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RAF LAKENHEATH (USAFE)**

**LAKENHEATH INSTRUCTION 32-2001**

**6 JUNE 2014**

**Civil Engineering**

**FIRE EMERGENCY SERVICES PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 32-20, *Fire Emergency Services* and interfaces with Air Force Instruction (AFI) 32-2001, *The Fire Emergency Services Program*, AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects* and Air Force Instruction 91-203, *Air Force Consolidated Occupational Safety Instruction*. It applies to all personnel, activities, organizations, associate units, contractors and other agencies providing base support located on Royal Air Force (RAF) Lakenheath (RAFL), RAF Feltwell (RAFF) and in off-base areas under the jurisdictions of the 48th Fighter Wing. It establishes responsibilities, requirements, authority and procedures for a thorough and comprehensive program of fire safety, fire prevention and fire protection in compliance with the provisions of AFI 32-2001. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, prescribed by AFI 11-215, *USAF Flight Manuals Program*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**SUMMARY OF CHANGES**

This document is revised with several changes as a result of the recent publishing of AFI 91-203 and AFI 32-10141. All responsibilities have been updated and outdated publication references have been removed.

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## Chapter 1

### ADMINISTRATION AND ENFORCEMENT

**1.1. Mission.** Our mission is to provide superior Fire Emergency Services (FES) to protect lives, property and the environment from adverse effects of emergency situations that have been created by either man or nature. Our core mission is incident command (IC), fire prevention, firefighting (aircraft/structural/etc.), technical rescue (Motor Vehicle Accidents/Road Traffic Accidents, Confined Space Rescue, Collapse/Trench), mitigating hazardous materials at the operations level, and first responder first aid. Our secondary mission supports Chemical, Biological, Radiological, Nuclear and Explosive to include Hazardous Material offensive operations, Emergency Medical Service (EMS), miscellaneous emergencies, and mutual aid.

**1.2. Values.** We accomplish this by providing; technical consultant services; promoting aggressive fire prevention and public education programs; and maintaining a professional FES force to protect the lives, property, and environment.

**1.3. Standards.** This agency will comply with the relevant standards IAW DoDI 6055.6, *DoD Fire and Emergency Services (F&ES) Program*, promulgated by the Department of Labor-Occupational Safety and Health Administration, National Fire Protection Association (NFPA) National Fire Codes, Unified Facilities Criteria (UFC) 3-600-01, *Fire Protection Engineering for Facilities*, and other fire safety criteria published by the Department of Defense.

**1.4. Objective.** A successful fire prevention program requires command support at all levels and the continued involvement of all personnel. The Fire Emergency Services Flight (48 CES/CEF), commanders/functional managers, supervisors, facility managers, tenant units, and all military and civilian personnel must take adequate measures to eliminate and prevent fires or fire safety hazards. Loss of life due to inadequate fire prevention can never be condoned. Loss of property will result in unnecessary expenditure of funds, inconvenience, and costly delays in mission accomplishment, which could seriously hinder the national defense effort. Since the most effective means of reducing fire losses is an aggressive fire prevention program, all personnel must strictly adhere to the provisions of this publication. There are four primary focus areas of Fire Prevention, to include, plans review, facility inspection, code enforcement, and public education. Although the Fire Chief is charged with managing the program he/she must rely on Commanders to enforce the program and Installation personnel to execute the program.

**1.5. Response.** Firefighters respond to emergency events that pose risk to personnel or property and employ management actions within the limits of available resources. FES provides on-scene incident management, fire prevention, firefighting, aircraft, rescue, managing hazardous materials incidents (including chemical, biological, radiological, nuclear, and high yield explosive (CBRNE) agents) that result from accidents or terrorism. FES may assist the primary EMS as determined by local agreements and only when FES resources are available.

**1.6. Authority Having Jurisdiction (AHJ).** Deviation from established Fire Prevention/Emergency Services Policy will be handled IAW DoDI 6055.06, AFI 32-10141 and AFI 32-2001.

**1.7. Fire Emergency Services Personnel.** Those delegated authority to affect stoppage of operations when deemed necessary to protect life or property from fire, fire threat, or life safety

infractions (i.e., confined space, trench operations, etc.). During such situations all unauthorized personnel will be restricted from the area.

**1.8. Incident Commander (IC).** IAW AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, the IC in charge at the scene of an emergency has authority to utilize available military vehicles, materials, and personnel considered necessary for prompt mitigation of an emergency incident. The IC may solicit voluntary civilian assistance.

**1.9. Enforcement.** Commanders, functional managers, real property facility managers and supervisors shall continually emphasize compliance of this instruction. Disciplinary action may be initiated where willful misconduct compromising the safety of the base populace occurs. Examples of such behavior are willfully transmitting false or emergency alarms, tampering with or negligence of fire protection equipment, and disregarding policies that jeopardize lives and/or government property. Violations are subject to adverse administrative action, to include debarment from base or dismissal from base housing, or punishment under the UCMJ or other applicable laws.

## Chapter 2

### RESPONSIBILITIES

**2.1. Installation Commander.** 48th Fighter Wing Commander (48 FW/CC) is responsible for the fire safety of personnel and property under his/her control, provided for by the FES programs. This responsibility is discharged through the Fire Marshal (48 CES/CC) and executed by the Fire Chief (48 CES/CEF), in accordance with AFI 32-2001.

**2.2. Base Fire Marshal.** The 48th Civil Engineer Squadron Commander is designated as the Base Fire Marshal and is responsible to the Installation Commander for the effective and efficient execution of the installation's fire protection program. Additionally, the Fire Marshal provides the Fire Chief with the necessary support to ensure the highest possible priority and funding of fire protection and prevention initiatives to accomplish mission support.

**2.3. Chief, Fire Emergency Services.** The Fire Chief is directly responsible to the Base Fire Marshal for determining the resources required for the installation's overall fire protection program. The Fire Chief will establish and implement an effective fire protection and prevention program, including hazardous materials, mutual aid, initial emergency medical care, confined space rescue and emergency response programs.

**2.4. Assistant Chief, Fire Prevention.** The Assistant Chief, Fire Prevention executes the 48 FW fire prevention program.

2.4.1. Designated by Fire Chief has authority to execute fire prevention program.

2.4.2. Coordinates with 48th Fighter Wing Safety Office (48 FW/SEG) to ensure appropriate Fire Safety Deficiencies (FSDs) are applied. Brief FSDs and trends at the Environmental Safety Health Committee Council.

2.4.3. Validates all AF Form 1487, *Fire Prevention Visit Report*, prescribed by AFI 32-2001, Fire Emergency Services Program.

2.4.4. Work with organizational/functional commanders and facility managers when FSDs or non-compliant areas cannot be corrected with AF Form 1487 timelines.

**2.5. Fire Inspectors.**

2.5.1. Coordinate with facility/safety managers to schedule mandatory fire safety inspections/facility manager's fire prevention training, and provide master facility inspection list with tentative inspection months for facilities.

2.5.2. Upon completion of facility fire inspection, provide guidance to facility/safety manager and supervisor on required action to correct existing fire hazards and deficiencies.

2.5.3. Provide master facility manager folder template that includes at a minimum emergency action plan (EAP), employee training, facility inspection, and fire extinguisher checklist.

