

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**

LUKE AIR FORCE BASE INSTRUCTION 32-2001

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Civil Engineering

FIRE EMERGENCY SERVICES

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This instruction implements Air Force Policy Directive (AFPD) 32-20, *Fire Emergency Services*, and AFI 32-2001, *Fire Emergency Services Program*, and establishes the requirements concerning the Fire Prevention Program. This instruction is consistent with Air Force Instructions (AFI's); Department of Labor Occupational Safety and Health Act (OSHA) Standards; Unified Facilities Criteria Handbooks 3-600-01, 3-601-02; Uniform Fire Code; International Fire Code, and NFPA (National Fire Protection Association) National Fire Codes. This instruction applies to all military and civilian personnel assigned to or attached as a tenant unit on Luke AFB to include Air Force Reserve Command (AFRC) and to Air National Guard (ANG) Units. It also applies to concessionaires and contractors assigned to or supported by Luke AFB. Violations of this instruction will render the offender subject to administrative or criminal action; military members may be prosecuted under Article 92, *Uniform Code of Military Justice (UCMJ)*. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force or this installation. This instruction establishes Luke AFB procedures governing the fire safety program to prevent fire, reduce loss from fire to personnel, real property, material, vehicles and protect the environment. It provides guidance implementing and maintaining a sound fire prevention program and establishes general and specific responsibilities, procedures, and practices for effective control and elimination of fire hazards. It applies to all military personnel, their family members, civilian personnel, tenants, contractors and concessionaires that reside and/or work on Luke AFB. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See

AFI 33-360, *Publications and Forms Management*, Table 1.1. This publication may not be supplemented or further implemented/extended. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

Content material has changed related to general index, general standards, AFI replaced AFOSH Standards, phone numbers, identification of renumbered publications; changes frequency of Munitions Area response drill to semi-annual per AFMAN 91-201; paragraph 2.4 outlines the unit commander’s responsibility to prepare Operational Risk Management (ORM) plans and Corrective Action Plans for fire hazards/fire safety deficiencies that cannot be corrected immediately in accordance with AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*, paragraph 2.6.10. Facility Manager responsibilities; 2.7. Dormitory Manager; 2.8. Residents/Occupants; 3.10. Normal Electrical Installations; 10.1. Control, Inspection, and Maintenance of Fire Extinguishers; 10.2., Use or Damage; 12.1. Open Fires; 12.6., Special Events; Attachment 10, Operational Risk Management Plan and Corrective Action Plan template. Updates Attachment 1, Glossary of References and Supporting Information.

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Chapter 1

GENERAL

1.1. Standards.

- 1.1.1. This instruction will be used in addition to guidance provided by DoD, HQ USAF and Major Air Command publications. The following standards will apply.
- 1.1.2. American Insurance Association (AIA).
- 1.1.3. Factory Mutual Engineering Corporation (FM).
- 1.1.4. Underwriters Laboratories, Inc (UL).
- 1.1.5. National Bureau of Standards (NBS).
- 1.1.6. National Fire Protection Association (NFPA).
- 1.1.7. American Gas Association (AGA).
- 1.1.8. American Water Works Association (AWWA).
- 1.1.9. Occupational Safety and Health Administration (OSHA).
- 1.1.10. Unified Facilities Criteria Handbooks (UFC).

1.2. Responsibilities.

1.2.1. Fire Prevention is a primary objective of the flight. This objective is achieved with an aggressive and effective fire prevention program consisting of fire safety education, inspections, enforcement and facility design review. A secondary objective is early intervention at emergency events by occupants, operators, and automatic fire detection/suppression systems. Finally, the third objective is to intervene early with firefighters when FES events occur. This multi-phased approach ensures mitigating actions are initiated as soon as possible to minimize consequences of the incident. The most crucial ingredient in an effective fire prevention program is the commander's involvement and awareness. All personnel, including contractors and concessionaires when working on Luke Air Force Base, will observe fire prevention measures. Unit commanders and supervisors are responsible for enforcing this instruction as it pertains to their respective building, area, and government. Anyone who deliberately or through negligence sets fire to or causes a fire in such a manner as to endanger the safety of any person or property will be in violation of this instruction, Federal Laws, and the Uniform Code of Military Justice. All unit commanders and supervisors will take appropriate administrative or disciplinary action in cases of willful misconduct or negligence involving fire prevention requirements. Any fire hazard or condition recognized by using personnel that is not specifically covered by this instruction will be brought to the attention of the Fire Prevention Office.

1.3. Reporting Fire and/or Smoke.

1.3.1. It is the responsibility of all personnel to report all fires to Luke Fire Emergency Services whether or not the fire can be or has been extinguished without the aid of the fire department.

1.3.1.1. Procedures for reporting a fire:

1.3.1.2. Immediately warn all building occupants verbally and/or by activating installed fire alarm system (manual pull station). Upon hearing a fire alarm, all building occupants are required to evacuate to a designated safe location.

1.3.1.3. Dial 911.

1.3.1.4. The person discovering the fire will give the Emergency Communication Center (ECC) operator, at a minimum, the following information.

1.3.1.4.1. Exact location of the fire, including the building number, stairwell, floor, room number, and/or the common name of the building, such as Post Office, Base Exchange, etc.

1.3.1.4.2. Name, grade, and the phone number from which the call is being placed.

1.3.1.4.3. The type of fire, if known, (EXAMPLE, building, electrical, gasoline, etc.)

1.3.1.5. Immediately after notification is made to Luke Fire Emergency Services, the person discovering the fire will:

1.3.1.5.1. If feasible, use the available fire extinguishers in an effort to control or extinguish the fire.

1.3.1.5.2. Close all doors and windows.

1.3.1.5.3. Close and lock all safes containing classified material.

1.3.1.5.4. Turn off all switches to electrical fans, ventilators, and evaporative coolers, this procedure will not apply to suspected gas leaks.

1.3.1.5.5. Post an individual in a conspicuous location outside the building to direct fire fighting personnel to the exact location of the fire.

1.3.2. Automatic fire alarm systems and pull boxes with alarm sounding devices are installed in base facilities to allow occupants to evacuate the building and send notification signal to the Emergency Communication Center (ECC). A positive means, such as a telephone, radio, runner etc., should be utilized in conjunction to provide the ECC operator with specific information.

1.4. Evacuation of Facilities.

1.4.1. When a fire alarm is activated, all personnel will evacuate the building. In buildings not equipped with a fire alarm system, the person discovering the fire will alert all personnel and ensure that the building is evacuated.

1.4.2. Fire Evacuation Drills. Conduct fire evacuation drills on assigned facilities to ensure all personnel are familiar with evacuation procedures. During fire evacuation drills, occupants of any building alerted to the possibility or presence of a fire, will evacuate to a safe distance. The development and posting of fire evacuation plans are not required in buildings when the means of egress is obvious, or adequate exit lights or signs are installed, unless required by other Air Force Directives. The Fire Prevention Office will be notified 24 hours in advance of any fire drills.

1.4.2.1. Fire evacuation drills will be conducted as listed below:

1.4.2.1.1. Monthly:

1.4.2.1.1.1. Child Development Care.

1.4.2.1.1.2. Youth Teen Center.

1.4.2.1.2. Quarterly:

1.4.2.1.2.1. Clinic.

1.4.2.1.2.2. Public assembly facilities (patron evacuation not required)

1.4.2.1.2.3. Mercantile facilities (patron evacuation not required)

1.4.2.1.3. Semi-Annual:

1.4.2.1.3.1. Munitions areas or facilities

1.4.2.1.4. Annual:

1.4.2.1.4.1. Industrial occupancies

1.4.2.1.4.2. Administrative facilities occupied by 25 or more persons.

1.4.3. Occupants should be aware of at least two means of egress. If utilization of the automatic or manual fire alarm systems is desired, the facility manager will coordinate with the Fire Prevention Office to operate the system during the evacuation drill. The facility manager will submit reports to 56 CES/CEFP, documenting the accomplishment of fire drill.

1.5. Telephone Stickers.

1.5.1. Fire reporting 911 telephone number stickers will be affixed to all telephones. Stickers are available at the Fire Prevention Office.

1.6. Fire Apparatus Priority.

1.6.1. All fire apparatus should be given the right of way over all other traffic. When vehicle siren or emergency strobes are on, traffic will clear all intersections, pull to the right and come to a complete stop.

1.7. Supervising Fire Fighting Operations.

1.7.1. The Senior Fire Official (SFO), at the scene, is in complete charge of all fire emergency incident operations.

1.8. Authority to Commandeer.

1.8.1. The SFO may commandeer available military vehicles, equipment, materials, and personnel, considered necessary for the control and extinguishment of fires, control of hazardous chemical spills, rescue of personnel and or protection of the environment.

Chapter 2

ASSIGNMENT AND RESPONSIBILITIES

2.1. Wing Commander.

2.1.1. The installation commander is responsible for the fire safety of personnel and property under their control, provided for by the FES programs contained in this instruction. This responsibility is discharged through the Fire Marshal and executed by the Fire Chief.

2.2. Fire Marshal.

2.2.1. The Civil Engineer (CE) Squadron Commander or the Base Civil Engineer (BCE) is the Fire Marshal. The Fire Marshal is responsible to the Installation Commander for oversight of FES programs and provides the Fire Chief the resources available to execute the FES mission.

2.3. Fire Chief.

2.3.1. The Installation Fire Chief is the FES Flight Chief and is directly responsible to the Fire Marshal for establishing, executing and maintaining FES programs; determining the resources required; conducting risk assessments; advising commanders regarding risk and capability, and implementing risk management actions.

2.4. Unit Commanders.

2.4.1. Unit commanders are responsible for and must ensure that sound fire prevention procedures are established and practiced in each activity or facility under their control and to correct fire hazards and deficiencies. Unit commanders will:

2.4.2. Appoint a facility manager and/or unit safety representative (USR) and alternate for their facilities, in writing, to the 56th Civil Engineer Squadron Fire Prevention Office (56 CES/CEFP).

