container will exceed five (5) gallons in capacity, except safety vats. Secure lids firmly when containers are not in use and store in proper type storage cabinets. Keep cabinet doors closed at all times except when removing and replacing flammables. Label storage cabinets conspicuously in red letters "FLAMMABLE - KEEP FIRE AWAY."

12.5.4. Stencil the identity of the contents clearly or similarly mark on exterior of all flammable liquid containers.

12.5.5. Do not use gasoline, naphtha, lacquer, paint thinner, alcohol, turpentine, toluene, JP8, or acetone as cleaning solvents.

12.5.6. The use of any solvent with a flash point of less than 200 degrees is prohibited for cleaning hot engines.

12.5.7. Provide vats with fusible links to melt and close the lids in all activities where parts or units are cleaned inside buildings.

12.5.8. Store compressed gas cylinders in accordance with NFPA 55, *Standard for the Storage, Use and Handling of Compressed Gases and Cryogenic Fluids in Portable and Stationary Containers*.

12.5.9. Use approved gasoline safety cans for the transportation and storage of gasoline.

12.5.10. When fuel spills occur, contact the fire department immediately, dial 911.

12.5.11. Dispose of gasoline or oil soaked rags or waste immediately by placing them in approved closed non-combustible containers.

12.5.12. DO NOT dispose of flammable liquids in drains or sewers. Follow directions contained in AF Pamphlet 32-7043, *Hazardous Waste Management Guide*, for disposal.

12.6. Welding, Cutting, and Brazing.

12.6.1. Contractor personnel will obtain an AF Form 592, *USAF Welding, Cutting, and Brazing Permit*, from the fire department before conducting any welding, cutting, brazing or open flame operations. Contractors will provide a minimum of three workdays prior notice for permits.

12.6.2. Base personnel must obtain AF Form 592 prior to commencement of work. This permit can be obtained from CSC civil engineer shop personnel who have been trained and certified by 81 ID/IDF to issue the permit. Permits will not exceed a 24 hour period. Obtain control number from Base Fire Department, 377-3333/8440

12.6.2.1. Personnel performing the operation must notify the fire department prior to starting the operation.

12.6.3. Protect combustible material during welding, cutting, or brazing operations by placing non-combustible material between the operation and adjacent combustible material. Upon completion of the operation, wet down the area with water.

12.6.4. Ensure an operational portable fire extinguisher is near all such operations and the extinguisher is rated for the type of operation being performed.

12.6.5. At the conclusion of the operation, an inspection is made to ensure the area is clean and fire safe. Personnel will notify the fire department to confirm operation is completed and the area is fire safe, 377-3333.

12.6.6. Contractors will return the original AF Form 592 to the Fire Prevention section in Bldg 4225 on the day after the expiration date.

12.7. Good Housekeeping Standards Relative to Fire Safety. A high state of cleanliness and complete elimination of accumulation of waste and rubbish are primary factors in fire prevention.

12.7.1. Commanders, facility managers, and supervisors will ensure all buildings and grounds under their jurisdiction are policed and maintained in a fire safe condition.

12.7.2. The facility manager will ensure all trash and waste containers are emptied into outside fire resistant trash receptacles as often as necessary to maintain a fire-safe workplace.

12.7.3. Keep rags, steel wool, floor sweeping compound, and combustible waste in tightly covered metal containers. Mark containers to indicate contents.

12.7.4. Do not allow dried grass, brush or foliage to accumulate near, on, or under buildings, equipment, or supplies. Give special attention to removing pine needles from rooftops. Burning of trash or waste is prohibited.

12.7.5. Clean lint, grease and dust from motors, louvers, screens, stoves, walls, vents, and hoods on a regular basis.

12.8. Storage. Reference AFI 91-203, *Air Force Consolidated Occupational Safety Instruction* AFJMAN 23-210, *Joint Services Manual (JSM) for Storage and Materials Handling*.

12.8.1. Storage in attics, heating, air conditioner, electrical, generator, mechanical, and power rooms, exit corridors, and in or under stairwells in buildings is prohibited. All enclosures shall be kept free of material that would create a hazard.

12.8.2. Keep stored material orderly at all times, maintain aisles, and do not block or obscure fire alarm pull stations and electrical controls. Aisles will be maintained in accordance with applicable publications.

12.8.3. Keep all materials and supplies 18 inches from light fixtures, fire sprinkler systems, and building material components. If material is stacked more than 15ft high, clearance will be 36 inches. Clearances between stock and walls will be 24 inches. Materials will not be stored within 36 inches of a fire door opening.

12.8.4. Inspect bulk storage of clothing, parachutes, or baled material daily.

12.8.5. Store lawn mowers and other gasoline operated equipment only in buildings designated for this purpose.

12.8.6. Do not store wooden pallets within 25 feet of any structure.

12.8.7. Packaging material will be stored in self-closing noncombustible containers.

12.8.8. A 36 inch clearance is required around all flammable and hazardous chemical area.

12.9. Open Flame or Fires. No open fires or flames, such as campfires, bonfires, trash fires, vegetation fires, and so forth, regardless of size, are authorized on this installation unless inspected by the fire department and approved in writing by the fire chief, or designated representative.

12.10. Candles and Other Type of Flame Producing Devices. The use of open flame devices such as candles, liquid, or solid fuel burner, incense, and so forth, are prohibited in Unaccompanied Officer Quarters (UOQ), Unaccompanied Enlisted Personnel Housing (UEPH), Visiting Officer Quarters (VOQ), Visiting Airman Quarters (VAQ), and Temporary Lodging Facilities (TLF).

12.11. Barbecue Grills. Barbecue grills/grease cooking devices with propane will not be used inside or within 15 feet of any Air Force facility to include gazebos. Special events will require inspection by the fire department prior to the event and approved, in writing, by the fire chief or his designated representative.

12.12. Cooking in Air Force Facilities. The use of cooking appliances in base facilities for special events or activities will be coordinated with the Base Fire Department, Fire Prevention section, 377-3333/8440 by the facility manager at least 48 hours in advance of activity or event. Cooking is strictly prohibited in facilities or areas not specifically approved for that purpose, with the exception of special events and activities approved by the fire chief or designated representative.

12.13. Dumpsters. Dumpsters used for trash and other waste shall be located at least 25 feet from facilities unless written approval by the fire chief or designated representative.

12.14. Fire Hydrants. Fire hydrants are inspected, tested, and maintained by CSC per UFC 3-600-2, *Operations and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems* and NFPA Stds. A copy of the hydrant test results shall be given to the base Fire Department, Fire Prevention section annually.

12.14.1. When fire hydrants are out of service, the utility shop will identify them with a metal placard no smaller than 12 inches in diameter with weatherproof white letters on a red background reading "OUT OF SERVICE." The placards shall be placed in a way that identifies hydrants out of service from approaching directions.

12.14.2. The fire alarm communications center shall immediately be notified of out of service hydrants and post them on the system outage board. The alarm communication center shall also be immediately notified when fire hydrants are returned to service by the CSC shop repairing the fire hydrant.

12.14.3. Out of service hydrants shall be treated as an emergency work order until returned to service.

12.14.4. Base fire hydrants will not be used for any other purpose other than firefighting without prior written approval from 81 ID/IDF, 377-3333/8440. **Note:** Out of service includes water outages, fire hydrants (closing of valves), as well as inoperative fire hydrants.