2.5.4. Provide fire prevention lectures and demonstrations. Training can be scheduled by calling the Fire Prevention Branch at extension 226-2112/3051.

**2.6. Base Medical Services.** The 48 MDG provides Emergency Medical Systems supplies, equipment, and medical personnel as required in response to various base emergencies and selected training activities.

**2.7. Security Forces (SF).** Responds to the scene of fires or emergencies for traffic/crowd control IAW AFI 10-2501. The SF member reports to the senior fire officer in charge at the scene for instructions. They protect and guard the scene after the emergency if further investigation is warranted.

**2.8. Unit Commanders and Supervisors.** Unit Commanders and supervisors at all levels are to ensure that sound fire prevention procedures are established for each facility under their control and supervision.

2.8.1. Implement an effective fire prevention and life safety program within their organization that meets the requirements of AFI 91-203, AFI 32-2001, and Lakenheath Instruction (LAKENHEATHI) 32-2001.

2.8.2. Designate a facility manager and alternate for 24 hour contact. Information shall be provided to 48th Civil Engineer Customer Service (CES/CEOER). Written information shall include name, rank, duty phone, office symbol, and home phone number of the individual and alternate who are responsible for the facility. Both will receive mandatory training within 30 days of appointment and refresher training during facility fire inspections by fire inspectors. A Knox Box can be installed to facility ease of access into facilities without contacting the facility manager. Existing facilities that require a Knox Box will be at the discretion and expense of the using organization. All new facilities will have a Knox Box installed which will be included during the design phase.

2.8.3. Immediately notify the Fire Emergency Services Flight of any installed fire protection systems or fire extinguishers damaged during normal operation, accident, or misuse. Conduct a thorough investigation upon notification by the Fire Chief that abuse, misuse, or other unauthorized acts have occurred with regard to fire extinguishers, fire alarm systems, or fire suppression systems.

2.8.4. Ensure all assigned personnel are knowledgeable concerning fire reporting, personnel evacuation, fire prevention measures and fire extinguisher use.

**2.9. Facility Managers.** Facility managers are responsible to the commander for the fire safe condition of each building under their control. Alternates are to assume this responsibility in the absence of the facility manager.

2.9.1. Facility managers and alternates will receive training through the Fire Prevention Branch and 48 CES/CEOER Customer Service within 30-days of assignment (Call Fire Prevention Branch 226-3051/3052/3053/2112).

2.9.2. Facility managers/supervisors shall train all employees in fire prevention procedures including the location, inspection and use of fire extinguishers within two weeks of assignment/employment and at least annually thereafter. Coordinate specialized fire prevention training for selected functional supervisors and personnel working child care centers, aircraft maintenance, Petroleum/Oil/Lubricant (POL), Liquid Oxygen (LOX), munitions, public assemblies, hospitals, warehouses, and others who have key responsibilities during fire emergencies.

2.9.3. Develop written procedures to follow when a fire is discovered. Instructions must cover fire reporting procedures, personnel evacuation, and initial fire-fighting actions by trained personnel (At no time will personnel re-enter a building to fight a fire once they have evacuated). Depending on the type of activity, it shall also include emergency actions for removal of aircraft, protection of high value and critical materials, and response to accidents involving fuel handling. These written instructions shall be reviewed and approved by 48th Civil Engineer Squadron Fire Prevention Office (48 CES/CEFP). Contact 48 CES/CEFP for a copy of the Emergency Action Plan (EAP) template.

2.9.4. Develop a fire prevention section within the master facility folder/binder, that covers applicable requirements. Fire Prevention Branch will provide minimum requirements for the fire prevention section of the folder/binder and validate compliance during facility inspections. Managers and employees will follow appropriate opening and closing checklist located in master facility manager folder.

2.9.5. Ensure a drawing of the current facility configuration, as seen from a top down view, is on file in each facility binder. This drawing will be utilized to create evacuation plan signs and assist Fire Prevention personnel. The drawing must include: Walls and doors with correct door swing directions, manual fire alarm activation stations, fire alarm panels, electrical panels, Heating, ventilation and air condition (HVAC) systems, electrical shut off locations, connections to the sprinkler/standpipe system if so equipped, ammunition lockers, flammable storage lockers, hazardous materials accumulation points, secure rooms and any other hazardous areas located within the facility.

2.9.6. Conduct monthly inspections of all assigned facilities to eliminate potential hazards, and infractions. This inspection shall consist of the following:

2.9.6.1. Ensure exits are not blocked or obstructed and that exit doors are unlocked while the facility is occupied.

2.9.6.2. Check the operation and condition of exit and emergency lighting.

2.9.6.3. Check for improper use of extension cords, surge protectors and multi-outlet adaptors. Ensure equipment and appliances are all plugged in correctly; paying particular to the proper use of adapters.

2.9.6.4. Replace smoke detector batteries in personnel rooms every 6 months to ensure proper function in case of a power outage. Document the change-out in the facility fire safety binder.

2.9.6.5. Check the condition of all fire extinguishers in the facility IAW AFI 91-203, Chapter 6.

2.9.6.6. Ceiling tiles in facilities with drop or suspended ceilings must be securely in place and in good condition.

2.9.6.7. Follow guidance provided from the Fire Prevention Branch to ensure visual inspections and proper documentation is conducted monthly on installed fire alarm systems and fire extinguishers.

**2.10. Managers of Mercantile Facilities.** Public Assembly, Recreational and Educational Facilities. Adhere to the relevant chapters in AFI 91-203 and NFPA 101, *Life Safety Code*, for compliance. The following issues are of particular concern: Rooms that have fixed seating, the

occupant load calculation will be maintained in the Facility manager's fire prevention book/folder. Decorative schemes will be inspected by the Fire Prevention Branch. The Fire Chief or designee will perform spot inspections during special events or if the need for more frequent inspection is indicated. These inspections do not relieve the manager of their responsibilities.

**2.11. Managers of Base Concessions.** Facility Managers or designee appointed by the Commander will be the quality assurance evaluator (QAE) for all hood and duct cleanings involving their facilities. Facilities where commercial cooking or restaurant-type cooking is performed must establish and enforce the following procedures:

2.11.1. Ensure underside of the kitchen hoods and grease filters are cleaned daily, or more frequently, if required, clean behind and underneath of appliances. Recommend spare filter sets be readily available for continuous operation.

2.11.2. Ensure a thorough cleaning every six months or as specified by 48 CES/CEF to prevent the hazardous accumulation of grease. This cleaning cycle includes grease accumulations on fans, roofs, louvers, exterior walls, cupolas, etc., and where the system exhausts to the outside in accordance with NFPA 96, *Standard for Ventilation Control and Fire Protection for Commercial Cooking Operations*. Provide 48 CES/CEFP a programmed cleaning schedule of hood and duct cleanings semi-annually for coordination of inspections. Documentation for all cleanings, including checklists, must be kept on site for all commercial cooking facilities and maintained in the facility folder/binder.

2.11.3. Ensure cooking is not permitted under hoods without all approved-type grease filters installed.

2.11.4. Ensure proper operation of the exhaust system while cooking equipment is being used. If an exhaust fan is shut down for repair or replacement, equipment served by that exhaust system must not be used until the fan is restored to service. Cooking appliances requiring protection shall not be moved, modified, or rearranged without prior re-evaluation of the fire-extinguishing system by the system installer or servicing agent, unless otherwise allowed by the design of the fire-extinguishing system. Coordination is required through 48 CES/CEFP.