2.4.3. Develop an operating instruction describing general and specialized fire safety requirements for operations/processes within their unit.

2.4.4. Conduct semi-annual reviews of the Unit Fire Safety Program.

2.4.4.1. The using organization's commander is responsible for correcting fire hazards and fire safety deficiencies (FSD). When deficiencies cannot be corrected immediately, the using organization's commander initiates corrective action and prepares an ORM plan ([Attachment 10](#)) in accordance with AFI32-10141. The ORM plan must ensure the safety of all occupants to the satisfaction of the fire chief. The installation commander must approve the ORM plan.

2.4.4.2. In addition to developing an ORM for all FSDs I and IIs the facility user with the support of Fire Emergency Services, CE Planning, CE Operations (as appropriate), and Wing Safety will develop and submit a Corrective Action Plan ([Attachment 10](#)). The wing commander shall approve the plan prior to forwarding it to MAJCOM/A7 for informational purposes.

2.4.4.3. The Fire Chief establishes reasonable timelines for the initiation of corrective actions. When these timelines are not met, the Fire Chief will notify the next higher commander progressively up to the installation commander.

2.4.4.4. Plan and advocate for the correction of fire safety deficiencies within their assigned facilities.

2.4.4.5. Ensures fire drills are conducted monthly for child daycare, quarterly for medical facilities and annually for all other facilities.

2.4.4.6. Ensure all newly assigned personnel, military, civilian, and contractors receive fire prevention training within 30 days of assignment and documented.

2.5. Functional Managers.

2.5.1. Functional managers (Unit Commander) are the senior operating officials at all levels exercising managerial control of an activity or operation. These individuals usually are those who can acquire and commit resources for the abatement of occupational safety and health hazards. Functional managers must sign any AF Form 1487, *Fire Prevention Visit Reports*, issued against facilities and operations under their control that identified uncorrected hazards or FSDs.

2.5.1.1. Functional managers are responsible for establishing and maintaining a viable unit/squadron Fire Safety Program as required by AFI 91-203, Air Force Consolidated Occupational Safety Instruction and AFI 91-301 (Rescinded, 30 Aug 2011).

2.5.1.2. A unit Fire Safety Program review will be conducted and documented annually by the functional manager or designee.

2.6. Facility Managers.

2.6.1. Facility managers are responsible to the functional manager for the fire safe condition of their facility(s) as specified in AFI 32-2001, AFI 91-301, and AFI 91-203. The facility manager or designee will accompany the fire inspector during scheduled inspections and effect immediate action to correct identified fire safety deficiencies. All facility managers and their alternate's needs to complete the computer based training for Facility Managers. Unit safety representatives are highly encouraged to complete the computer based training as well. The facility manager's fire safety related duties include, but are not limited to:

2.6.2. Check daily for fire hazards, exit door operation, fire extinguisher serviceability and proper location, installed fire suppression systems that were discharged or damaged.

2.6.3. Conduct and annotate monthly visual fire safety inspections of detection systems, fire extinguishers, emergency lighting, emergency exits, and exit access. (See Attachments 7, 8, & 9)

2.6.4. Immediately notify the fire prevention office, extension 6-7350, of any fire hazards that cannot be corrected by unit personnel.

2.6.5. Develop and implement a fire safety inspection program for all facilities, which is applicable to the occupancy and its associated processes and hazards. This program will utilize applicable checklist (See Attachment 2) and documentation log, and will be outlined in the facility fire safety plan.

2.6.6. Maintain a facility fire safety binder or folder containing a copy of LUKEAFBI 32-2001, fire safety equipment inspection documentation, fire extinguisher inspection documentation, AF Form 1487's, AF Form 332's, Base Civil Engineer Work Order, for corrective action of fire safety deficiencies, copies of Flammable Liquid Storage License, facility fire safety plan, fire drill documentation, copies of contractor activity documents, smoking area request letter, and other information relating to facility fire safety.

2.6.7. Ensure the complete fire prevention orientation of newly assigned personnel, facility managers and supervisors through the use of training outlines established IAW AFI 91-301.

2.6.8. Fire prevention inspections and fire safety practices in facilities, rooms, or areas which are under continuous lock and key are the responsibility of the individual supervisor maintaining that secured area. Additionally, it is the facility manager's responsibility to arrange access to these facilities for the base fire department to perform scheduled fire prevention inspections.

2.6.9. Develop a site-specific emergency action plan for the assigned unit to follow when fire is found. Plans must cover fire reporting, personnel evacuations and accountability, fire safety equipment and facility closing inspections, safeguarding classified information, first aid, fire fighting (fire extinguishers), closing doors, and shutting down of evaporative coolers. Depending on the type of activity, the plan will also include such items as emergency removing aircraft from hangers, protecting high value equipment and critical material, and accidents involving fuel handling. Send plans to the Fire Prevention Office for review and filing. Plans must be reviewed annually for needed changes and updates.

2.6.10. Facility managers are responsible for the Unit Commanders Fire Safety Program within their assigned facilities and will keep the commander informed of program status.

2.6.11. The Facility Manager, at the direction of the unit commander, will establish all ORM's for their respective facilities for outages of the fire alarm panel, fire detection/suppression or foam system; coordinate and return a copy to the Fire Prevention Office.

2.7. Dormitory Managers.

2.7.1. Dorm managers must ensure dormitories are safe from fire at all times by taking prompt action to correct fire hazards. Fire safety requirements for dormitory managers are as follows:

2.7.1.1. Emergency Lighting & Exits.

2.7.1.2. All exits, exit accesses, and exit discharges must remain clear and unobstructed at all times. All fire doors must remain closed at all times, unless attached to alarm system magnets.

2.7.1.3. Where installed, exit lights must burn continuously, and signs must not be obstructed.

2.7.1.4. . Emergency lighting must be operational at all times, tested monthly, and annotated in the fire facility folder where installed.

2.7.2. Fire extinguishers.

2.7.2.1. Fire extinguishers in dormitories will not be relocated or removed (except for an actual fire situation) without permission of the fire prevention office.

2.7.2.2. Except for use during an actual fire, discharging of an extinguisher is prohibited.

2.7.2.3. Take fire extinguishers requiring service to a certified fire extinguisher vendor approved by the Fire Prevention Office.

2.7.3. Fire Suppression/Smoke Detector Policy.

2.7.3.1. The 56 CES will test dormitory room smoke detectors. Occupants must vacuum them monthly to remove dust/lint to minimize false activation.

2.7.3.2. Room occupants will not reset or remove detectors. Notify the base fire department for assistance to reset.

2.7.3.3. Tampering with fire detection and alarm systems is against the law. Occupants are prohibited from removing or disabling smoke detectors and fire alarm bells.

2.7.3.4. Fire suppression sprinkler heads will not be used to hang clothes etc.

2.7.3.5. Fire hydrants must be kept unobstructed and clear for access by firefighting vehicles.

2.7.3.6. Fire lanes must be kept clear at all times.

2.7.4. Storage & Mechanical Rooms.

2.7.4.1. Storage rooms must be kept in a neat and orderly manner.

2.7.4.2. Boxes and other material may be stored in the occupant's room provided they do not block the doorway and allow access for firefighting operations.

2.7.4.3. Mechanical rooms are off limits to unauthorized personnel and will not be used as storage facilities.

2.7.4.4. Storage of combustible materials under stairways is prohibited.

2.7.5. Cooking & Barbecuing.

2.7.5.1. Cooking in dormitories is only authorized in designated areas. Using applicable AFI's; the fire prevention office will determine designated areas. Never leave the kitchen when cooking; unattended cooking is prohibited.

2.7.5.2. BBQ grills will not be operated near fire escapes or within 15 feet of the facility.

2.7.5.3. BBQ grills will be stored in a safe location away from flammable/combustible storage areas.

2.7.6. Flammable & Combustible Liquids.

2.7.6.1. Flammable and combustible liquids must be stored in accordance with AFI 91-203. Liquids must be kept in approved containers not exceeding 2 gallons and secured in an outside storage facility at least 50 feet from the dormitory.

2.7.6.2. Equipment with internal combustion engines will not be stored inside the facility.

2.7.7. All Electrical and Electronic Equipment

2.7.7.1. All electrical and electronic equipment must be UL or FM Corporation listed.

2.7.7.2. Electrical cords may not be spliced or taped. Do not use extension cords, power strips or surge protectors in a series (e.g., plug power strips or surge protector into an extension cord)?

2.7.7.3. The use of any multiple-type outlet without a fuse or a built-in circuit breaker is prohibited.

2.7.8. General Concerns.

2.7.8.1. Outside areas must be kept in a fire-safe condition, to include the following:

2.7.8.2. Use of candles, incense and oil lamps is prohibited in the dormitories (wicks are not burned; lamps contain no oil). Recommend cutting the wicks. Electric type allowed.

2.7.8.3. Trash and other refuse must be removed from individual rooms daily.

2.7.8.4. Provide a safety can for disposal of smoking material. The can must be painted red and marked "**BUTTS ONLY**" in black lettering; butt cans must be emptied daily. Paper and trash in butt cans are prohibited.

2.8. Residents/Occupants.

2.8.1. Individuals living or working on Luke AFB are responsible for safeguarding the property under their care. They are responsible for conducting operations in a manner that creates the least risk or injury to themselves/other individuals in their area. All individuals must receive an initial workplace fire safety orientation from their supervisors, to include specific hazards for their area, and how to report fire and safety hazards if they exist. Individuals should contact their supervisors when they have questions about fire/safety issues.

2.9. Fire Prevention Lectures and Demonstrations.

2.9.1. Fire prevention lectures and demonstrations are available for all functional area social group, upon request of that group, the unit commander, or the functional supervisors. Call the Fire Prevention Office 56 CES/CEFP, ext. 6-7350.