12.14.5. A clearance of 15 feet shall be maintained around all base fire hydrants.

13. INSPECTIONS.

13.1. Fire Inspection Responsibilities. Base fire inspectors will inspect each assigned facility IAW AFI 32-2001, *The Fire Emergency Program* annually, unscheduled and/or special occasions. The Facility Manager or alternate Facility Manager will accompany the fire inspector and make on-the-spot corrections of minor irregularities. The facility manager will possess keys/ combinations or have access to all locked doors in their facility during facility fire prevention inspections. The fire inspector will record deficiencies and corrective actions required on AF Form 1487, *Fire Prevention Visit Report* addressed to the functional manager. It is the responsibility of the functional manager, working through the facility manager, to ensure all corrective actions are accomplished and the AF Form 1487 is returned to 81 ID/IDF by the indicated suspense date on the form in block 5. Only the functional manager or unit commander shall sign the back of the AF Form 1487 certifying corrective action has taken place.

13.2. All heating, boiler, air conditioning, air handling, and mechanical rooms should be secured. Only fire protection, Civil Engineer, or authorized personnel will have access to these areas.

14. FIRE PREVENTION LECTURES AND DEMONSTRATIONS.

14.1. Responsibilities. The Fire Prevention Section will conduct fire prevention lectures and give demonstrations at the request of functional managers or social groups.

14.2. Requests. Direct requests for lectures and demonstrations to Fire Prevention (81 ID/IDF) @ 377-3333/8440 at least 15 days prior to scheduled date and include the approximate number of personnel to attend. Requestors should obtain the largest possible audience. Furnish the Fire Prevention Section an actual attendance figure not later than five (5) workdays after the lecture or demonstration.

15. GROUND/TRAFFIC CONTROL - FIRE/CRASH EMERGENCIES.

15.1. Traffic Control. The Defense Force Commander will establish procedures for traffic control, security, and restriction of personnel from emergency areas, as requested by the Incident Commander (IC).

15.2. Operational Control. The senior fire officer will control firefighting and rescue operations of the accident/incident site. Personnel not assigned to the fire protection organization will not interfere and will remain a safe distance from the area unless requested by the senior fire officer in charge.

15.3. Authority to Commandeer. The senior fire officer, acting for the installation commander, may commandeer military vehicles, equipment, materials, and personnel (military or civilian) as necessary.

15.4. Safety at the Scene. Security Forces, Office of Special Investigations (OSI) agents, supervisors of flying ground/flight safety specialists and other disaster response force (DRF) teams who are expected to respond to a fire, crash or other disaster scene will remain well clear of firefighting apparatus and personnel and will not enter an emergency site or location without the express permission of the senior fire officer on the scene.

15.5. Emergency Vehicle Right-of-Way. Firefighting equipment has the right of way when responding to an emergency. At the sound of a siren or sight of a flashing red light, motorized equipment will move to the street curb, stop, and remain stationary until emergency vehicles have passed.

15.6. Obstructing Firefighting Resources. Do not obstruct fire lanes, fire hydrants, fire department sprinkler connections, and standpipe connections within a radius of 15 feet. Do not use fire hydrants for any other purpose than intended without written permission of the fire department.

15.6.1. Facilities must be provided with a clear access (fire lane) of 30 feet for firefighting around the facility.

16. PLACES OF PUBLIC ASSEMBLY.

16.1. Training. Public assembly managers will establish a training program complying with AFI 91-203, *Air Force Consolidated Occupational Safety Instruction* and NFPA 101, *Life Safety Code* to ensure each employee understands their duties and responsibilities toward fire

prevention, including the use of fire extinguishers, installed fire protection equipment and duties in case of fire. Managers will ensure employees are proficient in aiding in the orderly evacuation of occupants from facilities in the event the fire alarm system is activated or there is a fire. This training program must be developed to cover each functional area including kitchen workers, office workers, waitresses, and bartenders. All newly hired employees must be trained within seven (7) days of hire. All training must be documented.

16.2. Procedures for Conducting Closing Inspection.

16.2.1. Specialized Training. Specialized training for managers or assistant managers who perform closing inspection must be conducted. This training must be geared to each individual occupant. Personnel who have been trained to close these facilities will be designated in writing and a copy will be maintained in the facilities fire prevention book. Public assembly managers are responsible for ensuring this training is conducted.

16.2.2. Performing Daily Closing Inspection. Public assembly managers or their assistants, designated in writing, shall perform daily closing inspections and document the results of the inspection in the facility fire prevention folder.

16.2.3. Checklist. The closing inspection will consist of a thorough inspection of the entire work area or area of operation. A checklist will be used to ensure a completed and uniform type inspection.

16.3. Kitchens. Kitchen managers shall ensure all kitchens comply with requirements listed below as well as the requirements in AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, and NFPA 96, *Standard for Ventilation, Control, and Fire Protection of Commercial Cooking Operations*, NFPA 17A, *Standard for Wet Chemical Extinguishing Systems*.

16.3.1. Food preparation or cooking that emits grease-laden vapors will be protected with hood and duct system equipped with an installed fire suppression system. **These systems shall be operational at all times except for scheduled inspection, test, and routine maintenance. If any one of the systems is out of service for any reason, equipment protected by that system will not be used.**

16.3.2. Openings in hood leading to the duct will be protected with grease filters that fit tightly. Cooking shall not be accomplished when grease filters are not in place. A spare set of filters will be maintained by each user.

16.3.3. Kitchen ranges, hoods, filters, and surroundings will be cleaned at least daily (end of operation) or more often if needed and document daily. A spare set of filters will be maintained by each user.

16.3.4. Ensure cooking appliances are completely under exhaust hoods (hoods must overhang appliances at least six (6) inches on all sides) at all times when in operation. **Provide a metal or metal clad cover for each deep fat fryer for immediate use in case of grease fire. The cover is adjacent to the deep fat fryer.**

16.3.5. A class K fire extinguisher with a 40 BC rating shall be provided in the kitchen with deep fat fryer and grills.

16.3.6. Facility/public assembly managers will ensure that all hoods, canopy motors, ductwork are not allowed to accumulate grease to unsafe levels IAW AFI 91-203, *Air*

Force Consolidated Occupational Safety Instruction. A copy of the inspection will be forwarded to the fire department.

16.3.6.1. At a minimum a “quick check” or inspection shall be performed monthly and recorded:

16.3.6.2. The extinguishing system is in its proper location.

16.3.6.3. The manual actuators are unobstructed.

16.3.6.4. The tamper indicators and seals are intact.

16.3.6.5. The maintenance tag or certificate is in place.

16.3.6.6. No obvious physical damage or condition exists that might prevent operation.

16.3.6.7. The pressure gauge (s), if provided, shall be inspected physically to ensure it is in the operable range.

16.3.6.8. The nozzle blowoff caps, where provided, are intact and undamaged.

16.3.6.9. Neither the protected equipment nor the hazard has not been replaced, modified, or relocated.

16.3.6.10. If any deficiencies are found, appropriate corrective action shall be taken immediately. Report deficiencies to CSC service desk or submit AF Form 332 to correct deficiencies.

16.3.6.11. Facility managers of public assembly facilities which house fire suppression systems in kitchens will schedule kitchen training for employees annually by contacting the base Fire Department, Fire Prevention section at 377-3333/8440.

16.3.7. Public assembly managers will ensure thermostats on deep fat fryers are tested annually and permanently metal tagged indicating the inspection results and date of inspection IAW AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*. Facility managers should keep a copy of the certification on file and forward a copy to the Base Fire Department.