2.11.5. Managers shall maintain records on file for each range hood and deep fat fryer in accordance with (IAW) NFPA 96, and NFPA 17A, *Standard for Wet Chemical Extinguishing Systems Ventilation Control and Fire Protection of Commercial Cooking Operations*. Annual deep fat fryer test/certification will be provided to 48 CES/CEFP IAW AFI 91-203. Contact 48 CES/CEFP for additional guidance at 226-3051, 2112, or 4205. Ensure all cooking appliances are maintained and operated according to the manufacturer's recommendations. A defective appliance will not be utilized and must be placed out of service until repaired.

**2.12. Non-Commercial Cooking Managers.** Domestic cooking, except for military family housing, must be evaluated and documented in writing by the Fire Prevention Branch for protection by a domestic fire suppression system at organizations' expense. The use of heat-producing electrical appliances not listed by the Underwriters Laboratory (UL), the National Electric Code (NEC), or British Standards (BS) is prohibited. All areas associated with cooking

including surfaces and related exhaust systems will be kept clean and free of grease accumulation.

2.12.1. Organizational work place cooking (including hot plates, sandwich makers, George Foreman grills, electric frying pans, roasters, toaster ovens, and similar cooking appliances that produce grease/oil) is prohibited, except for pre-approved kitchen areas or special occasions approved by RAFL Fire Emergency Services. The following items are authorized for use within the work area on RAFL/Royal Air Force Feltwell (RAFF): microwave ovens, refrigerators, toasters, crock pots, rice cookers, and electric coffee makers/tea kettles.

2.12.2. Lodging facilities without established kitchen areas are authorized the following appliances: microwave ovens, refrigerators, toasters, crock pots, rice cookers, and electric coffee makers/tea kettles.

2.12.3. All small cooking appliances will be Underwriters Laboratory (UL) or British Standard (BS) approved, unplugged when not in use, and cleaned after each use including adjacent surfaces, and related exhaust systems which will be kept clean and free of grease accumulation.

**2.13. Dormitory Manager Guidance.** Accomplish fire-safety inspection of all dormitories and recreational rooms at the end of the normal workday.

2.13.1. Ensure trash does not accumulate and that good housekeeping practices are enforced. No candles, flammables, or open flame producing devices are authorized to be used or stored in the dorm room.

2.13.2. Ensure that all mean of egress including exits are unobstructed.

2.13.3. Brief all newly assigned members not to tamper with the fire detection system (fire sprinklers, smoke detectors, etc.). Continue to notify occupants annually not to tamper with, alter, or activate any component of any installed fire alarm and/or suppression system except during an actual fire condition. Violations are subject to adverse administrative action or punishment under the Uniform Code of Military Justice (UCMJ) or other applicable laws.

2.13.4. Dormitory rooms with kitchens and with centrally located kitchens will ensure all new residents are trained on the stove hood extinguishing system, class K fire extinguishers and proper operation of the stove/oven.

2.13.5. Dormitory Cooking Policy. The following small cooking appliances are authorized for use in dormitory rooms on RAFL and RAFF: microwave ovens, refrigerators, coffee makers, if a kitchenette is not provided.

2.13.6. The following small cooking appliances are prohibited for use in dorm rooms on RAFL and RAFF: hot plates, sandwich makers, George Foreman grills, electric frying pans, roasters, toaster ovens, and similar cooking appliances that produce grease/oil. These items shall only be used in approved kitchenettes or centrally located kitchens. If not listed and in doubt, contact the dorm manager and Fire Prevention Branch prior to purchasing or using. These small appliances may be stored in individual's assigned storage locker (not personal wall locker in dormitory rooms) in pre-determined dormitory storage areas. All appliances must be cleaned and cold to the touch prior to storing.

2.13.7. All small cooking appliances will be UL or BS approved, un-plugged when not in use, and cleaned after each use.

**2.14. Occupants of Military Family Housing (MFH).** Compliance IAW AFI 91-203, AFI 32-6001, *Family Housing Management*, NFPA 101, Family Housing Agreement, and other directives is mandatory. 48th Civil Engineer Installation Housing Management Flight (48 CES/CEIH) will notify RAFL Fire Emergency Services dispatch center of any occupant living in MFH on RAFL or RAFF with physical or mental impairments.

2.14.1. Military and civilian sponsors residing in MFH are responsible for fire prevention in their quarters. Sponsors ensure family members and guests are familiar with fire-safe practices, prevention measures, evacuation of quarters, and emergency reporting procedures. Each military or civilian sponsor will be provided information pertaining to home fire safety/prevention during newcomers' briefing.

2.14.2. Small quantities of gasoline for use in lawn mowers and edgers present a potential hazard. Do not keep more than 2 gallons on hand for this purpose. Gasoline will be stored in containers approved by nationally recognized testing laboratory; i.e. UL or local national equivalent. Store containers in well-ventilated area and out of children's reach.

2.14.3. Residential Smoke Detectors. Residents of MFH will perform an operational test of their smoke detectors monthly. All non-operative detectors will be reported to Housing Maintenance as an emergency work order. MFH smoke detectors are local alarms only and are not connected to a fire alarm system that transmits to the fire department.

## Chapter 3

### FIRE PREVENTION PROGRAM

**3.1. Frequency.** Fire Prevention inspections are conducted annually for all required facilities. The Fire Chief, Deputy Chief or Assistant Chief may institute more frequent inspections to include unannounced and after-hours inspections.

**3.2. Scheduling.** The Fire Prevention Branch will designate the month each facility will be inspected. Dates within the inspection month will be coordinated between the fire inspector and facility manager. Facility managers are responsible for coordination to ensure all areas within the facility are accessible prior to the scheduled inspection. The Facility manager or responsible person will accompany the fire inspector during the inspection and will initiate corrective actions for fire hazards and deficiencies noted during the inspection.

**3.3. Objectives.** The objectives of fire prevention inspections include identifying and correcting fire safety hazards (conditions that can cause a fire) and Fire Safety Deficiencies (FSD) (conditions that cannot directly cause a fire but will increase risk to personnel or property if a fire occurs).

#### **3.4. Governing Documents.**

3.4.1. NFPA 1, *Uniform Fire Code Technical Implementation Guide (TIG)*, provides the standard for fire prevention inspection requirements except as modified by Unified Facilities Criteria (UFC) 3-600-01. Due to the complexity of AF missions and facilities, other AF Instructions or publications may apply.

3.4.2. UFC 3-600-02, *Operations and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems*, provides the standard for installed fire detection/suppression system inspection requirements. Technical guidance on the execution of the identified tasks is found in specific NFPA Standards, UFC 3-600-02 and guides as well as the system's manufacturer's guidance.

**3.5. Inspection procedures.** Facility managers and squadron Safety Reps are the key performers to ensuring a successful fire safety program.

3.5.1. Facility Managers or designee shall accompany the Fire Inspector during the inspection.

3.5.2. At the conclusion of the visit, the Fire Inspector will brief the facility manager or alternate on the results of the visit.