2.10. Civil Engineer Squadron Commander.

2.10.1. Will ensure quality and timely inspection, testing, and repairs are performed on all base facility fire safety related equipment. The 56 CES/CEFP will assist in identifying type and location of equipment, inspection/testing criteria and frequency, all of which must comply with NFPA, manufacturer, and safety standards

2.10.2. Ensure all project specifications and drawings for new construction, modification, or rehabilitation, [including non-appropriated funds, Army and Air Force Exchange Services (AAFES)], are coordinated with the Fire Prevention Office for review and signature. Project plans, drawings and specifications will be provided and scheduled to allow at least three workdays for fire prevention personnel review.

2.10.3. Ensure all work conducted by the SABER contractor has an approved AF Form 332, coordinated by 56 CES/CEFP. Work must be reviewed and approved by the Fire Prevention Office prior to actual construction. This will ensure fire prevention measures have been reviewed.

2.10.4. Fire Prevention Personnel will attend all pre-construction and pre-performance meetings with the engineering contract manager to coordinate fire prevention requirements and all pre-final inspections of construction projects involving fire protection and/or life safety. This includes all USAF, Navy, Marines, Army, Corps of Engineers, AAFES, or AFMPS controlled projects. Project engineers will notify the Fire Prevention Office of all pre-design, pre-construction and pre-performance conferences, pre-final inspections, board reviews, and modifications of projects. All construction projects, whether new or maintenance and repair, will be monitored to make sure they comply with appropriate fire safety criteria. Each contract will contain a specific section on fire prevention. When fire hazards or unsafe practice conditions are found, the quality assurance evaluators (QAE) or contract monitor will be notified. The QAE or contract monitor will advise the responsible contractor to take corrective action.

2.10.4.1. It is the responsibility of the contractor to ensure that the construction documents include all of the fire protection requirements and the shop drawings are correct and in compliance with the applicable codes, regulations, and standards.

2.10.4.2. Review and approval by the Fire Prevention Office shall not relieve the contractor of the responsibility of compliance with this instruction.

2.10.4.3. Where field conditions necessitate any substantial change from the approved plan, the Fire Prevention Office shall have the authority to require the corrected plans be submitted for approval.

2.10.4.4. CEO flight will notify the ECC when roads or streets will be blocked by contractors or other repair/maintenance personnel.

2.10.4.5. CEO flight will, upon completion of work on projects involving fire suppression or detection systems, notify the Fire Prevention Office of the final test time to permit inspection and certification.

2.10.4.6. CEO flight will notify the ECC when fire protection/detection systems or fire hydrants must be put out of service and/or returned to service.

2.10.4.7. CEN flight will notify the Fire Prevention Office, 24 hours in advance, of any pre-construction conferences.

2.10.4.8. CEO flight will provide the fire prevention office with annual water & fire hydrants testing report.

2.10.5. Civil Engineering (CE) Service Call will:

2.10.5.1. Upon request, ensure the rapid notification of any required CE squadron personnel with proper tools and equipment to each incident.

2.10.5.2. Upon request, provide heavy equipment support to the scene of a fire or emergency.

2.10.5.3. Prioritize calls which are certified as fire safety hazards.

2.10.5.4. Notifies the ECC when the water supply drops below minimum standards for fire protection.

2.10.5.5. Forward a current facility list with the names of facility managers, alternates, and telephone numbers to the Fire Prevention Office annually or when changes are made.

2.10.6. Resources Flight will ensure the Real Estate Element notifies the Fire Prevention Office before any changes occur in regards to building redesignation, use, occupancy change, or disposal.

2.11. Maintenance Group Commander will:

2.11.1. Ensure maintenance squadron commanders develop plans, (including removal of aircraft from facilities or area(s) involved in a fire) to stop the spread of fire to aircraft. Provide teams for removal of aircraft support equipment in case of fire, to include a minimum of 2 hand tow bars.

2.11.2. Direct evaluation exercises.

2.11.3. Ensure wheel type fire extinguishers that require maintenance are tagged and taken to an established drop off point.

2.12. Medical Group Commander will:

2.12.1. Designate one ambulance and crew to respond to all fires and emergencies.

2.12.2. Ensure the ambulance crew reports to the SFO in charge for instructions.

2.13. Munitions Flight Commander.

2.13.1. Ensures Munitions Control notifies the ECC when a fire symbol changes in ammunition storage building areas and/or igloos.

2.13.2. Ensures munitions control notifies the ECC when commercial carriers transport munitions on- or off- base.

2.13.3. Ensures munitions control notifies the ECC when munitions primary or secondary transport routs are altered.

2.14. Security Forces Squadron Commander.

2.14.1. Ensures the Security Forces Desk Sergeant dispatches patrols to the scene of fire and/or emergencies to provide traffic, security, and personnel control.

2.14.2. Notifies the ECC when streets are blocked and gates are closed.

2.14.3. Prohibits parking within of a fire hydrant, sprinkler connection, street intersection, buildings, fire lanes, or areas that block the way of fire apparatus and equipment.

2.14.4. Ensures normal scheduled security patrols form a watch of buildings and facilities during the night when fire detection systems are out of service for extended time periods. Any potential fire hazards will be reported, at once, to the ECC.

2.14.5. Ensures Security Forces assist in building evacuations during major accident response exercises (MARE) and emergencies.

2.14.6. When requested, notify the responsible First Sergeant of any dormitory where a false alarm occurs.

2.14.7. Will coordinate with the Fire Chief or Incident Commander any force protection initiatives that limit fire apparatus emergency response routes or facility access.

2.14.8. Minimize conflict from force protection initiatives and Life Safety Code requirements.

2.15. Emergency Communication Center (ECC).

2.15.1. Will notify the following, as appropriate, when a fire is reported;

2.15.1.1. During Duty hours:

2.15.1.1.1. Security Forces.

2.15.1.1.2. Clinic.

2.15.1.1.3. Civil Engineer Service Call.

2.15.1.1.4. Fire Marshal.

2.15.1.1.5. Command Post.

2.15.1.1.6. Water Plant.

2.15.1.1.7. Control Tower.

2.15.1.1.8. Fire Chief and Deputy Fire Chief.

2.15.1.2. During other than normal duty hours:

2.15.1.2.1. Security Forces.

2.15.1.2.2. Civil Engineer Service Call.

2.15.1.2.3. Fire Chief and Deputy Fire Chief.

2.15.2. Will, when directed by the on-duty SFO, notify the base Fire Marshal and MSG/CC.

2.16. Inspection Process.

2.16.1. Fire prevention personnel on a scheduled or no-notice walk-through basis will conduct fire prevention inspections. In addition, facility managers or alternates perform daily inspections of their assigned facilities.

2.16.2. Fire prevention personnel will use AF Form 218 (Facility Fire Prevention/Protection Record) or automated equivalent as a checklist and recording document during the inspection process. AF Form 1487, Fire Safety Visit Report, will be issued when a fire hazard or any fire safety deficiency is noted but not corrected during the inspection, when a trend of minor hazards with potential to become a major hazard is noted, or when (or) if the functional manager fails to support or establish an effective unit fire prevention program.

2.16.3. Immediate action must be taken by the functional manager to correct noted hazards as indicated on the AF Form 1487. Hazards must be corrected by the suspense date indicated on the AF Form 1487 and returned to the Fire Prevention Office, 56 CES/CEFP, within the suspense noted on the report and must be signed by the functional manager.

2.16.4. Responsibility for compliance with the Assistant Fire Chief of Fire Prevention's Recommendations rests with the unit commander and supervisor of the unit being inspected.

2.16.5. The AF Form 1487 may be routed through the highest base command level necessary to ensure correction of hazards or deficiencies when deemed necessary by the Fire Chief.

2.17. Contract and Concessionaires.

2.17.1. The Services Squadron Commander and the AAFES General Manager will appoint a supervisor to ensure all contracted projects and concessionaires comply with this instruction.

2.17.2. Contract and concessionaire employees must be briefed on fire reporting, evacuation procedures, and other related fire prevention policies by their immediate supervisor. Briefing documentation must be accomplished.

2.17.3. Contracts carried out on Luke Air Force Base will state the contractors' and concessionaires responsibilities for fire safety and compliance with fire safety standards.

Chapter 3

ELIMINATION OF FIRE HAZARDS

3.1. Control of Smoking.

3.1.1. At the end of each work shift, supervisors will ensure an inspection of all designated smoking areas is conducted to ensure smoking material has been properly disposed in a self closure container or smoking receptacle; the use of sand buckets are not allowed.

3.2. Smoking Areas.

3.2.1. Submit requests, in writing, to the fire department for approval of smoking areas within or near hazardous locations such as munitions, POL, maintenance repair facilities, and chemical storage areas.

3.3. Smoking and Disposal of Smoking Material.

3.3.1. Except when permitted in designated areas, smoking, striking of matches, or operating mechanical cigar/cigarette lighters will be prohibited in or within 50 feet of: aircraft, hangars, aircraft repair docks, paint and corrosion control shops, and flammable liquids. Smoking is prohibited within 100 feet of POL storage or dispensing areas, fuel dispensing vehicles or refueling/defueling operations, vehicle maintenance or similar facilities of an extra hazardous nature, aircraft LOX carts, LOX plants, flammable storage areas and in all munitions loading areas.

3.4. Electrical Installation and Equipment.

3.4.1. All electrical and equipment installations will conform to the National Electrical Code as defined by NFPA Standards.

3.5. Electrical Appliances.

3.5.1. Only electrical irons, coffee pots, microwave ovens, popcorn poppers (closed element type only) are permitted in dormitories. Each individual is responsible to ensure that these electrical appliances are in good operating condition and disconnected when not in use. At no time will appliances be left unattended while in use.