16.3.8. Flammable and combustible liquids will be stored, displayed and handled as outlined in AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, NFPA 30, *Flammable and Combustible Codes*, and 30A, *Code for Motor Fuel Dispensing and Repair Garages*.

17. DECORATIONS AND ARRANGEMENTS FOR SPECIAL SOCIAL EVENTS AND GATHERINGS.

17.1. Notification of Special Events. The Fire Department, Fire Prevention Section, must be notified at ext 377-3333/8440 of all special events held in base facilities, so a fire inspection can be performed no less than two (2) days prior to the event.

17.1.1. Decorations and Furnishings. All decorations and furnishings must be non-combustible and fire retardant, to include Christmas trees. The use of live or metallic trees are prohibited. Decorations will not obstruct installed fire protection devices nor will they block or obstruct egress routes and exits. Decorations will not cover fire doors,

fire windows in doors. Turn off all decorations at the end of the duty day. Do not leave decorations on overnight in unoccupied facilities. Do not hang decorations from ceilings nor from fire detection sprinkler system heads in the facility.

17.1.2. Occupant Load. Functional and facility managers are responsible for enforcing facility occupant loads. The fire department shall be informed of the expected number of personnel to attend any special function.

17.1.3. Managers and Supervisors. Managers and supervisors of these special functions will ensure that employees are trained in fire reporting procedures, helping personnel egress from the building, and prevention of panic. They must also be trained on the location of fire extinguishers and in their use.

17.1.4. Temporary Wire. Temporary wiring must conform to NFPA 70, *National Electric Code*.

17.2. Fireworks and Hobby Supplies.

17.2.1. The possession or use of fireworks is prohibited in all base areas including family housing.

17.2.2. Keep model airplane fuels, dopes, paints, and other flammable liquids, as listed below in the original containers and tightly sealed when not in use. Possession within dormitories is limited to the following, per individual.

17.2.2.1. One pint of model aircraft fuel.

17.2.2.2. One small container of any combustible substance used in the construction of model aircraft, cars, boats, etc.

17.2.2.3. One can of cigarette lighter fluid.

17.2.2.4. One can of brass polish.

17.3. Firearms Munitions. No firearms reloading powder or primers are allowed in bachelor quarters, dormitories, or Keesler Family housing at any time.

17.4. Flammable Floor Cleaners, Waxes, And Polishes.

17.4.1. Do not use any flammable product for floor cleaning or polishing.

17.4.2. Do not melt floor wax to facilitate spreading or applying.

18. GENERAL PRACTICES – KEESLER FAMILY HOUSING (KFH).

18.1. Family Sponsors. Family sponsors are responsible for fire prevention in their quarters. They must ensure dependents are familiar with the fire prevention instructions outlined in this instruction. All family housing occupants will receive a fire prevention orientation within 30 days after signing for quarters. This orientation will be conducted at bldg 0701, Sablich Center auditorium room 222. Appointment for this orientation is scheduled by the Housing Office and is **mandatory**.

18.1.1. Means of egress (exits) in base housing must be cleared of all obstructions for exiting housing during emergencies.

18.2. Garages. Garages and carports should not be used for major repairs on vehicles. This includes painting, overhauling engines, and repairing transmissions. Any type of welding, cutting, and brazing is prohibited.

18.3. Electric/Gas Dryers. Dryer hoses will be disconnected and lint traps cleaned. Cleaning must be performed monthly (hose), lint trap (after each use) to prevent accumulation of lint and other debris that could cause the dryer to overheat and catch fire. All dryers must be vented to the outside of the facility.

18.4. Control of Flame Producing Devices. Flame producing devices such as lighters and matches will be kept out of children's reach.

18.5. Cooking Safety. Cooking appliances will not be unattended when in use. Lids will be readily available for the control of grease fires when cooking. Do not attempt to remove a burning pan from the stove. Place lid on the pan and turn off the heat, then call the fire department at 911 by landline or cell phone.

18.6. Conventional and Gas Grills. Barbecue grills must be lit and supervised by an adult. They will not be operated in garages or under overhangs of any building, nor within 15 feet of a facility. Grills will be thoroughly cooled prior to being placed in storage. Do not discard hot coals in trash cans or dumpsters, saturate thoroughly in water prior to disposal.

18.7. Handicapped Family Members. It is the responsibility of the military sponsor to inform the fire department when an occupant is handicapped and needs assistance in exiting the quarters. This may be accomplished by calling the Fire Alarm Communication Center at ext 377-3333.

18.8. Self-Help Projects. All self-help projects performed in KFH must be submitted on an AF Form 332, Base Civil Engineer Work Request, to the CSC Service Call Desk for approval and coordinated through fire department. The base fire department will have a minimum of seven (7) business days to review and coordinate on AF Form 332 requests. Unauthorized projects will be removed or corrected at the occupant's expense.

18.9. Extension Cords. Extension cords will not be used as fixed wiring. Therefore, they cannot be attached to structure surfaces, run through doors, doorways, windows, holes in walls, ceilings, etc. Cords shall not be arranged to run under rugs, carpets, or other items that will conceal damage and insulate conductors causing wires to overheat. Extension cords will be in good condition, UL, FM approved and used for temporary use only. Frayed, deteriorated, spliced, or otherwise degraded cords will not be used. Multi-outlet assemblies must have a built-in surge protector, SIX OUTLETS ONLY.

18.10. Keesler Family Housing Firefighting Procedures.

18.10.1. First-aid firefighting efforts may be employed by using the fire extinguisher.

18.10.2. Cooking appliances will not be left unattended when in use. For grease fires, turn off the stove and place a lid over the pot or pan. Do not attempt to move a burning cooking container. Do not use flour to extinguish the fire, flour explodes. In case of fire in the oven: turn off, crack oven door, use fire extinguisher then close door. Do not fully open oven door. Then dial 911 for fire department response.

18.10.3. In the event of an electrical fire, turn the electricity off by unplugging the device or turning off the wall switch or circuit breaker.

18.10.4. Do not use water on grease or electrical fires, regardless of the circumstances.

18.10.5. When babysitters are used, the sponsor will brief them on fire safe practices, fire reporting procedures and location of fire extinguisher.

18.10.6. Fire emergency reporting is 911. When using cell phone 911 will ring into Biloxi 911 center. Inform operator that you are calling from Keesler property, give name, housing number, phone number, and Biloxi 911 operator will transfer the call to Keesler's 911 operator.

18.11. Fire Prevention Reporting Labels. Affix an AETC VA 32-1, *Grease Fire*, neatly and visibly on the exhaust hood above the kitchen range.

18.11.1. Reflective emergency telephone number labels will be placed on telephones in each housing unit.

18.12. Storage Practices.

18.12.1. Family housing members must follow safe storage practices. A minimum distance of five (5) feet must be maintained between stored materials and hot water heaters and air conditioning equipment.

18.12.2. Store highly flammable products, such as gasoline, fuels for camp stoves, charcoal lighter, or cleaning solvents as follows:

18.12.2.1. Store flammable liquids/combustibles in exterior shed, approved by Forest City Housing, and procured by occupant; or in garage in manner specified below. Gasoline and other combustibles of flammable liquids may be stored in the garage, a minimum of five (5) feet away from hot water heater. These hazardous liquids will not be stored in quarters, including basements.