3.5.3. If no hazards are noted or if discrepancies are corrected on the spot, the Fire Inspector will annotate the visit on an official memorandum addressed to the facility and functional manager.

3.5.4. If hazards are discovered during the visit, the Fire Inspector will prepare AF Form 1487, or an official memorandum addressed to the facility and functional manager. The inspector will itemize the hazards and/or discrepancies, assign the appropriate risk assessment code and/or fire safety deficiency and itemize suggested corrective actions required to eliminate the hazards and/or deficiencies.

3.5.5. Facility Managers will take the necessary action to eliminate the hazards.

3.5.6. Facility managers will provide their commanders/functional or general managers the AF Form 1487 with documented discrepancies and actions for review, signature and return before the suspense date to 48 CES/CEFP.

3.5.7. Facility Managers will manage Fire Safety Deficiencies (FSD's) documented as FSD's 1 or 2 not corrected in 30 days IAW AFI 32-10141.

3.5.8. The using organization's Commander/Functional Manager is responsible for overseeing the correction of fire hazards and FSD's. When deficiencies cannot be corrected immediately, the using organization's commander initiates corrective action and prepares a Risk Management (RM) plan in accordance with AFI 32-10141. This RM plan must ensure the safety of all occupants to the satisfaction of the Fire Chief and Fire Marshal. The installation commander must approve the RM plan and is the final decision maker to accept the risk. In addition to developing an RM for FSD I's and FSD II's the facility user with the support of fire emergency services flight, the CEN flight, the CEO flight (as appropriate), and Wing Safety will develop and submit a Corrective Action Plan. The Wing Commander shall approve the plan prior to forwarding it to MAJCOM/A7 for informational purposes.

3.5.9. For all findings not able to be corrected on the spot, the facility manager will have 30 days to complete corrective actions (establish work orders and acquire the Commander/Functional Manager signature) and return the 1487 to the Fire Prevention Branch. In the case of Child Development Centers and Youth centers any identified deficiency must be fully corrected within 90 days IAW public law.

3.5.10. For all findings that require an AF Form 332, *Base Civil Engineering Work Request*, the form must be submitted to Civil Engineer (CE) Customer Service and obtain a work order number within 10 duty days.

3.5.11. Facility Managers will annotate all corrective actions taken to include job and work order numbers on the AF Form 1487. A copy of all work orders must be submitted or forwarded to the Fire Prevention Office for tracking of corrective actions.

### **3.6. Fire Evacuation Drills/Plans.**

3.6.1. Criteria for fire drills are set forth in the Life Safety Code and directives for specific occupancies (Child Day Care, Family Day Care, Youth Center, Schools, Hospital and Munitions).

3.6.2. Supervisory personnel for specific occupancies can be task certified by the Fire Prevention Branch to conduct and document fire drills.

3.6.3. The use of fire alarms during drills is prohibited except with the assistance of Fire Emergency Services personnel. The facility manager shall call 226-3051, 3052, 2112 or 4205 to arrange for assistance.

3.6.4. The facility manager and all supervisory personnel are responsible for ensuring safe evacuation of personnel in case of a fire.

3.6.5. Where fire exits and egress routes are not obvious, facility managers/supervisors will ensure a fire evacuation floor plan is posted showing primary and alternate egress routes to the fire exits. The plan will be conspicuously posted inside the room of occupancy. A

description of fire evacuation procedures and emergency notification shall be posted on unit information boards.

### **3.7. Fire Exits.**

3.7.1. Fire exit doors and routes of egress, aisles, corridors, and stairways leading to exits will not be obstructed in any manner. Underneath stairwells shall not be used for storage. Alterations to these areas will not be accomplished without prior coordination with 48 CES/CEFP.

3.7.2. Emergency exits or fire doors will not be blocked open except by approved hold open devices connected to the fire alarm system. No additional locking device will be allowed on emergency exit doors or doors that have installed panic hardware while the building is occupied.

3.7.3. Interior doors will not be permanently blocked without approval and guidance from 48 CES/CEFP.

3.7.4. All emergency exit signs shall be placed and continuously illuminated throughout facilities IAW NFPA 101.

**3.8. General Housekeeping, Buildings, and Grounds.** Adequate clearance will be maintained around facilities to ensure exit discharge is not obstructed, and firefighting operations will not be compromised IAW AFI 91-203, *Exits and Exit Markings*, Chapter 6.3.

3.8.1. Storage will NOT be permitted above ceilings (in attics), beneath raised floors, or in boiler, air handling and mechanical rooms. Items required to support essential functions for operation of air handling and mechanical rooms such as air filters may be stored. Ceiling tiles will be kept in place. Other than those designed to support necessary building utilities, tiles with holes and/or other damage will be replaced.

3.8.1.1. Storage will NOT be permitted within 18 inches of the ceiling in any facility that is not equipped with an automatic sprinkler system.

3.8.1.2. All aisles will maintain a minimum of 36 inches clear width IAW AFI 91-203, Chapter 7, Paragraph 7.2.1.1.4..

3.8.1.3. Steel wool stored in areas other than Base Supply issuing areas will be stored in covered metal containers.

3.8.1.4. Combustible material such as nets, parachutes, and target cloth will not be hung or mounted on walls or ceilings as interior room decorations.

3.8.2. Exhaust fans and motors will be kept clear of dust, lint, and grime.

3.8.3. Woodworking shop personnel will clean sawdust and wood shavings as often as needed and at the end of each duty day.

## Chapter 4

### GENERAL FIRE SAFETY PRACTICES

**4.1. Clear areas.** Maintain a minimum clearance of 36 inches (18 inches each side) for all fire alarm panel boxes, sprinkler systems, risers, associated control valves, water motor devices, exterior drains, and fire department pumper connections. This clear width rule will also apply to vegetation, flower gardens, statues, lawn ornaments, and other items that may impede the path of firefighters.

**4.2. Control of Smoking.** Ensure compliance with IAW AFI 40-102, *Tobacco Use in the Air Force*, and AFI 91-203, Chapter 6, Paragraphs 6.2.9.1. and 6.2.9.2. Smoking, including the use of smokeless tobacco, is not authorized for use in any government facility including dormitories excluding military family housing. The following action shall be taken in areas authorized for tobacco use:

4.2.1. Provide a butt can for proper disposal of tobacco materials. When containers need to be emptied, saturate the material with water, prior to disposal in any other trash container.

4.2.2. Make sure the tobacco use area is properly identified.

4.2.3. Tobacco use areas should be 50 feet from egress points, vents, windows, and walkways.

4.2.4. Tobacco use areas should be 100 feet from playgrounds.

4.2.5. Deviations from these distances are authorized if structural limitations exist and only upon approval of the installation commander, but may not be less than 15 feet from egress points, vents, windows and buildings.

4.2.6. Dispose of tobacco material in a proper butt can. Do not dispose in trashcans or dumpsters.

**4.3. Flammables and Combustibles.** Ensure compliance with AFI 91-203, Chapter 22.

4.3.1. Products that are not compatible with flammable/combustible liquids, as determined by the 48th Civil Engineer Environmental Management (48 CES/CEIE), and or Bioenvironmental Engineering (48 AMDS/SGPB) shall not be stored together.

4.3.2. Dip tanks or bench washing vats using flammable/combustible solvents will be of metal construction, equipped with self-closing lids and a fusible link. Lids will not be wired or propped in the open position.