3.5.2. The use of electrical appliances of any type will be prohibited in hazardous areas unless approved, in writing, by the Fire Prevention Office.

3.5.3. The use of hot plates and other electrical appliances used to prepare food or supply heat are prohibited outside authorized food preparation facilities unless approved in writing, by the Fire Prevention Office.

3.5.4. Electrical coffee makers or coffee pots may be operated except in those areas stated in paragraph 3.5.1. In all cases, the appliance must have the approval of the Underwriters Laboratories (UL) or Factory Mutual Lab. The appliance must also be placed upon a noncombustible surface and be disconnected at the end of each workday or when not in use. Timers on coffee makers are not permitted except for Keurig-type coffee makers.

3.5.5. Portable heaters equipped with a tilt switch are authorized in areas where heating is not available as long as heaters are placed away from combustibles and are unplugged at the end of each duty day.

3.6. Electrical Equipment Installed in Hazardous Locations.

3.6.1. All electrical equipment installed in hazardous locations will conform to requirements of Underwriters Laboratories or Factory Mutual Laboratories for the particular location involved. This includes, but is not limited to areas where flammable liquids, dust, or gases are potentially present.

3.7. Extension Cords.

3.7.1. Extension cords will not be frayed, cut, missing parts or worn. They will be used in one continuous length without splice or tape. Extension cords will not:

3.7.2. Be used as a substitute for fixed structural wiring.

3.7.3. Be run through holes in walls, ceilings or floors.

3.7.4. Be run through doorways, windows, or similar openings.

3.7.5. Be concealed behind building walls, ceiling, or floors.

3.7.6. Be attached to building surfaces.

3.7.7. Be used to power a golf cart battery charger(s) outdoors unless plugged into a Ground Fault Circuit Interrupter (GFCI) circuit.

3.7.8. Multiplug outlet adapters will not be used.

3.7.9. Multi-plug outlet extension cords (surge protectors) designed as electrical voltage surge protection will only be used for electronic equipment requiring electrical surge suppression.

3.7.10. Multiple outlet extension cords (power strips) used to operate non-electronic equipment like coffee makers, fans, or other such devices, must meet the following provisions:

3.7.10.1. Must be equipped with an integral over-current protection device (circuit breaker).

3.7.10.2. Must have a hard or extra-hard usage rating, (classification letters SJ, SE, SO, ST, or W embossed on the cord itself).

3.7.10.3. Will not be used to operate appliances or equipment within six feet of a sink or other water source unless plugged into a Ground Fault Circuit Interrupter (GFCI) circuit.

3.7.10.4. Must be visible and accessible.

3.8. Alterations.

3.8.1. Alterations in wiring and bridging of fuses are prohibited. Only certified electricians will install, alter, or repair electrical wiring.

3.8.2. Suspended grid ceiling tiles will not be permanently removed. Tiles will be in place throughout the suspended grid system at all times.

3.8.3. Holes in gypsum type walls one inch or larger will be repaired immediately.

3.8.4. Holes in fire walls, fire partitions, and fire doors one inch or larger will be repaired using fire rated materials and methods designed for that purpose.

3.8.5. Doorstops will not be attached or used on fire doors.

3.9. Lights.

3.9.1. Clearance between electrical light fixtures and stored material will be 18 inches or more in all directions.

3.9.2. Branch lighting circuits will not be fused in excess of 20 amperes. Other circuits will be fused in accordance with National Electrical Code standards or as specified by Civil Engineering Electrical Shop. Fuses will not be bridged, bypassed, or replaced with one of larger capacity. Circuit breakers will not be secured in the "on" position.

3.9.3. Electric light fixtures (screw shell type) will not be used as wall receptacles.

3.9.4. No portable type lamp assemblies will be used without a proper guard or wire shield as protection against breakage. In areas where flammable or explosive vapors are likely to exist, electrical equipment must be approved for Class I and appropriate division hazardous location.

3.9.5. Electrical lamps in dormitories will not be equipped with bulbs of a greater wattage than that recommended by the lamp manufacturer.

3.10. Normal Electrical Installations.

3.10.1. Cover plates will be installed on all wall outlets, switches, panel boxes, and junction boxes.

3.11. Heating and Cooking Appliances.

3.11.1. Furnace, heat exchanger, and air handling rooms will be kept locked and entered by authorized personnel only. Storage of any items is strictly prohibited in these areas.

3.11.2. Stoves, smoke pipes, grease ducts, and/or heating equipment will have sufficient clearance to prevent ignition of surrounding combustible material as outlined in National Fire Codes. Only qualified personnel from civil engineering or housing maintenance will light, adjust, move, or repair any furnace, range, stove, or the control system.

3.11.3. All commercial/restaurant-type cooking facilities equipment shall be installed in an approved location and shall be protected by an installed hood and duct exhaust system. It shall also be protected by an installed fire suppression system as required by AFI 91-203 and NFPA 96. Managers and employees will follow open/closing checklist located in facility manager folders.

3.11.4. Domestic cooking, except for military family housing, must be approved by the Fire Prevention Office and be protected by a domestic fire suppression system at organization's expense.

3.11.5. Cooking (including hot plates, electric frying pans, roasters, and similar cooking appliances) is prohibited in the hangars, office areas and dormitory rooms, except for special occasions approved by the Fire Prevention Office.

3.12. Interior Finish and Appliances.

3.12.1. Use of interior finish materials for wall, ceiling, and floor must conform to the following requirements:

3.12.1.1. Only Class A interior finish materials (as defined in NFPA 101 Life Safety Code) will be used for exit path way and sleeping room walls, ceilings and partitions. Interior finish for all other areas will be either Class A or Class B.

3.12.1.2. Use of Class C or lower rated material is not permitted except for trim and incidental finishes, not exceeding 10 percent of the wall and ceiling areas of any room.

3.12.1.3. Cellular or foamed plastic materials will not be used as interior wall or ceiling finish.

3.12.1.4. Ceiling fan installation may only be done with an approved AF Form 332.

3.12.1.5. Ceiling fans must be located so that all fire protection devices are six inches outside the perimeter of the fan blades.

Chapter 4

WELDING, CUTTING AND BRAZING

4.1. Welding and Cutting.

4.1.1. The flame and heat produced by welding equipment may create a fire or explosion hazard. Because of the numerous possibilities of fire or personal injury, it is essential that safe welding practices be observed at all times. Additional safety requirements for welding, cutting, and brazing are contained in AFI 91-301. A fire extinguisher will be available prior to any welding, cutting, or brazing operations, including the use of propane torches.

4.1.2. Welding or torch cutting operations will be performed IAW AFI 91-203 by qualified personnel and whenever possible, in booths or rooms constructed for that purpose.

4.1.3. When welding, torch cutting or brazing must be accomplished outside, in authorized booths or rooms, an AF Form 592, welding permit will be issued by the job, day, week, and/or month for approved hot work operations.

4.1.4. Each civil engineer shop, such as Utilities , HVAC or Electrical, will develop and maintain an AF Form 592 welding permit issuing and tracking program and will comply with the requirements of AFI 91-203. Annual certification class is required for an annual permit. Welding and cutting permits for contractors will be issued by the fire prevention office. Permits for contractors will only be issued for a maximum of 30 days.

4.1.5. Upon completion, but not more than 24 hours of the work or expiration of the welding permit; contractors will return their copy of the AF Form 592 to the fire prevention office.

4.2. Within Vicinity of Flammable or Explosive Material.

4.2.1. Welding will not be permitted in the vicinity of flammable or explosive material until all possibility of fire or explosion has been eliminated. Where the removal of combustible material is impractical, a suitable fire resistant shield and/or welding blanket will be placed between the material and the hot work operation.

4.3. Safety Watch.

4.3.1. An additional person will be used as a "safety watch" on a welding team when welding is conducted outside an approved welding location.

4.4. Welding Equipment Inspection.

4.4.1. All welding equipment will be inspected daily for damage, loose connections, or unsafe conditions. Repair or replacement will be made immediately.

4.4.2. Keep oil and grease away from oxygen cylinders and fittings (this is an explosive hazard).

4.4.3. Immediately shut off regulator hose valves when welding hose bursts or escaping gas ignites.

4.4.4. Welding, cutting, and brazing is prohibited in military family housing areas except by authorized civil engineer craftsman or contract personnel with a welding permit.

Chapter 5

FLAMMABLE LIQUIDS AND GASES

5.1. Above and Underground Storage.

5.1.1. All above and underground storage will be operated according to AFI 91-203 or other applicable directives and technical orders. When conditions are found that are not covered by a directive, the National Fire Protection Association manuals and/or the decision of the Base Fire Chief will apply.

5.1.1.1. All organizations or activities having a requirement to store flammable or combustible liquids inside or outside facilities will:

5.1.2. Procure and maintain an approved metal storage cabinet, with minimum one hour fire rated inside storage room, and/or storage buildings according to AFI 91-203.

5.1.3. Flammable liquids used inside a building will not exceed a one-day supply. Flammable liquids will be moved to the storage structures or locker at the end of each workday. Plastic or glass type containers will not be utilized for the storing, dispensing, or carrying flammable liquids, except those used by POL for testing purposes or for alcohol used for cleaning computers video equipment, etc. Flammable liquids will not be transported in open containers.

5.1.4. Cleaning solvent tanks will be of metal construction, equipped with a hinged cover and counterbalanced by a chain with a fusible link to ensure closing in the event of fire.

5.1.5. All provisions of AFI 91-203, and NFPA Codes will be adhered to as required.

5.2. Use for Cleaning Purposes.

5.2.1. The use of any highly flammable liquid (flash point less than 100 degrees Fahrenheit (F) for cleaning purposes is prohibited. Only approved cleaning solvents will be used.