18.12.2.2. Keep storage of flammable liquids to the minimum amount.

18.12.2.3. Store all highly flammable liquids away from any source of ignition and in properly marked containers.

18.12.2.4. Store gasoline in approved safety cans properly and do not exceed two (2) gallons total for lawn mowers.

18.12.3. Family housing members will follow safe smoking practices by proper disposal of smoking materials and will not smoke around flammable storage areas.

18.12.4. The storage, possession, or use of firearms reloading supplies and equipment in military family housing units is prohibited at any time.

18.12.5. Store all wood, fire wood, wood chips at least 10 feet away from military family housing.

18.13. Installed Smoke Detectors and Fire Extinguishers

18.13.1. Each military family housing occupant is responsible for periodic cleaning and testing of smoke detectors installed in their quarters. Use the following procedures:

18.13.2. Activation of the reset button alone does not ensure the smoke detector is operating properly. It only indicates the warning buzzer is functional. To properly test the unit, introduce smoke into the chamber from an extinguished match or candle. Automatic activation of smoke detectors installed in military family housing units will not transmit an alarm to the Base Fire Department. **The occupant should immediately call the fire department using 911 and report alarm activation if a fire is evident or suspected.**

18.13.3. To reset, fan detector with paper or hat to clear smoke from around it.

18.13.4. Clean the detector by brushing the unit's exterior with a soft brush while holding a vacuum cleaner hose near the unit to collect dust particles.

18.13.5. Smoke detectors which activate for no apparent reason can normally be reset by cleaning and resetting the unit as described above. If cleaning and resetting procedures fail to accomplish the resetting of the unit, contact Forest City Housing Maintenance office, for repair or replacement of the unit.

18.13.6. Do not remove the smoke detector from its mounting.

18.13.7. Installed Fire Extiguishers:

18.13.7.1. Inspect extinguisher monthly.

18.13.7.2. Check for signs of loss in pressure, damage to cylinder, and blocked discharge hose.

18.13.7.3. Take the fire extinguisher to the Forest City Housing Maintenance office to get extinguisher exchanged.

18.14. Decorations:

18.14.1. All decorations must be nonflammable or flame retardant and do not place near heat vents and heat sources.

18.14.2. Do not block egress path, exits with any decorations. All exits must be cleared of all obstructions for exiting the home during an emergency.

18.14.3. Inspect all seasonal lights before use. Use only lighting listed by an approved testing laboratory, such as Underwriters Laboratory (UL) or Factory Mutual (FM). When using lights outdoors, check the label to be sure they have been certified for outdoor use and only plug them into a ground fault circuit interrupter (GFI).

18.14.4. Use only 15 amps fused six appliance surge protectors with six foot cord maximum to plug in lights. Plug lights into surge protector first before plugging into wall outlet. The use of extension cords with lights is highly discouraged, not recommended.

18.14.5. Do not place electrical lights on a metallic tree. The tree can become charged with electricity from faulty lights, and touching could cause electrocution.

18.14.6. The use of lighted candles for decorations is highly discouraged and not recommended in base housing.

18.14.7. Turn off all decorations before leaving the home.

19. FIRE PREVENTION – HOSPITAL.

19.1. **Fire Prevention and Protection.** Persons who are physically or mentally disabled must receive the highest degree of fire protection practical. Fire prevention programs in health care facilities will receive appropriate emphasis. The following items are required by appropriate fire protection standards.

19.2. Medical Material.

19.2.1. The Medical Group Safety Officer will notify the Fire Protection Flight of any hazardous material relocation.

19.2.2. Clearly label all medical supplies.

19.2.3. Store flammable/combustible liquids and gases in approved flammable storage rooms or cabinets.

19.2.4. Store all compressed gas cylinders IAW NFPA 55, *Standard for the Storage, Use, and Handling of Compressed Gases and Cryogenic Fluids in Portable and Stationary Containers, Cylinders, and Tanks*

19.2.4.1. Store flammable gases (ethylene, ether) and fuel gases (acetylene, propane) separate from oxidizing gases (oxygen, nitrous oxide). Separate gases at least 20 feet apart or by a noncombustible barrier at least five (5) feet high having a fire resistance rating of at least 30 minutes (1/2 hour).

19.2.4.2. Chain or secure cylinders in a vertical position with safety caps in place. This prevents cylinders from toppling over.

19.2.4.3. Color code cylinders and stencil contents on the cylinder in accordance with MIL STD 101B. Post color codes for commonly used gases in the area.

19.2.4.4. Identify empty cylinders and store apart from full containers.

19.2.4.5. Do not subject cylinders to temperature extremes, especially heat.

19.2.4.6. Keep oil, grease, and other petroleum products away from cylinders, regulators, etc.

19.3. Open Flame Lighting Devices. Do not use open flame lighting devices or candles in base facilities, except in base chapels for religious services and tables for food. Ensure hurricane candles are securely supported by a substantial noncombustible base.

19.4. Burning Incense. The burning of incense is prohibited in base facilities, except in base chapels for established religious ceremonial purposes.

19.5. Fire Prevention Training. Thoroughly train all hospital personnel in fire reporting, fire reaction, defending in place, use of fire extinguishers and evacuation procedures contained in 81st Medical Group Instruction 32-2001, *Fire Protection, Prevention, and Evacuation*, which establishes procedures for evacuation of patients and personnel. Fire drills will comply with NFPA 101 *Life Safety Code* requirements, one per shift per quarter. Fire Prevention personnel will be on hand to evaluate, score, and document the drill.

19.6. Blocking of Fire Exits. Do not lock, block, obscure, or obstruct exits during hours of operation. Keep aisles, foyers, lobbies, corridors, and areas leading to exits clean and free of obstructions. When movable chairs or tables are used, arrange to maintain aisles to exit ways.

19.7. Space Heaters. The use of space heaters is prohibited in Keesler Medical Center.

19.8. Seasonal Decorations. All seasonal decorations in the hospital must be nonflammable or flame retardant. Do not cover doors with seasonal decorations. Do not hang any decorations from the ceiling nor from fire sprinkler heads in the facility.

19.8.1. Candles can only be lit and used for religious services in the hospital chapel only.

20. CONTRACTORS/CONCESSIONAIRES.

20.1. General Information. This chapter is designed to assist civilian contractors in establishing their own fire prevention program at Keesler Air Force Base. The fire department solicits your help in preventing fires. We stand ready to assist you in any matter pertinent to fire prevention or fire safety. Feel free to call on us any time you have a problem or in any situation that might lead to a problem. Our telephone number is 377-3330/8440.

20.2. Responsibilities. The contractor (general, subs, laborers, etc.) is responsible for establishing a fire protection and prevention program, that includes the compliance with an enforcement of established fire safety criteria set forth in specifications, manufacturers' instructions, the NFPA, the Uniform Fire Code, Air Force Directives (including AFI) and all applicable data detailed in contract specifications or drawings.

20.3. Firefighting Access. Every building shall be accessible to fire department apparatus, by way of access roadways with all-weather driving surface (if possible) of not less than 25 feet of unobstructed width, to withstand the line loads of fire apparatus and having a minimum of 13 feet, six (6) inches of vertical clearance. All dead-end fire department access roads in excess of 150 feet in length shall be provided with approved turnaround for fire department apparatus.

20.4. Welding, Cutting, Brazing, Torch, or Open Flame. Prior to performing "hot work" (welding, burning, lead melting, blow torches, tar pots, and so forth), or operating other flame-producing devices, the area must be inspected and approved by the fire department. When work is approved by a fire department official, an AF Form 592, *USAF Welding, Cutting and Brazing Permit* will be issued for a period not to exceed 30 days. Beyond the 30 days, permits will have to be re-approved.