**4.4. Electrical Installation and Appliances.** Ensure compliance with AFI 91-203, Chapter 8. Electrical installation and appliances will conform to NFPA 70, *National Electrical Code* and/or British Electrical Standard. Operation of all electrical equipment will be discontinued immediately upon recognition of an unsafe or hazardous condition. Tampering with electrical wiring or fixtures is prohibited. Defective electrical items such as wiring, switches, cords, and fuses will be reported to the Civil Engineer service call desk. An 18-inch clearance will be maintained between electrical light fixtures and combustibles.

4.4.1. Transformers are used to connect 110-volt electrical systems to 220-volt supply sources. Transformers that are obviously damaged, display burn marks around receptacles,

and/or have damaged cords will be taken out of service until repaired or replaced by a qualified electrician. Volts x Amps = Wattage (Example: 110 x 5 = 550 watt transformer)

4.4.2. Heat producing appliances, microwaves and refrigerators must be plugged directly into a wall outlet when in use.

4.4.3. Multi-plug power strips or surge protected power strips must not be plugged into each other (Daisy Chain).

4.4.4. Multi-plug adapters will not be used solely as wiring to provide additional or more convenient outlets and extension cords will not be used as permanent wiring in any instance.

**4.5. Open flames.** Open Fires, Open Flame Outdoor Fireplaces, and Burning are prohibited without approval from the 48 CES/CEFP through the use of an AF Form 592, USAF Welding, Cutting and Brazing Permit, except as follows:

4.5.1. Charcoal burning barbecues, gas grills, and turkey fryers. When used will be kept at least 10 feet from any structure. In no case will barbecues, grills or fryers be used in carports, garages, hangars, under eaves, or under any overhead combustible construction. For housing residents, open flame outdoor fireplaces will treated similar to Charcoal burning barbecues and gas grills.

4.5.1.1. Only approved type charcoal lighter fluid (combustible liquid only) shall be utilized. Charcoal residue both hot/cold shall be disposed of in a safe and proper manner. Charcoal will not be allowed to burn out in an open grill. It shall be left in a closed grill, or disposed of by soaking with water, then placing in a metal container with a metal lid. Charcoal must be stored in a cool, dry location.

4.5.1.2. Propane bottles will not be stored inside any base facility, except for military family housing where it may be stored inside the supplied storage shed or outside. A maximum of one 20-pound propane gas cylinder will be permitted in family housing per house.

4.5.2. Rubbish burning or use of open fires within the limits of the base is prohibited. Exception to policy must be obtained through 48th Civil Engineer Installation Management (48 CES/CEI) and 48 CES/CEF.

4.5.3. All facilities, excluding military family housing, military dining facilities, DoDDS facilities, the Chapel, and consolidated club facilities, are not allowed to use open flame instruments (to include sterno cans) or devices including candles for decorative purposes unless approved by the base fire chief or representative for a specific occasion. Use electrical or battery operated candles where candles are desired for decorative scenes or services. Private organizations, military dining, and consolidated club facilities shall contact fire emergency services flight prior to using candles and will be approved on a case by case basis.

**4.6. Welding, Cutting, Brazing, and Grinding.** Personnel performing welding, cutting and brazing will comply with AFI 91-203, Chapter 27 *Welding, Cutting and Brazing*. Written permits, AF Form 592, *USAF Hot Works Permit*, prescribed by the previously mentioned AFI, will be issued by the Fire Prevention Branch or designee.

**4.7. Decorations, Drapes, Curtains and Flame-Proof Materials.** Ensure compliance with AFI 91-203, Chapter 44, Paragraph 44.3.8.1.

4.7.1. All curtains, drapes, decorations, and floor coverings (whether temporary or permanent) will be of fire-resistant material or will be treated with an approved flame resistant solution. Request certification from commercial suppliers and ensure an approved flame proof label or certificate is attached.

4.7.2. When curtains, drapes, and decorations are not permanently fire resistant, retreat the material when the items are cleaned or once each year, whichever occurs first, and obtain new certificates.

4.7.3. Ensure Fire Prevention Branch approves all decorative scenes (Christmas, Halloween, Thanksgiving, etc.) for places of public assembly.

4.7.4. Live Christmas trees are prohibited inside government facilities. Family housing is authorized to use live Christmas trees. Artificial type trees must be UL/BS approved. Residents are responsible for ensuring live Christmas trees are properly maintained; cut tree stump on an angle and place in a container of water. Electrical lights are prohibited on metal artificial trees. Inside lighted displays and tree lights will be turned off when the building is unoccupied.

**4.8. Fireworks.** Fireworks are prohibited on RAFL/RAFF, unless approved by the 48 FW/CC.

**4.9. Fire Doors.** All facility fire doors will be maintained IAW NFPA 101 and NFPA 80, Standard for Fire Doors and Other Opening Protectives. Facility managers will ensure all fire doors are in working order and are serviceable. When fire doors are out of service, facility managers will ensure emergency work orders are submitted to CE customer service. Fire doors shall remain closed unless they are held open by a device that releases automatically upon activation of the fire alarm detection system.

**4.10. Fire Barriers.** Fire barriers are partitions that prevent the spread of fire. Fire barriers are put in place to ensure that if a fire occurs it is confined to one area. Breaches in fire barriers are prohibited IAW NFPA 101. Examples for breaches are missing, damaged and/or tampered with ceiling tiles, holes in walls or floors, and missing construction elements required by formal mandates (I.E. UFC, AFI or NFPA).

**4.11. Emergency Lighting.** Emergency lighting throughout all facilities will be in working order and provide minimum requirements IAW NFPA 101.

**4.12. Fire Lanes/Fire Vehicle Accessibility.** Fire lanes shall be provided for all buildings that are set back more than 150 feet (45.75 m) from a public road or exceed 30 feet (9.14 m) in height and are set back over 50 feet (15.25 m) from a public road.

4.12.1. Fire lanes will be provided to allow clear access for fire apparatus to connect to fire protection equipment. (i.e. standpipe and sprinkler connections). Motor vehicles will not park on streets, passageways or fire lanes in such a way as to block access of fire apparatus.

4.12.2. Fire lanes shall not be less than 20 feet (6.1 m) of unobstructed width, able to withstand live loads of fire apparatus and have a minimum of 13 feet 6 inches (4.1 m) of vertical clearance. An approved turnaround for fire apparatus shall be provided where an access road is a dead end and is in excess of 150 feet (45.8 m) in length. The turnaround shall have a minimum centerline radius of 50 feet (15.3 m). The grade of the fire lane shall be within the limits established by the authority having jurisdiction.

4.12.3. Parking is not allowed in fire lanes; fire lanes must be free from obstructions at all times. Should it be necessary to park in a fire lane for vehicle loading or unloading, the operator must remain with the vehicle. Any vehicles found to be in violation of this will have the license plate number reported to 48th Security Forces Squadron for appropriate action. If an unattended vehicle is left parked in a fire lane for more than 15 minutes, it will be towed at the owners' expense.

4.12.4. Vehicles shall park no closer than 20 feet (6.1 m) from any fire hydrant, standpipe, or sprinkler connection. Additionally, vehicles shall park no closer than 50 feet (15.25 m) from any area designated by a sign stating no smoking or open flame within 50 feet (15.25 m) unless required for work in that area. Note: This is to discourage drivers from parking next to diesel storage tanks, liquid petroleum gas, and other flammable/explosive storage areas.