5.3. Spray Painting.

5.3.1. Spray painting inside buildings is not permitted unless accomplished in an approved spray booth, or when qualified painters are spray painting the building. Exception to this requirement is spray painting in hangars authorized by AFI 91-203 and/or T.O. 42A-1-1. Spray residue will be removed upon completion of work for that day.

5.4. Use of Approved Flammables.

5.4.1. Operations requiring the use of approved flammables will be located so as not to interfere with the evacuation of personnel in the event of ignition.

5.4.2. Extreme care will be taken to avoid spilling fuel. Should a spill or leak occur, all operations will be stopped immediately, the area must be evacuated, and the Luke Fire Emergency Services notified.

5.4.3. Flammable liquids are prohibited for use to remove paint from floors.

5.4.4. Plainly mark the lids with the name of contents on metal containers used for separate disposal of oil and paint soaked rags, waste paper, shavings, and other flammable material. At the end of each day or shift, the containers will be emptied.

5.5. Storage/Disposal of Flammable Liquids.

5.5.1. Do not permit flammable liquids to enter drainage or sewer systems. Contact Fuels Management for proper disposal.

5.5.2. Oil and hydraulic spills on the flight line will be cleaned up with approved absorbent material.

5.5.3. All flammable liquid storage cabinets which contain such items as paint, varnish, lacquers, WD-40 and other finishing materials will be authorized and approved by the Fire Prevention Office. Flammable liquid storage license "Luke AFB Form 198" will be prepared in duplicate by the requesting organization and sent to the Fire Prevention Office for authorization and approval. **Only liquids with a flash point of 100 degrees Fahrenheit or less are required to be listed on the Luke AFB Form 198.** The original form will be filed with the Fire Prevention Office and a copy will be maintained by the facility manager and posted with the flammable storage cabinet. The following list represents minimum requirements for flammable storage and their license requirements.

5.5.3.1. The location of the flammable storage cabinet will be positioned so as not to prevent a safe exit from the area or the building.

5.5.3.2. Flammable storage level will not exceed a 3-day supply. Exception: One container of each different type of flammable, used infrequently, may exceed the 3-day supply. For example: several cans of different color spray paints, used during a specific task, may exceed the 3-day limit.

5.5.3.3. All storage must be chemically compatible.

5.5.3.4. Flammable storage cabinets will be located in a separate room or at least 50 feet from any explosive or munitions storage locations.

5.5.3.5. Licenses will be reviewed annually by the facility manager and annotated in Section II; with the date and the facility manager's initials. The facility manager will ensure the licensed flammables match that of the cabinet inventory.

5.5.3.6. All cabinets used for flammable storage must meet or exceed requirements of AFI 91-203.

5.5.3.7. Any changes in the flammable contents of the cabinet will require the license to be updated and requires prior approval from the Base Fire Prevention Office.

5.5.3.8. Storage cabinets will be positioned and maintained in an area free from ignition sources such as smoking, sparking, and heat producing equipment.

5.6. Storage of Flammable Gas Cylinders and Chemicals.

5.6.1. Cylinders that contain flammable and/or explosive gases can only be effectively extinguished by stopping the flow of gas at its source. In order to eliminate fires due to this potential, the following prevention control measures will be enforced.

5.6.1.1. Gases will be stored in authorized locations only. Supplies of oxygen and acetylene or other flammable gas will be separated by 30 feet or a firewall so that in the event of leakage the gases will not mix.

5.6.1.2. Oxygen and acetylene gas cylinders will be stored in an upright position and firmly secured to prevent the cylinders from falling.

5.6.1.3. Store cylinders that are permitted inside buildings away from highly combustible materials and position where they will not be exposed to excessive increase in temperature.

5.6.1.4. When cylinders are being handled, the valve on empty gas cylinders will be closed and the valve bonnet cover will be installed.

5.6.1.5. All flammable gas storage areas will be conspicuously posted with the words "Flammable Gas" and "No Smoking within 50 Feet". All petroleum base products will be kept away from oxygen cylinders and fittings.

5.6.1.6. In spaces or areas designated for storage of flammable explosive gases in groups A, B, C, and D, all electrical wiring and equipment will comply with Class 1, Division 1 and 2, as defined in Chapter 5, Article 500, National Electric Code.

5.6.1.7. All chemicals and gases will be stored according to NFPA 30 & 55.

5.6.1.8. The Fire Prevention Office must be notified in writing of locations using or storing chemical oxidizers exceeding permissible quantities as per NFPA 430.

5.6.1.9. The Fire Prevention Office must be notified in writing of locations using or storing corrosive chemicals which are 3.5 or lower, 10.5 or higher on the Ph scale.

5.7. Powered Equipment and Vehicle Servicing.

5.7.1. Service station / fueling operations shall be IAW NFPA 1, NFPA 54 and NFPA 30A. Power equipment and vehicles will not be fueled while the engine is running. No refueling will be conducted inside a building or within 20 feet of a building (except authorized service stations). Base gas stations (Air Force, BX and Shoppette) will cease all fueling operations while their fuel storage tanks are being refueled.

5.7.2. Cell phones or other similar radio wave transmitting devices, which are not certified intrinsically safe, will not be used while refueling or in any location where flammable vapors may be present.

5.7.3. Only UL Listed or Factory Mutual approved safety containers will be authorized for use. Portable gas containers will not be filled while in the cargo or passenger compartment of any vehicle. Filling of approved portable gas containers shall only be performed while the container is sitting on the ground.

5.7.4. Do not reenter vehicles once fueling operations have begun.

Chapter 6

PACKING MATERIAL AND HOUSEKEEPING

6.1. Storage.

6.1.1. Supply material will be piled to minimize the spread of fire and to permit convenient access for fire fighting, salvage, or removal of material that may constitute a hazard. Neat stacking and good housekeeping will be maintained at all times. Commodities that are particularly susceptible to water damage will be on skids, dunnage, pallets, or elevated platforms in order to maintain at least four inches clearance from the floor.

6.1.2. Height of piles should be kept as low as practical and volume sufficiently limited so that any fire occurring within the pile can be contained and extinguished by available means. Where automatic sprinkler protection is provided, clearance of at least 18 inches in all directions when stack heights do not exceed 15 feet will be maintained. When stack heights exceed 15 feet, a 36-inch clearance will be maintained.

6.1.3. Storage of combustible materials under stairways is prohibited, unless it is constructed to have a minimum one-hour fire rating and is protected by an installed fire detection or suppression system.

6.1.4. Mechanical rooms, boiler rooms, electrical vaults, equipment and machinery rooms will not be used for storage purposes per AFJMAN 23-210. Secure these rooms with the proper locking means set forth in the NFPA 101.

6.1.5. All facilities or portions of facilities used for the purpose of material storage will comply with all applicable requirements of DOD 4145.19-R-1 Storage and Materials Handling.

6.2. Housekeeping.

6.2.1. Good housekeeping is the responsibility of all personnel. The quality of cleanliness and orderliness will reflect the overall efficiency of the unit fire prevention program.

6.2.2. All trash containers will be constructed of noncombustible material.

6.2.3. All trash containers over five gallons in capacity will be equipped with a metal cover. All 5 gal or less trash containers will be emptied at the end of each work shift.

6.2.4. All trash containers, dumpster containers, and trash collection racks will be at least 25 feet from any building.

6.2.5. Open cartons of oil based sweeping compounds will be stored in covered metal containers.

6.2.6. Oil, grease, gasoline, and other substances spilled on floors will be cleaned up immediately with approved cleaning materials. Sawdust or wood shavings will not be used on flammable materials due to the increased potential for fire by means of chemical reaction and material decomposition.

6.2.7. After initially opened from manufacturer's original packaging, steel wool will be treated as a combustible material and will be stored in a noncombustible container equipped with a lid, after initially opened from manufacturer's original packaging.

6.2.8. Rubbish, combustible materials, rags, mattresses, and other such combustibles and waste materials will not be allowed to accumulate in corners, closets, hallways, and other areas where such accumulation may contribute to spread of fire.

6.2.9. Rubbish, paper, dry grass, and other combustibles, flammables, or vegetation will not be permitted to accumulate under or approximate to buildings, tanks, unloading racks, aircraft parking areas, ammo storage areas, or similar locations near any structure.

Chapter 7

PUBLIC ASSEMBLY AND OTHER RELATED AREAS

7.1. Responsibilities.

7.1.1. Managers, assistant managers, and supervisors are responsible for, and must ensure that sound Fire Prevention procedures are established and practiced in each activity of facility under their jurisdiction. Managers will emphasize fire reporting, utilization of fire extinguishers, evacuation procedures, safe operations of commercial cooking equipment, trash disposal, closing inspection procedures and fire prevention for custodial personnel.

7.1.2. Managers of public assembly and recreational facilities must establish and maintain a certification system to assure employees have been trained and understand their fire safety responsibilities within the work environment. This certification system must meet AFI 91-203 requirements, which includes quarterly fire drills and training of employee's procedures (no patron evacuation), operation of manually activated fire suppression systems, use of hand held fire extinguishers, fire reporting procedures, and immediate indoctrination of newly hired employees.

7.1.3. Managers of public assembly and recreational facilities or assistants designated in writing will conduct daily closing inspections. This responsibility will not be delegated to janitorial or other non-management personnel.

7.1.3.1. Managers closing inspections will include:

7.1.3.1.1. Check thermostat heat controls.

7.1.3.1.2. Disconnecting all nonessential electrical appliances.

7.1.3.1.3. Ensuring cooking equipment has been turned off and cooled.

7.1.3.1.4. Ensuring all trash containers are emptied or removed to the exterior of building as necessary.

7.1.3.1.5. Ensuring smoking materials are placed in butt cans and separated from trash containers.

7.1.3.2. Random no-notice inspections will be performed by fire prevention personnel on places of public assembly or recreational facilities periodically.

7.1.3.2.1. Fire prevention inspections and practices in facilities, rooms, or areas, which are under continuous lock and key are the responsibility of the individual supervisor maintaining the secured area.