20.5. Fire Reporting. The fire reporting number is **911** for the Base Fire Department. The general information number of the fire department is 377-3333. **ALL FIRES, NO MATTER HOW SMALL, OR IF THE FIRE HAS BEEN EXTINGUISHED, OR BURNED OUT, MUST BE REPORTED IMMEDIATELY TO THE FIRE DEPARTMENT.** All personnel shall be trained in reporting fires and fire prevention responsibilities. Cell phones can be used to report a fire on Keesler by dialing 911. Biloxi exchange 911 will answer, say you are on Keesler and you will be transferred to Keesler's 911 dispatcher.

20.6. Utilities, Installed Fire Protection Systems, and Blocked Roads or Streets. The contractor shall notify the fire department, 377-3333/8440 whenever an existing fire detection, alarm, or fire suppression system must be disconnected, relocated, or extended, and prior to their being returned to service. Fire protection system components will be handled carefully to ensure reliability when systems are restored to service. System reliability checks will be performed by civil engineer shop technicians, a fire department

representative, and the contractor. The fire department will be notified prior to any roads or streets being blocked or partially blocked.

20.7. Flammable or Combustible Liquids. All painting materials (paint, brushes, empty cans, rags, clothing, drop cloths) and flammable or combustible liquids shall be removed from the building at the end of the workday. Such painting materials and flammable liquids shall be stored in an approved locker or location.

20.8. Fire Extinguishers and Fire Hydrants. Fire hose or extinguishers in buildings will not be removed from their locations or used for any purpose other than firefighting. Fire hydrants will not be used without permission from the fire department. Free access from the street to fire hydrants and to fire department connections, whether permanent or temporary, shall be provided and maintained at all times. A clear zone of at least 15 feet must be maintained around the fire hydrant to allow access for fire department vehicles.

20.9. Smoking. Smoking shall only be permitted in designated areas. Where smoking is permitted, safe receptacles shall be provided for the proper disposal of smoking materials. Smoking materials will not be discarded in wastepaper baskets or other containers used for trash. Smoking shall be prohibited throughout demolition areas. Smoking is strictly prohibited in or near areas (within 50 feet) where flammable liquids, highly combustible material, or explosives are stored, handled, or processed. "NO SMOKING" signs will be posted.

20.10. Electrical Appliances or Temporary Wiring. All portable electrical devices shall be disconnected at the close of each working day. Temporary wiring, including branch circuits and lighting shall be installed to meet requirements of the NFPA 70 *National Electric Code* and NFPA 241 *Standard for Safeguarding Construction, Alterations, and Demolition Operations*. Temporary wiring shall be removed immediately upon completion of construction or purpose for which the wiring was installed. Temporary heating equipment shall be UL listed or FM approved and shall be installed, used, and maintained according to the manufacturer's instructions and applicable fire codes. When temporary heating equipment is utilized, it shall be monitored and maintained by properly trained personnel.

20.11. Trash Disposal. Accumulation of trash, paper, shavings, sawdust, excelsior, boxes, and other packing materials will be removed from the building at the close of the workday and disposed of in proper containers located away from the buildings. The area outside of buildings undergoing work shall be kept free of trash, paper, or discarded combustibles. Prior to quitting time, a reliable person delegated by the contractor will make a check of the building or area to ensure compliance with these procedures and that the building and area are left in a fire safe condition.

20.12. Tar Kettles

20.12.1. Operating kettles shall not be located inside of or on the roof of any building.

20.12.2. Tar kettles shall have an approved working visible temperature gauge that indicates the temperature of the material being heated.

20.12.3. Tar kettles must be in good working condition and shall be maintained free of excessive residue.

20.12.4. All kettles shall have doors permanently attached.

20.12.5. No roofing kettle shall have a capacity in excess of five (5) barrels.

20.12.6. Fuel tanks for kettle operation shall be at least 50 feet from the kettle and at least 10 feet from any exit or points of facility egress. LP Gas containers shall be secured to prevent accidental tipover. LP Gas containers for roofing kettles shall not be used in any building. Regulators shall be required on any cylinders.

20.12.7. Provide a minimum of two (2) 4-A:40-B:C rated Dry Chemical fire extinguishers maintained within 25 feet of the kettle operation. Kettle operator must be trained in the use of fire extinguishers and be within 25 feet of the kettle and shall have the kettle within sight. One (1) approved 4-A:40-B:C fire extinguisher shall be provided and maintained on the roof in close proximity to the roofing operation while the roofing material is being applied.

20.12.8. Contractor must obtain an AF Form 592, USAF Hot Work Permit from the base Fire Department, Fire Prevention section bldg 4225, 377-3333/8440 before work can be accomplished.

20.12.9. Compatibility Standard and Contracting Guide. Contractors must comply with Keesler's Compatibility Standard and Keesler's Contracting Guide at the time of award of any contract on Keesler.

21. FIRE PREVENTION – FLIGHT LINE, HANGARS, MAINTENANCE SHOPS, AND SIMILAR TECHNICAL FACILITIES – RESPONSIBILITIES. It is the responsibility of each activity supervisor involved to ensure compliance with the contents of this instruction.

21.1. DO NOT obstruct fire lanes around hangars, maintenance shops, and aircraft parking areas. Do not double park, stage, or maintain privately owned vehicles (POVs), government owned vehicles (GOVs), motorcycles, bicycles, Aerospace Ground Equipment (AGE), etc., in fire lanes. Vehicles will not park within 10 feet of any building or structure except in designated parking areas or while loading or unloading.

21.2. Control parking around aircraft maintenance areas as necessary to provide evacuations of aircraft, equipment, personnel, and for maneuverability of firefighting equipment.

21.3. Accomplish fuel cell repairs in accordance with applicable technical orders. Do these repairs in specified fuel cell areas.

21.4. Do not park aircraft so as to interfere with the movement of emergency vehicles.

21.5. During fuel transfers, ground and bond the refueling units and aircraft in accordance with applicable technical orders.

21.6. Accomplish aircraft refueling and defueling operations in strict compliance with applicable technical orders, manuals, and other directives.

21.7. Use explosion proof electrical fixtures and appliances in hangars and other shops where explosive or flammable vapors may be present.

21.8. Partition off shops having equipment or appliances capable of producing ignition temperature, in areas where gasoline or other flammables are likely to be present from areas where such vapors could be encountered and install self-closing doors. These partitions and doors must be reasonably airtight.

21.9. DO NOT place or park POVs, GOVs, motorcycles, forklifts, "Loaders" or electric carts in aircraft hangars or maintenance shops without written permission from the fire chief or designated representative.

21.10. No painting, other than touch painting, defined by NFPA Std 410, *Standard on Aircraft Maintenance* will be allowed without prior written approval by the fire chief or designated representative on a case-by-case basis.

21.11. Smoking, striking matches, operation of lighters, and any other open flame device is prohibited on the flight line and aircraft hangars.

22. FIRE PREVENTION - SUPPLY FUNCTION. Store stock supplies DOD 4145.19R-1, *Storage and Materials Handling*.

22.1. Mandatory Fire Alarm Clearance. Do not stack or place supplies closer than 36 inches in all directions to any fire alarm system device (master transmitter or manual/automatic break station) or electrical switch box. When the stock height is above the level of the transmitter, break station, or electrical switch box, provide additional clearance to prevent items from falling onto the unit. In addition to the clearances, provide aisles to the unit and keep open at all times.