4.12.5. Streets will not be barricaded or otherwise obstructed without prior notification of the 48 Fire Prevention Office.

**4.13. Warehousing and Storage of Materials.** Ensure compliance with AFI 91-203 and NFPA 101. Maintain adequate fire aisles in all warehouses.

**4.14. Flammable Gasses.** Storage of flammable gases in buildings, inside rooms, or outside areas will be IAW NFPA 1, *The Fire Prevention Code*; NFPA 55, *Standard for Storage Use, and Handling of Compressed and Liquefied Gases in Portable Cylinders*; NFPA 58, *Standard for Liquid Petroleum Gas*; and NFPA 99, *Standard for Health Care Facilities*.

4.14.1. Liquid petroleum gas (LPG) cylinders used for barbecue grills may be stored outside of buildings provided cylinders are stored in a lockable ventilated metal locker to prevent tampering with the valve and pilferage of the cylinder.

4.14.2. All compressed gas cylinders, full or empty, will be secured to prevent them from falling or being accidentally tipped over.

**4.15. Ammunition and Explosives.** Storage, handling, maintenance, etc., of explosive material will be in strict compliance with Air Force Manual (AFMAN) 91-201, *Explosive Safety Standards*, RAFL instructions, munitions maintenance and operations, and applicable technical orders.

**4.16. Fire Hydrants.** 48 CES Utilities Shop (CEOIU) is responsible for the water distribution system. Fire hydrants must be inspected and maintained IAW UFC 3-600-02, NFPA 24, *Standard for the Installation of Private Fire Service Mains and Their Appurtenances*, and NFPA 291, *Recommended Practice for Fire Flow Testing and Marking of Hydrants*.

4.16.1. Out-of-Service Fire Hydrants and Water Distribution System: 48 CEOIU will notify FACC for any outage and provide location and estimated time back in service. Out-of-Service fire hydrants will be identified with an "Out-of-Service" marker no smaller than 12 inches in diameter with weather proof white letters on a red background. Repairs should not exceed 3 working days. 48 CES/CEOIU will provide on a weekly basis an update status on all outages and notify FACC upon returning outage back-in service.

4.16.2. Fire hydrants will be color coded to indicate gallons per minute (GPM) discharge in accordance with UFC 3-600-01, NFPA 24 and NFPA 291.

4.16.3. Do not use fire hydrants or any other fire protection device for any purpose other than firefighting without permission from the 48 CES/CEOIU.

**4.17. Fire Detection, Suppression and Alarm Systems.** 48 CES/Defense Infrastructure Organization (CEOS) provides all services for fire detection, suppression, and alarm systems maintenance IAW with applicable NFPA, UFC 3-600-01, UFC 3-600-02 and Host Nation Standards.

4.17.1. When fire systems are placed out of or back- in service, 48 CES/CEOS alarm maintenance will notify FACC and facility manager with date out-service, problem, and estimated time back in-service.

4.17.2. Appropriate 48 CES/CEOS will ensure proper documentation of all required inspections, maintenance and repairs and will provide a monthly report to the Fire Prevention Branch.

**4.18. Fire Protection Engineering Construction, Renovation, Alterations, and Additions.** Ensure Compliance with AFI 32-2001, NFPA 241, *Standard for Safeguarding Construction, Alteration, and Demolition Operations*, UFC 3-600-01, Engineering Technical Letters, relevant 91 series documents, Technical Orders, DoD Directives and Host Nation Standards. Fire Prevention Branch coordinates on all design drawings to signify review and firefighting operational recommendations are incorporated. This coordination does not indicate fire protection engineering design acceptance.

4.18.1. All organizations are responsible for coordinating all projects (new/upgrade) through 48 CES/Customer Service (CEOSC) Work Order Review Board. This includes self-help and Construction and Training Squadron projects. Coordination will ensure compliance with UFC 3-600-01 and applicable Host Nation standards. This requirement applies to all Air Force owned facilities, including those used by other agencies. All new facilities will have a Knox Box installed which will be included during the design phase.

4.18.2. All organizations with a commercial cooking requirement shall coordinate on AF Form 332, *BCE Work Request*, prescribed by AFI 32-1001, *Operations Management*, for the purchase of new or replacement commercial cooking equipment.

**4.19. Contractor Operations.** The prime contractor performing construction on RAFL/RAFF will comply with all applicable provisions of this guidance, AFIs, UFC 3-600-01, UFC 3-600-02, NFPA 241, and Host Nation Standards.

4.19.1. Brief fire prevention branch on the type, scope, and sequence of work to be accomplished under contract during the pre-construction conference. Contractor will receive a briefing on fire prevention guidance applicable to the work being performed.

4.19.2. Construction and project monitors will ensure compliance with fire prevention regulations and measures on all contractor operations under their jurisdiction.

4.19.3. All contractors conducting work on base shall go through the established coordination process prior to beginning work and provide a minimum of 5 work days notification. Coordination process will begin with 48 CES/CEC who provides the contractor with proper documentation and guidelines to follow while on the installation.

4.19.4. Any changes, modifications, or additions to fire alarm and suppression systems must include design drawings and materials list. Once approved by the Fire Prevention Branch and 48 CES/Project Execution Team (CEC), work must be performed by licensed fire alarm and suppression technicians.

4.19.5. 48 CES/CEO alarm technicians will coordinate alarm and suppressions outages with FACC and perform acceptance inspection of all work performed.

4.19.6. When the above guidelines are not followed, circumstances may require the operation or work to be stopped and /or delayed until the proper coordination is taken by the main contractor at user's expense. For further information, contact the appropriate 48 CES/CEC project manager.

**4.20. Unannounced Exercises.** Exercises requiring fire emergency services support must be coordinated in advance to ensure fire protection capability is available without impacting mission requirements. IAW AFI 32-2001, the fire chief or senior fire official (SFO) on duty must receive at least a 30- minute prior notification when exercises involve firefighting vehicles, equipment, or personnel.

**4.21. Special Events.** Any event that utilizes an Air Force facility not designed for public assembly will require advance coordination and approval from 48 CES/CEF and 48 FW/SEG.

4.21.1. Fire Prevention Branch will determine the occupancy load, evacuation corridor distance requirements, and other fire prevention requirements to ensure a safe event.

4.21.2. Prior to utilizing a facility for special events that does not comply with fire prevention requirements; an RM plan must be submitted and approved by the 48 FW/CC.

4.21.3. Large outside events (i.e., Fourth of July, Air Shows, Liberty Fests, etc) will require advance coordination with 48 CES/CEF and 48 FW/SEG to ensure all fire and safety issues are properly addressed.

**4.22. Fire Investigations.** Assistant Chief Fire Prevention represents RAFL/RAFF Fire Emergency Services for all fire investigations.

**4.23. Emergency Response Involving Fuel Spills.** Fuel spill classification and emergency procedures are described in (AFI91-203 refers to the TO listed) TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*. Cleanup procedures shall be established IAW the installation environmental management office guidance.

4.23.1. During and after a fuel spill, discontinue all maintenance and other operations until IC on scene declares the area/building is safe for further operations.