7.1.3.2.2. Fire prevention personnel performing the no-notice inspection will accomplish AF Form 1487 on hazards identified. The Fire Prevention Office will maintain all logs and control numbers on the AF Form 1487's they accomplish, including completion and return of the forms.

7.1.3.2.3. Managers of public assembly and recreational facilities are required to notify the Fire Prevention Office of all major social events when temporary decorations or unusual arrangements are planned or occupant load may be exceeded, to ensure proper fire prevention practices are adhered to.

7.1.4. Managers of facilities in which commercial or restaurant type cooking is performed must establish and enforce the following procedures:

7.1.4.1. All installed grease filters and exposed surfaces of kitchen range hoods must be thoroughly cleaned by the operator. This task will be performed daily or as necessary to prevent accumulation of grease (Ref. AFI 91-203; Chapter 6).

7.1.4.2. Kitchen range hoods and exhaust ducts must be thoroughly cleaned to prevent accumulation of grease. Cleaning includes grease accumulation on fans, roofs, louvers, exterior walls, copulas, etc., where the system exhausts to the outside. Specific guidance for cleaning is contained in NFPA Standard 96, Ventilation Control and Fire Protection of Commercial Cooking Operations. Commanders determine whether in-house resources or contract will be used for this purpose.

7.1.4.3. Cooking is not permitted under a range hood without grease filters installed.

7.1.4.4. Provide a metal or metal clad cover for each deep fat fryer.

7.1.4.5. The exhaust system will operate at all times when the cooking equipment is in use.

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

7.1.4.7. Deep fat fryers will be equipped with a primary thermostat of 400 degrees Fahrenheit and a secondary thermostat that must ensure that the maximum temperature of the liquid does not exceed 475 degrees Fahrenheit.

7.1.4.7.1. The 475 degrees Fahrenheit maximum temperature includes the additional rise in temperature (called overshoot temperature) that occurs for several minutes after the secondary thermostat de-energizes the unit.

7.1.4.7.2. Thermostats will be tested annually by the appropriate authorized contractor. Certification will be kept in the facility manager's binder and a copy forward to the fire prevention office.

7.1.4.7.3. A label/tag will be affixed to the unit showing the test date. Units requiring disassembly or the transfer of hot liquid to conduct the test will be modified with a shunt bypass assembly as described in Federal Specifications A-F-695F. Modifications to meet these requirements will be accomplished during the next annual test. A record of the test date will be recorded on the appliance. (Ref. AFI 91-203)

7.1.4.8. Installation of restaurant cooking equipment will be IAW NFPA 96 as modified by Uniform Fire Code & UFC 3-600-01.

7.1.4.8.1. Replacement of restaurant cooking equipment will be coordinated with the Fire Prevention Office and Base Civil Engineering to ensure the appliances will fit under the exhaust hood and have proper nozzle coverage by the chemical fire suppression system.

7.1.4.9. The maximum occupancy load will be computed by the Fire Prevention Office and a copy provided to the facility manager. Occupancy loads will be computed

according to NFPA 101, Life Safety Code, based on the layout and utilization of the facility.

7.1.4.10. Occupant load will be posted in areas, which do not have fixed seating, as specified in AFI 91-203.

7.2. Base Theater.

7.2.1. The base theater will not be filled beyond the certified seating capacity, as posted.

7.2.2. Footlight electrical sockets will be kept free from accumulation of lint and other foreign matter by retaining a bulb in the lamp socket at all times.

7.2.3. The area beneath the stage will be kept free of all combustibles, including paper, wood, trash, etc. The area will not be utilized as a storage area.

7.2.4. Use of theater will require a Special Event/Crowd Management Checklist; obtained from the Fire Prevention Office.

Chapter 8

MOTOR DRIVEN EQUIPMENT - VEHICLE OPERATION AND PARKING

8.1. Inside Operation.

8.1.1. All fuel powered equipment will not be operated inside a hangar or nose dock without written approval of the Fire Prevention Office, except when necessary to transport material or equipment. LSV's or other electrical vehicles are not allowed to be charged inside of hangers or buildings without meeting the requirements of OSHA Std 29 CFR 1926.441, AFI 91-203 and Manufacturer Recommendations (M/R), inspection by the Fire Prevention Office and approval of the Fire Chief. Contact the Fire Prevention Office for necessary requirements.

8.2. Refueling.

8.2.1. Equipment will not be refueled indoors. In cases where the fuel tank is located above or adjacent to the engine, vehicle refueling is prohibited until sufficient time has elapsed to permit the engine temperature to reach a point below the ignition point of gasoline (approximately 500 degrees Fahrenheit).

8.3. Parking.

8.3.1. Vehicles and/or trailers will not be parked in any manner that would preclude access by fire apparatus to all sides of buildings, in fire lanes, or within 15 feet of a fire hydrant or fire department sprinkler connection.

8.3.2. Petroleum fuel trucks will not be parked on the flight line in such a manner as to endanger adjacent aircraft or within 100 feet of any building, structure stored material or aircraft. Parking for servicing aircraft will be according to T.O. 00-25-172.

8.3.3. Motorized vehicles will not be parked or stored inside buildings or hangers not designated for such purposes. The Fire Chief must approve any deviation in writing.

8.3.4. Vehicles will not be parked near an aircraft in any manner that will provide a source of ignition to fuel vapors in the event of a fuel spill or interfere with fire department operations.

8.3.5. Parking of motorized vehicles will be in designated areas only. No parking under over hanging areas not designated for parking.

8.4. Powered Lawnmower Storage.

8.4.1. Power lawnmowers and other similar equipment items will not be stored inside buildings unless purged of fuel or located in room with a one hour rated fire partition. Additional requirements are contained in AFI 91-203.

Chapter 9

TRAFFIC AND PEDESTRIAN CONTROL AT FIRES

9.1. Traffic Across Fire Hose.

9.1.1. No person will drive or propel any vehicle over a fire hose used by or under the supervision or control of the fire department unless hose bridges are used or unless directed to do so by the fire department personnel.

9.2. Vehicle Control.

9.2.1. All fire fighting vehicles responding to any emergency call should be granted the right of way over all other vehicles. Upon approach of fire fighting vehicles with emergency lights and sirens in operation, all traffic will immediately clear all intersections, move as far as possible to the right, and come to a full stop. Traffic will not commence to move until all fire fighting vehicles have passed.

9.3. Barricades.

9.3.1. No streets or other passageways will be barricaded or otherwise obstructed without prior coordination with the Fire Chief.

Chapter 10

FIRE EXTINGUISHERS

10.1. Control, Inspection, and Maintenance of Fire Extinguishers.

10.1.1. Flightline personnel are responsible for the monthly visual inspection and proper placement of 150-lb Halon flightline extinguishers, prior to starting any type of aircraft operation. All flightline extinguishers found to be damaged, low on pressure, or due annual inspection will be taken to the flightline extinguisher serviceable/unserviceable holding area located behind 56 CES/CEF (Building 450) for service. Fire extinguishers will not be moved or relocated without approval by fire prevention personnel, except those provided for use near aircraft or mounted on vehicles.

10.1.2. Portable hand held fire extinguishers do not belong to the fire department. It is the responsibility of the using organization to procure fire extinguishers needed for facilities, vehicles, or equipment. Facility managers must budget for purchase and maintenance of fire extinguishers as directed by AFI 91-203 paragraph 6.2.4.4. Only authorized type and model of extinguishers will be procured. Contact the fire prevention office for authorized National Stock Number (NSN). The mounting of extinguishers at locations designated by the fire prevention office is the responsibility of the facility manager.

10.1.3. Fire extinguishers will not be obstructed or blocked in any manner that would prevent their immediate access and use. Fire extinguishers will be mounted to a wall with an approved extinguisher bracket or placed in a cabinet designed for that purpose. Fire extinguishers will not be placed on shelves nor will they be utilized as doorstops.

10.1.4. Commanders and/or facility managers are responsible for notifying the fire prevention office of changing conditions within buildings and/or structures, which may require changes in the quantity or distribution of portable fire extinguishers.

10.1.5. The refilling, recharging, or maintenance of all Halon flightline fire extinguishers will be the responsibility of fire department personnel, all others will be accomplished by certified vendor/contractor. When fire extinguishers are removed for service, they will be immediately replaced.

10.1.6. Vehicle mounted fire extinguishers. Inspections are the responsibility of the using agency. These fire extinguishers should be vigorously shaken by hand monthly; this will help prevent the chemical agent from compacting and solidifying. Initial and refresher training for personnel who inspect these extinguishers should be coordinated with the fire department.

10.1.7. Only fire extinguisher locations that are difficult to see and/or are not clearly visible will be identified with a standardized marking system consisting of a target arrow, sign, or diagonal red and white stripes visible from all directions (See AFI 91-203). Markings will be placed above or near each fire extinguisher so that they can be easily located should a fire occur. The facility manager in coordination with the Fire Prevention Office will ensure extinguisher locations are correctly identified as required.

10.1.8. Fire extinguishers will be used only for fire fighting operations. All extinguishers will be identified as rating classification (Class A, B, C, D or K).

10.1.8.1. Facilities' fire extinguishers will be visually inspected and documented monthly by the facility manager for the following:

- 10.1.8.1.1. Proper location.
- 10.1.8.1.2. Safety pin and/or seal is intact.
- 10.1.8.1.3. Sufficient pressure on gauge. (if applicable).
- 10.1.8.1.4. Deterioration of any components.
- 10.1.8.1.5. Any physical damage to the extinguishers.
- 10.1.8.1.6. Identification serial number.
- 10.1.8.1.7. Date for next required maintenance Inspection.
- 10.1.8.1.8. Date for required hydrostatic test.
- 10.1.8.1.9. Presence of a monthly inspection annotation tag.