22.2. Wall Storage Clearances. Fire aisles are not necessary between stored supplies and outer walls, regardless of their type of construction, except in the case of supplies presenting special hazards and requiring special precautions. Leave a clear space of 24 inches between stored combustibles (including supplies packed in combustible containers) and substandard interior firewalls and partitions. A clear space is not mandatory between stored supplies and standard fire walls.

22.3. Fire Doors. Take extreme caution to ensure all fire doors are closed when warehouses are not occupied by personnel and doors are never blocked and completely functional.

22.4. Aerosol Storage. Store aerosol dispensing containers, or other sealed pressure type containers which could possibly explode, in one area only and away from heat or direct rays of the sun.

22.5. Outside (Open) Storage. Select outside storage areas for their suitability for drainage, firefighting facilities (i.e., sprinkler connections), clearance of buildings, and automotive parking. Stockpiles will not exceed 5,000 square feet in area and no higher than within two (2) feet of the eaves of buildings. Allow 20 feet from streets and buildings, with a clearance of 12 feet between stockpiles to reduce the spread of fire and allow adequate space for firefighting procedures. Post "NO SMOKING" signs throughout the area. Do not allow vehicles, except those used to transport supplies, within 20 feet of storage areas. Keep the entire storage area free from unnecessary accumulation of combustible material. Keep weeds and grass down, and provide a regular procedure for cleanup of the entire area.

22.6. Ammunition Storage. Maintain ammunition storage areas in accordance with AFMAN 91-201, *Explosives Safety Standards*.

22.7. Petroleum Oil Lubrication (POL) Facilities. Operate and maintain POL facilities in accordance with applicable technical orders and safety manuals.

22.7.1. Open flame is prohibited in POL area at all times.

23. FIRE PREVENTION - UNACCOMPANIED HOUSING (DORMITORIES).

23.1. Responsibilities. Unaccompanied housing occupants are responsible for fire prevention in their quarters. Occupants must be familiar with fire prevention instructions Keesler AFB 32-6003, *Dormitory Security and Living Standards for Non-Prior Service Airmen*, how to report fires, and how to evacuate their quarters.

23.2. Prohibitions.

23.2.1. Do not use open flame lighting devices or candles in unaccompanied housing. Candles may be used for decoration; however, they may not be lighted.

23.2.2. Burning incense is strictly prohibited.

23.2.3. Smoking is prohibited in unaccompanied housing (dormitories) IAW 81 TRW/CC Memorandum For All Keesler AFB Unaccompanied Housing Residents, 31 October 2011; AFI 40-102 *Tobacco Use in the Air Force*.

23.2.4. Cut live Christmas trees/metallic trees are prohibited. Artificial trees must be nonflammable or fire retardant, to include all other seasonal decorations. Do not cover doors with seasonal decorations.

23.2.5. Any type of automotive or motorcycle equipment, including internal combustion engines, batteries, or major sub-assemblies such as bumpers, removable tops, hoods and fenders is prohibited.

23.2.6. Use of multiple socket adapters, single and multiple outlet extension cords, the use of extension cords in lieu of permanent wiring is prohibited. Use fused 15 amps, six appliances surge protectors only. Appliances must bear the "UL" or "FM" seal. The two outlet box with trip proof extension cord is prohibited.

23.2.7. Use of receptacles, switches, and appliances when damaged is prohibited. Report discrepancies to CSC Service Desk or submit AF Form 332, *Base Civil Engineer Work Request*

23.2.8. Use of electrical cords that are frayed, spliced, stapled, nailed, or cords that run through walls, ceilings, or floors is prohibited.

23.2.9. Use of heat element cooking appliances, i.e., toasters, toaster ovens, skillets, electrical frying pans, hot plates, crock pots, and hibachi grills is strictly prohibited from use in dormitories and base facilities with the exception of dining facilities. (Exception new quad dormitories.)

24. Self-Help, Construction, Renovations, and Modifications.

24.1. Non-appropriated funded and EXCHANGE projects must be reviewed by the base Fire Department, Fire Prevention section for the inclusion of fire protection requirements.

24.2. All construction, renovations, and modifications projects will have formal plans for review and must be approved prior to the start of any project. All plans must be IAW UFC and all applicable fire codes.

25. Project Management.

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

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

25.3. The Assistant Chief, Fire Prevention, or designated representative, will review all project designs; including those from Naval facilities Engineering Command (NAVFAC), defense Commissary Agency (DeCA), and Army Air Force Exchange Services (AAFES), at the pre-design, 35, 65, 95, and 100 percent levels of completion prior to contract bid.

25.4. Simplified Acquisition of Installation 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 corrections.

26. Fuel Dispensing Facilities.

26.1. Class 1 or Class II liquids shall not be dispensed into portable containers unless the container is constructed of metal or is approved by the authority having jurisdiction, has a tight closure, and is fitted with a spout or so designed that the contents can be poured without spilling. The nozzle valve shall be manually held open during the dispensing operation.

26.2. No sale or purchase of any Class I, or Class II, or Class III liquids shall be made in containers unless such containers are clearly marked with the name of the product contained therein.

26.3. Portable containers of 45 L (12 gal) capacity or less shall not be filled while they are in or on a motor vehicle or marine craft. Warning signs shall be conspicuously posted.

26.4. Smoking materials, including matches and lighters, shall not be used within six (6) m (20 ft) of areas used for fueling, servicing fuel systems of internal combustion engines, or receiving or dispensing of Class I and Class II liquids. The motors of all equipment being fueled shall be shut off during the fueling operation except for emergency generators, pumps, and so forth, where continuing operation is essential. Warning signs will be posted with the following "NO SMOKING," "STOP MOTOR or TURN OFF ENGINE."

26.5. Each motor fuel dispensing facility or repair garage shall be provided with fire extinguishers installed, inspected, and maintained as required by NFPA 10, *Standard for Portable Fire Extinguishers*. Extinguishers for outside motor fuel dispensing areas shall be provided according to the extra (high) hazard requirements for Class B hazards, except that the maximum travel distance to an 80 BC extinguisher shall be permitted to be 30.48 m (100 ft).

26.6. Fuel dispensing systems shall be provided with one or more clearly identified emergency shutoff devices or electrical disconnects. At attended motor fuel dispensing facilities, the device or disconnects shall be readily accessible to the attendant. At unattended the device or disconnects shall be readily accessible to patrons and at least one additional device or disconnect readily accessible to each group of dispensing devices on the individual island.

26.7. The delivery vehicle shall be separated from any above ground tank by at least 7.6 m (25 ft).

26.8. The delivery vehicle shall be located so that all parts of the vehicle are on the premises when delivery is made.

26.9. Tank filling shall not begin until the delivery operator has determined that the tank has sufficient available capacity (ullage).