4.23.2. Fuel shall not be drained from any aircraft onto the ramp or allowed to run into sewer lines, ditches, etc. Drip cans and pans shall be used to catch fuel leaking from aircraft. Containers shall be bonded and grounded.

## Chapter 5

### EMERGENCY FIRE REPORTING

**5.1. Emergency Reporting Procedures.** All personnel on RAFL/RAFF (including contractors and base housing) will report all emergencies immediately to the Fire Alarm Control Center (FACC) by dialing and taking the following actions:

**Table 5.1. Emergency Reporting Telephone Numbers.**

Emergency Reporting Number	Telephone	Emergency Agency
911	RAFL/RAFF Facility Telephones Government/DSN (emergency 911 telephone stickers may be obtained from FES)	Fire, Medical, Police
01638-527911	RAFL/RAFF MFH, BT Commercial Phones, Cell/Mobile Phones (Highly recommend programming into speed dial on home/mobile cell phones)	Fire, Medical, Police
999	Off-Base Housing	Fire, Medical, Police

5.1.1. Upon notification of fire alarm activation via public address system, notify FACC by dialing 911 or cell phones dial 01638-52-7911 for back-up confirmation.

5.1.2. Give location by building/facility number, street address, type emergency (fire, alarm activation, EMS, etc), caller's name and information requested by 911 operator. Follow directions provided by the 911 operator.

5.1.3. Immediately evacuate occupants from the immediate area or building. Do not utilize fire alarm system for gas leaks or bomb threats; utilize runner system to evacuate occupants.

5.1.4. Establish occupant's accountability and direct firefighters to emergency location.

**5.2. False Reporting.** Falsely reporting emergencies is prohibited and disciplinary and/or criminal action will be taken as appropriate. Occupants will not tamper with, alter, or activate any component of any installed fire alarm and/or suppression system except during an actual fire condition. Violations are subject to adverse administrative action, to include debarment from base or dismissal from base housing, or punishment under the UCMJ.

## Chapter 6

### AIRCRAFT FACILITIES AND HANGARS

**6.1. Aircraft Facilities and Hangars.** Will only be utilized for their authorized designed purpose (i. e., aircraft sheltering, maintenance, and storage), IAW AF directives, national standards, Unified Facilities Criteria (UFC) 3-600-01.

**6.2. Fuel Cell Maintenance.** Aircraft fuel cell maintenance is authorized only in approved aircraft hangars. Do not use, under any circumstances, power units with combustion-type heater blowers to purge fuel cells or other flammable material containers.

**6.3. Servicing.** When servicing aircraft with liquid or gaseous oxygen, ensure all sources of power (except as specified in Technical Order (TO) 00-25-172, are turned-off and isolated. No flame or spark producing device is permitted within 50 feet of oxygen servicing operations. Do not service aircraft oxygen systems or drain the systems within 50 feet of hangars, structures, or fuel spills.

**6.4. Emergency Action Plan for Aircraft.** The facility manager, maintenance officer, and supervisor will establish an EAP that covers fire safety precautions for aircraft in hangars, emergency removal, reporting procedures for aircraft placed on jacks and potential fire or explosive hazards. The EAP will be validated by the fire prevention branch and wing safety. Aircraft should be parked to permit rapid removal.

**6.5. Fire Vehicle Access to Aircraft Facilities and Hangars .** At all times, fire lanes will be unobstructed on at least two sides of every hangar. Automotive parking areas used for Fire Emergency Services access must include at least one aisle, 20 feet wide with adequate turning radius for fire apparatus. Air Force policy prohibits parking of vehicles or equipment on either side of the door encasement of all main hangar doors where the tracks extend to each side.

**6.6. Vending Machines.** Vending machines are not authorized on hangar floor area.

**6.7. Spray Painting.** Spray painting of aircraft will be accomplished IAW AFI 91-203, *Interior Spray Finishing*, Chapter 28. Deviations will be requested in writing to the 48 CES/CEFP and 48 FW/SEG.

**6.8. Electrical Driven Equipment.** All electrical equipment used in aircraft maintenance facilities will be of the approved type. Electrical equipment used within the first 18-inches of the floor space will be rated Class 1, Division 2 areas.

**6.9. Vehicles Equipped with Catalytic Converters.** No catalytic converter-equipped vehicles are permitted in hangars.

## Chapter 7

### FIRE EXTINGUISHER PROGRAM

**7.1. Fire Extinguisher Program.** Ensure compliance with AFI 91-203, Chapter 6, Paragraph 6.2.4.

7.1.1. Fire Prevention Branch is responsible for providing guidance on placing adequate and proper types of fire extinguishers in buildings, outside storage, and maintenance areas. Using organizations are responsible for the procurement and maintenance of portable fire extinguishers. 48 CES/CEF does not perform maintenance on any fire extinguishers. Prior to purchase of portable fire extinguishers, organizations must coordinate with the fire prevention staff for product oversight. Facility managers are responsible for complying with guidance outlined above and will document fire extinguisher type, serial number, and date in the facility folder. All fire extinguishers will be maintained IAW NFPA 10.

7.1.2. Fire Prevention Branch is responsible for validating annual fire extinguisher inspections and reoccurring maintenance processes are conducted IAW NFPA 10 and AFI 91-203 Chapter 6, Paragraph 6.2.4.8. Facility fire extinguishers beyond 12 years will be removed from service and replaced.

7.1.3. Facility fire extinguishers shall be conspicuously located where they are readily accessible and immediately available in the event of fire.

7.1.4. Extinguishers must be located along normal paths of travel, including along exits from areas. This is to ensure that occupants are able to find an extinguisher and that they will not become trapped by a fire while retrieving it.

7.1.5. Fire Prevention Branch will provide facility managers with guidance on training their assigned personnel in the use of portable fire extinguishers. For more information or to schedule training classes, contact 226-3051/2112.

7.1.6. Facility managers and supervisors will ensure a visual inspection of all assigned fire extinguishers is performed monthly and annotated on the extinguisher inspection tag or by an automated system with a printout stored in the folder. All portable fire extinguishers will be kept unobstructed at all times. Fire extinguishers must have a seal installed in such a manner that activation of the extinguisher will break the seal. Personnel will not tamper with, relocate, or use any portable fire extinguishers or installed fire extinguishing systems in any base facilities except during an actual fire condition. They will not be used as door stops.

7.1.7. Fire extinguishers found to be defective will be removed from service until repaired. Fire extinguishers that are determined to be beyond economical repair will be turned in at the hazardous waste facility for disposal.

**7.2. Halon Fire Extinguishers.** Ensure compliance with TO 00-25-172, AFI 91-203 and NFPA 10, *Fire Extinguishers*.

7.2.1. 48 CES/CEIE governs the halon program management IAW AFI 32-7086, *Hazardous Materials Management*. Air Force has banned the use of halon extinguishers except for protecting aircraft.