10.1.9. Using organization will not paint any portion of a fire extinguisher.

10.1.10. Safety pins will not be removed, nor seals broken, except in the event of an actual fire.

10.2. Use or Damage.

10.2.1. It is the using individual's responsibility to immediately report the use of or damage to any fire extinguisher to the fire department.

10.2.2. The using agency will be responsible for loss or damage to fire extinguishers, when assigned to their facility or area of responsibility.

10.3. Aircraft Maintenance Officers will ensure:

10.3.1. Responsible personnel make daily inspections of all extinguishers under their jurisdiction according to T.O. 13F4-4-101, 13F4-4-111, or 13F4-4-121, NFPA #10.

10.3.2. That the using organization is responsible for daily visual inspection of pressure gauges, safety pin seals, hoses and nozzles, and mobility of the extinguishers.

10.3.3. Fire extinguishers are properly positioned for the protection of parked aircraft, engine starts, and aircraft upon which maintenance is being performed according to T.O. 00-25-172.

10.3.4. Fire extinguisher that requires servicing will be relocated to the flightline extinguisher serviceable/unserviceable holding area located behind 56 CES/CEF (Building 450) for service. Fire Prevention Office will be notified (ext. 6-7350) at the beginning of the next duty day.

10.3.5. Flightline personnel are responsible for transporting wheeled-type fire extinguishers to and from the ready line; and to their required location on the flight line. These extinguishers are to be towed at no more than 5 miles per hour.

10.4. Flightline Extinguisher Location.

10.4.1. Flightline fire extinguishers will be located to prevent the possibility of collision with taxiing aircraft.

10.5. Missing Fire Extinguishers.

10.5.1. Missing fire extinguishers will be reported immediately to the facility manager or aircraft maintenance officer responsible for that location.

10.6. Fire Department responsibilities:

10.6.1. Servicing, weight checks, hydrostatic testing, records updating, annual inspections, maintenance and repairs as required for 150 lb Halon Flightline extinguishers.

Chapter 11

LIFE SAFETY CRITERIA

11.1. Exits and Fire Escapes.

11.1.1. All building exits and fire escapes will meet design criteria outlined in the NFPA 101 Life Safety Code (LSC) and UFC 3-600-01.

11.1.2. Exits and fire escapes must remain accessible at all times.

11.1.3. In cases where an exit is not immediately visible to all occupants, a readily visible sign IAW LSC will be installed to mark exit and exit pathway.

11.1.4. Any door, passage, or stairwell which is neither an exit nor a means of escape, and is located or arranged as to be mistaken for an exit will be identified with a sign stating "NOT AN EXIT". Doors leading to a storeroom, closet, etc., will be identified as such to alleviate confusion.

11.1.5. An "EXIT" sign, with a direction-indicating arrow, will be placed in each location where the direction of travel is not apparent.

11.1.6. All exit signs will have the word "EXIT" in plain, legible letters not less than 6 inches high, 3/4 inches wide, with red lettering.

11.1.7. All windows, doors, or other openings that are blocked will be labeled as such.

11.1.8. Exit doors, including panic hardware type, will be tested daily to ensure free operation. Exits will not be locked, chained, or barred while the facility is occupied.

11.1.8.1. The securing of any exit door will be such that egress of occupants is not prevented or impeded.

11.1.8.2. Exit doors from places of public assembly accommodating 100 or more persons will be equipped with panic hardware.

11.1.8.3. Exit doors and panic hardware will be kept in good working condition at all times, horizontal force to actuate, will not exceed fifteen pounds.

11.1.8.4. The facility manager will conduct and document monthly functional test of panic hardware.

11.1.8.5. Elevators will not be used as a means of emergency egress from a facility.

11.1.9. Illuminated exit signs will be maintained and serviceable at all times.

11.1.9.1. Illuminated exit signs will be suitably illuminated by reliable light and meet criteria in NFPA 101.

11.1.9.2. Artificial lights giving illumination to exit signs, other than the internally illuminated types, will have screens, discs, or lenses of not less than 25 square inches of translucent material.

11.1.9.3. Internally illuminated exit signs will be provided in all occupancies where reduction of normal illumination is permitted.

11.1.9.4. Exit signs will be distinctive in color and will provide contrast with decorations, interior finish, and other signs. Illuminated exit signs will be red on a white background.

11.1.9.5. The facility manager will conduct and document a monthly visual inspection of exit signs.

11.1.10. Emergency lights will be maintained and serviceable at all times.

11.1.10.1. The facility manager will conduct and document a monthly functional test of wall mounted emergency lights.

11.2. Fire Doors and Fire Windows

11.2.1. Annual inspection and maintenance of fire doors and fire windows will be conducted by the 56 CES Operations Flight as part of their Recurring Work Program, per NFPA Standard 80, Standard for Fire Doors and Fire Windows.

11.2.2. Doors, shutters, and windows must be operable at all times. They will be kept closed, latched, or arranged for automatic closing.

11.2.3. Areas around door openings will be kept clear of anything that would obstruct or interfere with the free operation of a door.

11.2.4. Fusible links and heat-actuated release devices will not be painted and shall be tested annually; a written record shall be maintained for the AHJ per NFPA 80.

11.2.5. Combustible and flammable materials will be kept away from fire door-protected openings.

11.3. Force Protection.

11.3.1. Facility force protection initiatives shall not conflict with NFPA 101.

Chapter 12

OTHER FIRE PREVENTION PROCEDURES

12.1. Open Fires.

12.1.1. Open fires, which include burning of rubbish, bonfires, fire rings and piano burns within the confines of Luke AFB and Ft Tuthill will be allowed only during a county “burn day” and at times and places approved by the Fire Chief. Documentation of an e-SSS and a Special Event Checklist must be completed and returned to the Fire Prevention Office within five workdays of event.

12.2. Blowtorches.

12.2.1. Blowtorches or flame producing units will not be used to remove paint from any surface or to burn wood for decorative purposes unless authorized by the Fire Chief.

12.3. Heaters.

12.3.1. Open flames or element type space heaters will not be used in hangars, shops, or vehicle garages where a fire hazard would be created. Space heaters are not permitted in locations suspected of having concentrations of flammable or explosive substances.

12.4. Candles or Open Flame Devices.

12.4.1. The use of candles, incense, or other open flame devices is prohibited in hangers, shops, dormitories and TLQs.

12.5. Decorations.

12.5.1. Decorative materials such as stage curtains, netting and/or drapes, used in places of public assembly, administrative facilities, or dormitories will be of flame resistant materials. It is recommended that only flame resistant composition draperies and curtains be used (example; fiberglass, spun glass, etc.). The Fire Prevention Office will be notified prior to installation of draperies, netting, curtains, and/or decorations. The purchaser must secure a certificate indicating the flame resistant properties of the material from the manufacturer or dealer.

12.5.2. No decorative material, temporary or permanent, will be used unless such material is flame resistant. Hay, straw, tumbleweeds, and similar material will not be used inside or near buildings.

12.5.3. Curtains, draperies, or other decorative material will not block any exit or exit signs.

12.5.4. The Fire Prevention Office must approve of decorations for special events or occasions prior to use.

12.6. Special Events.

12.6.1. Facility Manager or Event Coordinator must submit a Special Event Form/Checklist and Crowd Management Checklist to the Fire Prevention Office prior to any special event to help evaluate Fire & Life Safety concerns.

12.6.1.1. Piano Burns: units must be coordinated with a eSSS through the OG, SFS, SE, CEF (once the eSSS is completed and the area is inspected), CE/CC, MSG/CC, FW/CC. Return copy to the fire prevention office within five workdays of the event.

12.6.2. The authority having jurisdiction shall be permitted to regulate all events such as carnivals and fairs as it pertains to access for emergency vehicles, access to fire protection equipment, placement of stands, concession booths, exhibits, and the control of hazardous conditions dangerous to life and property.

12.6.3. The authority having jurisdiction shall be permitted to require standby fire personnel when potentially hazardous conditions exist, due to the type of performance, display, exhibit, or activity, or the number of persons present.

12.7. Plastics.

12.7.1. Material such as polyurethane foam, polystyrene, rubberized hair, etc., will not be used as decorative material. Styrofoam may be used in limited quantity.

12.8. Christmas Trees.

12.8.1. Christmas trees will be as freshly cut as possible. Butt ends will be placed in water and kept outdoors until the tree is ready to be trimmed. Trees placed indoors will be set in a container of water or wet dirt or sand. Do not attempt to "fire proof" green trees.

12.8.2. One tree will be permitted in each of the following areas: Public assembly facilities, Base Exchange (BX), Commissary, dormitories (day room) and 56th Support Group (third floor break area). Trees will be monitored by the facility manager and watered or checked on a daily basis.

12.8.2.1. All additional requests must be approved by the Fire Prevention Office.

12.8.3. All holiday decorations will be taken down within one week following the holiday, removed from the premises and disposed of properly.

12.9. Vegetation Control.

12.9.1. The area within 15 feet of any building used for hazardous storage or open storage of hazardous material will be cleaned of all brush and kept mowed to lawn height.

12.9.2. All vegetation will be removed within the diked area around any stationary POL dispensing unit.

12.10. Self-Help Work.

12.10.1. All self-help work requires submission of an AF Form 332, BCE Work Request, and coordination through the Fire Prevention Office.

12.10.1.1. AF Form 332 for major renovation projects will be required to have drawings attached detailing the work involved, materials list, and any information concerning fire safety.

12.10.2. Self-help projects without proper approval will be halted by fire personnel and reported to the Base Fire Marshal.

12.11. Installed Fire Detection/Suppression Systems.

12.11.1. Fire detection and suppression systems will not be adjusted, removed, painted, obstructed, or otherwise disturbed except by authorized personnel.

12.11.2. Storage of material within 18 inches of sprinkler heads or fire detectors is prohibited. Access to sprinkler system raisers will not be blocked. At least three feet clearance will be maintained around the valves at all times.