26.10. Tanks shall be filled through a liquid tight connection.

27. ENFORCEMENT PROVISIONS. Failure to comply with the provisions of para 3.6 are punitive and military personnel who violate these provisions are also subject to prosecution under Article 92, UCMJ. Violations by civilian personnel may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

BRADLEY D. SPACY
Brigadier General, USAF
Commander, 81st Training Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

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

(Certified current 10 November 2010) AFI 40-102, *Tobacco Use in the Air Force*, 26 March 2012

AFMAN 23-110, *USAF Supply Manual*, 1 April 2009

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

Air Force Records Disposition Schedule (RDS)

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

AFJMAN 23-209, *Storage and Handling of Hazardous Materials*, 13 January 1999

AFJMAN 23-210, *Joint Services Manual (JSM) for Storage and Materials Handling*, 12 April 1994

AFPAM 32-1004, Vol 3, *Working in the Operations Flight Facility Maintenance*, 1 September 1998

AFPAM 32-7043, *Hazardous Waste Management Guide*, 1 November 1995

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

DoD 4145.19R-1, *Storage and Materials Handling*, 15 September 1979

Keesler AFB Instruction 32-6003, *Dormitory Security and Living Standards for Non-Prior Service Airmen*, 14 June 2012

81st Medical Group Instruction 32-2001, *Fire Protection, Prevention, and Evacuation*, 2 April 2004 (being revised August 2012)

NFPA 17A, *Wet Chemical Extinguishing Systems*, Edition 2009

NFPA 30, *Flammable and Combustible Liquid Codes*, Edition 2008

NFPA 30A, *Code for Motor Fuel Dispensing Facilities and Repair Garages*, Edition 2008

NFPA 55, *Compressed Gases and Cryogenic Fluids Code* 2012

NFPA 70, *National Electrical Code*, Edition 2008

NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, Edition 2010

NFPA 99, *Standard for Health Care Facilities*, Edition 2012

NFPA 101, *Life Safety Code*, Edition 2012

29 CFR 1910.304, *Wiring Design and Protection Code*, 01 July 2010

NFPA 241, *Standard for Safeguarding Construction, Alterations, and Demolition Operations*, Edition 2009

NFPA 410, *Standard on Aircraft Maintenance*, Edition 2010

UFC 3-600-2, *Operations and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems*, 8 September 2010

NFPA 30A, *Motor Fuel Dispensing Facilities and Repair Garages*, Edition 2008

NFPA 1, *Fire Code*, Edition 2009

Prescribed Forms.

No Forms prescribed.

Adopted Forms.

AF Form 332, *Base Civil Engineer Work Request*

AF Form 847, *Recommendation for Change of Publication*

AF Form 592, *USAF Welding, Cutting, and Brazing Permit*

AF Form 1487, *Fire Prevention Visit Report.*

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFJMAN—Air Force Joint Manual

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFIOSH—Air Force Instruction Occupational Safety and Health

AGA—American Gas Association

CSC—Computer Science Corporation

DoD—Department of Defense

DRF—Disaster Response Force

FM—Factory Mutual

IAW—In Accordance With

IC—Incident Commander

ID—Infrastructural Division

IDF—Infrastructural Division Fire

KFH—Keesler Family Housing

NFPA—National Fire Protection Association

OSI—Office of Special Investigations

POL—Petroleum Oil Lubrication

RAC—Risk Assessment Codes

SFO—Senior Fire Official

UCMJ—Uniformed Code of Military Justice

UL—Underwriter's Laboratories

Attachment 2**UNIT FIRE PROTECTION MANAGEMENT BOOK INDEX**

Tab A	Letters of Appointment
Tab B	Unit Fire Safety Instruction
Tab C	Unit Workplace Locator
Tab D	Unit Inspection Log Sheet
Tab E	Annual/Semiannual Inspection Reports
Tab F	Hazard Abatement Program
Tab G	Applicable Publications
Tab H	Unit Commanders
Tab I	Miscellaneous Fire Safety Information
Tab J	Workplace Floor Plans
Tab K	Fire Drill Schedule
Tab L	Work Place Fire Safety and Prevention Training Requirements
Tab M	Unit Fire Safety Program Inspection Checklist

TAB A**LETTERS OF APPOINTMENT**

REFERENCE: AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*

PURPOSE: The unit commander appoints, in writing, a primary and alternate Facility Manager to assist them in implementing a viable fire safety program. Appointments should be to individuals who have a minimum of one (1) year retainability and are knowledgeable of unit mission and activities.

REQUIRED ACTION:

1. Provide a copy of the appointment letter to the Fire Prevention Section: Name, Rank, Office Symbol, and Phone.
2. Place a copy of the appointment letter in Tab A of the Unit Fire Protection Management Book.
3. Contact the Fire Prevention Section to schedule initial training.

TAB B**UNIT FIRE PROTECTION PROGRAM INSTRUCTION**

REFERENCE: AFOSH Std 91-12, *Machinery*, and AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*

PURPOSE: Each unit will develop an instruction describing general and specialized fire safety requirements for operations included in their mission. The instruction should direct responsibilities and methods for implementing the unit program. Some operations may require

detailed instructions; others simple ones. Fire prevention guidance is most effective when it is incorporated into unit level instructions.

REQUIRED ACTIONS:

1. Commander will establish a written instruction implementing the unit fire safety program. The policy must include actions to take in case of fire and address general and specialized fire safety requirements pertaining to the unit mission.
2. Due to the wide spectrum of operations in some squadrons, the unit level instruction may direct separate instructions be written at flight level to cover unique or specialized operations when those operations do not apply to the rest of the squadron. The bottom line is that instructions must be written to include all employees and unit operations.
3. The effectiveness of the instruction must be reevaluated when changes in mission or operations are made.
4. Current copies must be provided to the Fire Prevention Section and maintained in Tab B of the Unit Fire Protection Management Book.

TAB C

UNIT WORKPLACE LOCATOR

REFERENCE: AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*

PURPOSE: This listing is used to facilitate inspectors, base level and unit, conducting inspections.

REQUIRED ACTIONS:

Commander will maintain and provide the Fire Prevention Section with a current listing of unit facilities and unit work centers located in the facility. Update as changes are made. Offices/shops work centers located in a facility belonging to another unit must be listed.

TAB D

UNIT INSPECTION LOG SHEET

REFERENCE: AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*

PURPOSE: Fire safety inspections will stimulate action to reduce fire hazards, inspire an improved attitude toward fire prevention by management and employees and provide a tool to evaluate compliance.

REQUIRED ACTION:

1. The commander will determine, in writing, the responsibility for and frequency of unit conducted fire safety inspections.
2. Inspections shall be documented and maintained in Tab D of the Unit Fire Protection Management Book.
3. Checklists used during inspections will be maintained in Tab D.
4. Fire Safety inspections conducted by outside agencies shall be documented in Tab D.

TAB E

ANNUAL INSPECTION REPORTS

REFERENCE: AFI 91-302, *Air Force Occupational and Environmental, Safety, Fire Protection, and Health Program*.

PURPOSE: Managers and supervisors are responsible for providing safe work places and for ensuring their employees know and comply with safety standards. Through inspections, the Fire Prevention Section informs the commander of the effectiveness of the unit's programs and evaluates compliance with other fire safety and prevention program requirements.

REQUIRED ACTION:

1. File the last two fire inspection reports that have open action items. Implement a system to follow up on any open item.
2. Monitor and take corrective actions on noted problems/deficiencies.
3. Transfer open items to the Hazard Abatement Tab F and follow up until closed.

TAB F**HAZARD ABATEMENT PROGRAM**

REFERENCE: AFI 91-302, *Air Force Occupational and Environmental, Safety, Fire Protection, and Health Program*.

PURPOSE: When fire hazards cannot be immediately corrected, interim control measures must be placed into effect and permanent corrective actions programmed. Risk assessment codes (RAC) are assigned to all fire hazards to assess the likelihood that the hazard will result in a mishap and the impact if it does. The log is an administrative requirement to consolidate and control unit hazards.