7.2.2. 150 pound (lb) Halon 1211 flight line fire extinguishers are accountable by the Fire Emergency Services Logistics Officer. They are managed by the Fire Prevention Branch who will work with the using organizations to schedule an annual inspection by a certified provider and provide additional guidance into program management and tracking. 48 CES/CEF does not perform maintenance on flight line fire extinguishers. Flight line fire extinguishers will be distributed IAW TO 00-25-172, and will be visually inspected and documented monthly by the using organization. A tamper seal and annual inspection label will be affixed to each extinguisher. Any unserviceable condition of a flight line fire extinguisher will be reported to the Fire Prevention Branch at 226-3051/2112/4205 for disposition. Any organization, tenant units, and support agencies, assigned to RAFL that require the removal/relocation of a 150 lb Halon 1211 fire extinguisher from RAFL for support at another location will coordinate in advance with the Fire Prevention Branch. Organizations will validate requirements for 150 lb Halon 1211 fire extinguishers IAW TO 00-25-172. Organizations will provide 48 CES/CEFP Assistant Chief Fire Prevention or representative a point of contact that will be responsible for the coordination and safe return of all 150 lb Halon 1211 fire extinguishers. All 150 lb Halon 1211 fire extinguishers will be issued on a hand receipt or similar document for accountability to using organizations.

7.2.3. Aircraft 5 lb Halon 1211 fire extinguishers are the using organizations responsibility.

KYLE W. ROBINSON, Col, USAF  
Commander, 48th Fighter Wing

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

- AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, 24 Jan 2007; Corrective Actions Applied 10 May 2013
- AFI 11-215, *USAF Flight Manuals Program*, 22 December 2008
- AFI 32-1001, *Operations Management*, 1 September 2005
- AFI 32-2001, *Fire Emergency Services Program*, 9 September 2008
- AFI 32-6001, *Family Housing Management*, 21 August 2006
- AFI 32-7086, *Hazardous Materials Management*, 1 November 2004
- AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Project*, 3 March 2011
- AFI 40-102, *Tobacco Use in the Air Force*, 26 March 2012
- AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012
- AFMAN 33-363, *Management of Records*, 1 March 2008
- AFMAN 91-201, *Explosive Safety Standards*, 12 January 2011
- AFPD 32-20, *Fire Emergency Services*, 21 June 2012
- DoDI 6055.6, *DoD Fire and Emergency Services (F&ES) Program*, 21 December 2006
- NFPA 1, *The Fire Code*, 2012 Edition, 31 May 2011
- NFPA 10, *Standard for Fire Extinguishers*, 2013 Edition, 27 November 2012
- NFPA 17A, *Standard for Wet Chemical Extinguishing Systems*, 2013 Edition, 27 November 2012
- NFPA 55, *Standard for Storage Use and Handling of Compressed and Liquefied Gases in Portable Cylinders*, 2013 Edition, 29 May 2012
- NFPA 58, *Standard for Liquid Petroleum Gas*, 2011 Edition, 15 August 2009
- NFPA 70, *National Electrical Code*, 2011 Edition, 15 August 2010
- NFPA 80, *Standard for Fire Doors and Other Opening Protectives*, June 18, 2012
- NFPA 96 *Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2011 Edition, 24 June 2010
- NFPA 99, *Standard for Health Care Facilities*, 2012 Edition, 7 February 2011
- NFPA 101, *Life Safety Code*, 2012 Edition, 5 June 2011
- TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, 15 July 2002, Change 17, 10 November 2009

UFC 3-600-01, *Fire Protection Engineering for Facilities*, 26 September 2006, Change 3, 1 March 2013

UFC 3-600-02, *Operations and Maintenance; Inspection, Testing and Maintenance of Fire Protection Systems*, 8 September 2010

***Adopted Forms***

AF Form 3, *Hazard Abatement Plan*

AF Form 55, *Employee Safety and Health Record*

AF Form 332, *BCE Work Request*

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

AF Form 847, *Recommendation for Change of Publication*

AF Form 1487, *Fire Prevention Visit Report*

***Prescribed Forms***

None

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFOSH**—Air Force Occupational Safety and Health Standards

**AHJ**—Authority Having Jurisdiction

**BCE**—Basic Civil Engineer

**BS**—British Standards

**CBRNE**—Chemical, Biological, Radiological, Nuclear and High Yield Explosive

**DOD**—Department of Defense

**DODI**—Department of Defense Instruction

**DODDS**—Department of Defense Dependent Schools

**EAP**—Emergency Action Plan

**EMS**—Emergency Medical Service

**FACC**—Fire Alarm Control Center

**FB**—Facility Board

**FES**—Fire Emergency Services

**FSD**—Fire Safety Deficiency

**GPM**—Gallons Per Minute

**HAP**—Hazard Abatement Program

**IAW**—In Accordance With  
**IC**—Incident Commander  
**LAKI**—Lakenheath Instruction  
**lb**—Pound (weight)  
**LOX**—Liquid Oxygen  
**LPG**—Liquid Petroleum Gas  
**MFH**—Military Family Housing  
**NAF**—Non-appropriated Fund  
**NFC**—National Fire Code  
**NFPA**—National Fire Protection Association  
**NEC**—National Electric Code  
**OPR**—Office of Primary Responsibility  
**PAS**—Protected Aircraft Shelter  
**POL**—Petroleum/Oil/Lubricant  
**RAC**—Risk Assessment Code  
**RAF**—Royal Air Force  
**RAFF**—Royal Air Force Feltwell  
**RAFM**—Royal Air Force Mildenhall  
**RAFL**—Royal Air Force Lakenheath  
**RDS**—Records Disposition Schedule  
**RM**—Risk Management  
**SE**—Support Equipment  
**SFO**—Senior Fire Official  
**TLF**—Transient Living Facilities  
**TO**—Technical Order  
**UFC**—Unified Facilities Criteria  
**UCMJ**—Uniform Code of Military Justice  
**UL**—Underwriters Laboratory  
**WORB**—Work Order Review Board

*Terms*

**Civilian Personnel**—General Managers, national security personnel system (NSPS), general schedule (GS) and federal wage grade employees (WG), non-appropriated fund (NAF) employees, and Ministry of Defense employees (MOD).

**Contractors and Concessionaires**—Any individual or organization performing services, or selling goods on RAF Lakenheath/Feltwell and outlying installations.

**Facility Managers**—Appointed by the functional manager to ensure a sound fire prevention program is implemented and enforced in each facility under their jurisdiction.

**Fire Hazard**—Any material, condition, act, procedure, and/or practice that contributes to the start of fire or that increase the extent or severity of fire.

**Fire Protection Devices**—A facility feature or device which limits the spread of fire, and/or aids in the suppression, detection, and reporting of fire. These features include, but are not limited to sprinkler systems, detection systems, chemical extinguishing systems, fire extinguishers, fire doors, fire windows, fire walls, emergency lights, and exit signs.

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

**Functional Managers**—Commanders, General Managers or senior operating officials exercising managerial control of an activity or operation. These individuals are usually those officials who can acquire and commit resources for the correction of fire hazards and deficiencies.

**Hazard Abatement**—The elimination or permanent reduction of a hazard or deficiency by bringing it into compliance with applicable fire safety, fire prevention, and fire protection requirements or by taking equivalent protective measures.

**Knox Box**—A box located on the outside of the facility that contains keys for emergency responders to enter the facility.

**Military Personnel**—All military personnel on active duty including Air Force Reserve and Air National Guard personnel on active duty.

**Risk Assessment Code (RAC)**—An expression of the degree of risk associated with a hazard or deficiency that combines hazard severity and mishap probability into a single numeric identifier.