REQUIRED ACTIONS:

1. Use the appropriate Tab of the Unit Ground Safety Management Book to log hazards not corrected.

TAB G**APPLICABLE PUBLICATIONS**

REFERENCE: AFI 91-302, *Air Force Occupational and Environmental, Safety, Fire Protection, and Health Program*.

PURPOSE: Many publications provide guidance on fire safety matters. Knowledge of an accessibility to the publications is key in providing a comprehensive safety program.

REQUIRED ACTION:

1. Maintain or cross-reference pertinent publications in Tab G.
2. Place AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*, and Keesler AFB Instruction 32-2001, *Fire Prevention, Fire Reporting and Firefighting*, in Tab G.

TAB H**UNIT COMMANDER'S REVIEW**

REFERENCE: AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*

PURPOSE: The primary responsibility for providing a safe working environment rests with the unit commander. Periodic review of the Fire Safety Program will ensure the commander is kept aware of deficiencies and hazards within the unit and that program requirements are being carried out.

REQUIRED ACTION:

1. Establish a log to include date of review, comments, and signature.
2. A quarterly review is required by the unit commander; monthly reviews are recommended.

TAB I

MISCELLANEOUS

REFERENCE: AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*

PURPOSE: To provide a location to consolidate fire safety information that does not have a specified location.

REQUIRED ACTION:

Maintain appropriate fire safety information in Tab 1.

TAB J

WORKPLACE FLOOR PLANS

REFERENCE: AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*

PURPOSE: An accurate floor plan of a facility can provide valuable information about a structure that can improve the ability of emergency crews to respond effectively to a fire in that structure.

REQUIRED ACTION:

1. A straight line drawing will be made for each unit facility. Maintain one copy in this Tab and provide an original copy to the Fire Prevention Section. When changes occur, provide an updated original copy to the Fire Prevention Section. Drawings must show interior layout, rooms must be numbered or named. Large flexible floor plan room containing multiple work stations do not require details of each work station. Show all interior and attached exterior compartments of the facility.
2. When facilities are more than one story, or have basements, each level shall be on a separate page. Ground level drawing will have a north indication and show exterior dimensions of length and width. Paper used for drawing shall be plain white bond and shall be no smaller than 8 1/2 x 11 inches or larger than 8 1/2 x 14 inches. Provide a cover sheet for each facility showing parking lots, adjacent structures, streets, etc.
3. Use sample available at Keesler Fire Department as a guide and checklist to complete your drawings.
4. Drawings are not required for work centers located in other unit owned facilities.

TAB K

FIRE EXIT DRILL SCHEDULE

REFERENCE: AFI 32-2001

PURPOSE: The purpose of the fire exit is to ensure the efficient and safe use of the exit facilities available. Proper drills ensure orderly exit under control and prevent the panic that has been responsible for the greater part of the loss of life in the major fire disasters of history. Order and control are the primary purpose of the drill. Speed in emptying buildings, while desirable, is not in itself an object, and should be made secondary to the maintenance of proper order and discipline.

REQUIRED ACTION:

1. Every facility is required to conduct fire drills for each shift of employees at least annually, some quarterly and others monthly. Drills shall include suitable procedures to ensure that all persons in the building actually participate. Develop a log sheet that indicates facility, fire drills frequency, date of last drill, comments and individual supervising the drill. Drills should be initiated utilizing the building fire alarm system. A scenario should be developed to add some sort of realism to the drill. Always coordinate the use of fire protection systems with fire alarm shop from Civil Engineer and the Base Fire Department.
2. Help in planning, conducting or evaluating fire drills is always available through the Fire Prevention Section.

TAB L

WORKPLACE FIRE SAFETY AND PREVENTION TRAINING REQUIREMENTS

REFERENCE: AFI 32-2001

PURPOSE: A successful fire prevention training program creates an attitude of safety in the workplace and recognition on the part of employees that protecting the workplace from fire also protects their lives and livelihood.

REQUIRED ACTION:

1. Supervisors shall develop training guides and train each employee on the listed subjects (these are minimum requirements). The training is required for all personnel and shall be provided to new personnel upon assignment, during new employee training programs, but within 30 days in all cases. Training will be given when there is a change in equipment, procedures, safety or fire prevention requirements. Training will be given as required to ensure employees remain familiar with fire safety and prevention requirements, but no less than annually in all cases.
2. Document the training on the AF Form 55, **Employee Safety and Health**.
3. Place copies of training guides in Tab L.

SUBJECT	PROCEDURES	LOCATION	USE/OPERATION
Fire Reporting	X		
Emergency Evacuation	X		
First Aid Firefighting	X		
Fire Extinguishers		X	X
Fire Suppression Systems (each type)	X	X	

Fire Alarm Systems		X	X
Fire Hazards(identifying/reporting)	X		
Hazardous Areas	X		
Material Safety Data		X	
Sheets (MSDS)		X	X

TAB M**UNIT FIRE SAFETY PROGRAM INSPECTION CHECKLIST**

1. General:
 - a. Unit Fire Safety Program Instruction
 - b. Fire Safety Training Program
 - (1) Plans
 - (2) Effectiveness
 - c. Hazard Abatement Program
2. Individual knowledge and awareness of fire and life safety:
 - a. Fire reporting procedures
 - b. First aid firefighting procedures
 - (1) Extinguisher
 - (2) Standpipe and hose lines
 - (3) Monitor nozzles
 - c. Evacuation procedures
 - d. Reporting fire hazards
 - e. Use of fire detection and suppression systems
3. Facilities:
 - a. Adequacy and serviceability of fire detection and suppression systems
 - b. Fire protection and life safety features, i.e., emergency lighting exit lights, fire doors, etc.
 - c. Electrical and heat producing devices and systems
 - d. Self-help projects
 - e. Housekeeping
 - f. Floor plans
 - g. Fire drills
 - h. Observable fire safety practices

4. Fire Extinguishers:
 - a. Adequacy
 - b. Serviceability
 - c. Inspection Program (unit)
 - d. Installation (all required to be mounted)
5. Special Programs:
 - a. Flammable storage practices
 - b. Fuel handling
 - c. Explosives
 - d. Flight line operations and activities
 - e. Welding operations
 - f. Public places of assembly
 - g. Commercial cooking operations

TAB M**INSPECTION CHECKLIST REFERENCES**

- 1a. AFI 32-2001, Keesler AFB Instruction 32-2001
- 1b. AFI 91-203
- 1c. AFI 91-203
- 2a. AFI 32-2001, Keesler AFB Instruction 32-2001
- 2b. AFI 91-203
- 2c. Unit Instruction
- 2d. AFI 91-302, AFI 91-203, AFI 32-2001, Keesler AFB Instruction 32-2001
- 2e. AFI 91-203
- 3a. AFI 91-203
- 3b. AFI 91-203
- 3c. Various
- 3d. AFI 32-2001, Keesler AFB Instruction 32-2001
- 3e. AFI 91-203, Keesler AFB Instruction 32-2001
- 3f. AFI 32-2001, Keesler AFB Instruction 32-2001
- 3g. AFI 32-2001, Keesler AFB Instruction 32-2001
- 3h. AFI 91-203, Keesler AFB Instruction 32-2001, NFPA 101

- 4a. AFI 91-203
- 4b. AFI 91-203
- 4c. AFI 91-203
- 4d. AFI 91-203
- 5a. AFI 91-203, NFPA 10, NFPA 101
- 5b. AFI 91-203
- 5c. AFMAN 91-201
- 5d. AFI 91-203
- 5e. AFI 91-203, NFPA 101
- 5f. AFI 91-203, NFPA 96