12.11.3. Civil engineer craftsmen will notify the Emergency Communication Center (ECC) prior to shutting down any system or section thereof for repairs or maintenance.

12.11.4. The installation of false or lowered ceilings below sprinkler heads and/or detection systems is prohibited. Proper approval and coordination of AF Form 332 is required.

12.11.5. When fire detection or suppression systems are out of service, the organization having primary responsibility for the facility will post a fireguard during periods when the facility is unoccupied. Fireguards are responsible for periodic patrol of the facility to ensure that there are no visible signs of fire. Should a fire occur, the fireguard will immediately notify Luke Fire Emergency Services and provide firefighters access to the facility and location of the fire.

12.11.6. Facility managers are responsible for providing Luke Fire Emergency Services with keys to rooms where fire detection and suppression system controls are locked, if not contained in mechanic rooms.

12.11.7. Facility managers will conduct and document a monthly visual inspection of fire protection system components. If any leaks, red or yellow panel indicator lights, or signs of physical damage are discovered, the Fire Prevention Office will be notified immediately.

12.11.8. When the fire suppression or foam system is out of service in hangers; no aircraft will be allowed until system has been restored.

12.12. Fireworks.

12.12.1. Fireworks will not be used within the confines of Luke AFB. On holidays, licensed and bonded personnel will handle fireworks IAW NFPA 1125 standards.

12.13. Designated Explosive Storage Area.

12.13.1. Persons in charge of these areas are responsible for posting and/or changing fire symbols and notifying Luke Fire Emergency Services in each instance. The person in charge of explosives areas for operations will ensure personnel that work in the area are familiar with the content of AFI 91-203 and AFM 91-201.

12.14. Spray Painting:

12.14.1. Spray painting will be accomplished in areas approved by the Fire Prevention Office, Ground Safety Officer, and Bio Environmental Engineer.

12.15. Building Maintenance and Janitorial Supplies:

12.15.1. Paste type wax will not be used on floors; only water emulsion type will be used.

12.15.2. Paintbrushes will be thoroughly cleaned and dried after each use. Storage of paint brushes in containers with combustible solvent or paint thinner is prohibited.

12.16. Waste Materials and Environmental Control:

12.16.1. Rags contaminated with petroleum or vegetable base oil will be kept in tightly covered metal containers. Containers will be of metal construction, in good condition, with self-closing lids, and properly flanged at the bottom to provide at least a two-inch air space between the bottom of the container and the floor. Containers will be removed from the facility when full or at the end of the duty tour. Floor containers must be painted red and labeled for contents.

12.16.2. Clean rags will be kept in metal containers with lids, clearly labeled "Clean Rags".

12.16.3. Safe handling of trash is outlined as follows.

12.16.3.1. Trash and waste will not be allowed to accumulate, in a disorderly manner, which could result in fire.

12.16.3.2. An ample number of containers, as defined in paragraph 12.16.2. above will be used for storage of trash and waste. Wooden barrels or cardboard boxes will not be used. Metal containers with self-closing lids will be used in hallways/corridors. Metal wastebaskets will be used in other areas.

12.16.3.3. Care will be taken to keep lumber, excelsior, straw, sawdust, burlap, or other fibrous materials used in building, in locations where there is no possibility of ignition.

12.16.4. Spontaneous Ignition Materials.

12.16.4.1. Sawdust and other combustible materials will not be used for soaking up flammable liquids, oils, and grease.

12.16.4.2. Oily clothing, when not in use, will be hung in aired metal lockers or metal containers with self-closing lid as described in paragraph 12.16.2 above.

12.16.4.3. BBQ charcoal will be kept dry and in a well ventilated location

12.17. BBQ Grills:

12.17.1. BBQ grills or propane cooking units will be placed in a safe location or a minimum of 15 feet from any existing facility so as to preclude the ignition of nearby combustibles.

12.18. Safety, Health, and Fire Prevention Signs and Tags:

12.18.1. Any required signs or tags, will be IAW AFI 91-203. It establishes uniform requirements for the use of signs and tags to inform personnel of the immediate existence, or potentially hazardous situations, which may produce occupational injury or illness.

12.19. Tar Pots and Kettles:

12.19.1. Use of tar pots and asphalt kettles must comply with NFPA Standard 241.

12.19.2. Prior to any kettle operation, approval must be obtained from the Fire Prevention Office. Permits shall be obtained at least 2 working days prior to the placement of a tar kettle.

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

12.19.4. Tar pots or kettles shall not be operated inside, on the roof, or within 25 feet of any building or combustible materials. Tar kettle operations shall be attended by a competent

operator at all times. A minimum of two 20-pound multi-purpose ABC dry chemical extinguishers shall be provided at the tar pot and at the area of tar application.

12.19.5. Prior to leaving the job site, roofing contractors will be responsible to ensure the roof area has been cleaned of combustible materials to include all tar soaked mops. At no time shall mops soaked with tar be left unattended on the roof.

12.19.6. Mop heads and associated debris from work areas will be removed from the site on a daily basis.

12.19.7. Smoking shall not be permitted on the roof.

Chapter 13

HAZARDOUS MATERIALS AND CHEMICALS

13.1. Scope:

13.1.1. The provisions of this chapter will apply to all materials not already covered in this instruction which are highly flammable, explosive, toxic or are chemically unstable and may form explosive compounds or undergo spontaneous reactions.

13.1.2. Hazardous chemicals will include such materials as flammable solids, corrosive liquids, radioactive materials, oxidizing materials, potentially explosive chemicals, highly toxic materials, and poisonous gases.

13.2. Approval and Storage Requirements:

13.2.1. Facilities utilized for the storage or handling of hazardous materials will comply with AFJMAN 23-209 and all NFPA Standards. Approval letter will be obtained from 56 CES/CEAN (Environmental) and coordinated with the Fire Prevention Office prior to storage or handling of more than 55 gallons of corrosive liquids, more than 500 pounds of oxidizing materials, more than 10 pounds of organic peroxides, more than 500 pounds of nitromethane, 1,000 pounds or more of ammonium nitrate or any amount of highly toxic material or poisonous gas.

13.3. Identification:

13.3.1. All containers of materials and chemicals will be individually labeled. Fixed containers will be labeled with a sign or placard on the container identifying content.

13.3.2. All vehicles transporting hazardous materials will have placards displayed meeting DOT requirements.

13.3.3. Facilities outside the Munitions Storage Area are not required to have hazardous materials placards affixed to the outside of the facility unless otherwise deemed necessary by the fire chief.

13.4. Defective Containers:

13.4.1. Defective containers that permit leakage or spillage will be disposed of or repaired according to recognized safe practices. Spilled materials will not be allowed to accumulate on floors or shelves.

13.5. Material Safety Data Sheets (MSDS):

13.5.1. Facility managers who are required to prepare or have available MSDS's or hazardous chemical inventory form IAW Subtitle B, Section 311 and 312 of SARA Title III, will provide a copies MSDS's. A list of key facility personnel and locations within the facility in which hazardous materials are stored will be sent to the Fire Prevention Office.

13.6. Update and Notification:

13.6.1. The facility manager will update the information on an as needed basis, but not to exceed six-month intervals.

Chapter 14

DORMITORY & TLF

14.1. Responsibilities of Dormitory & Temporary Living Facilities (TLF) Residents:

14.1.1. The occupant is responsible for the fire safe condition of their assigned quarters. They will ensure that they are familiar with fire reporting and evacuation procedures. Sound fire prevention practices are necessary to ensure a fire safe condition in quarters is as follows:

14.1.2. The ignition of grease on stoves has been the major cause of fire on many bases. It should be pointed out that most common oils and greases have a flash point of approximately 500 degrees Fahrenheit and extreme caution should be used when cooking with oils and greases. All personnel are reminded that stove top cooking with oils and greases must never be left unattended.

14.1.3. Most clothes dryers are equipped with lint traps that shall be cleaned frequently. If allowed to accumulate, lint could overflow into the motor mechanism and cause a fire.

14.1.4. A fire extinguisher rated for ABC class fires is assigned to each unit. The extinguisher should be placed in an easily accessible location and inspected once a month to insure seal and pin are in place and the pressure gauge reads in the green.

SCOTT L. PLEUS
Brigadier General, USAF
Commander

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

AFI 32-2001, *Fire Emergency Services Program*, 27 February 2014

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

AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*, 5 February 2015

AFI 90-802, *Risk Management*, 11 February 2013

AFJMan 23-210, *Joint Service Manual for Storage and Material Handling*, 12 April 1994

AFMAN 91-37, *Maintenance of Fire Protection Systems*, 1 May 1993

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

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

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

DOD 4145-19-R-1, *Storage and Materials Handling*, 27 Oct 2010

(NEC) National Electric Code

(NFC) National Fire Codes

NFPA Life Safety Code 101 (LSC)

T.O. 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, 10 February 2010

UFC 3-600-01, *Fire Protection for Facilities Engineering, Design & Construction*, 26 Sep 2006

UFC 3-601-02, *O & M: Inspection, Testing, & Maint of Fire Protection Systems*, 8 Sep 2010

Prescribed Forms

Luke AFB Form 198, *Flammable Liquid Storage License*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

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

AF Form 1487, *Fire Prevention Visit Reports*

AF Form 218, *Facility Fire Prevention/Protection Record*

AF Form 332, *Base Civil Engineer Work Order*

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Services

AF—Air Force

AFI—Air Force Instruction

AFB—Air Force Base

AFMAN—Air Force Manual

AFOSH—Air Force Occupational Safety and Health

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

BCE—Base Civil Engineer

CE—Civil Engineer

DOD—Department of Defense

ECC—Emergency Communication Center

FM—Factory Mutual

GFCI—Ground Fault Circuit Interrupter

JCAHO—Standards of the Joint Commission on Accreditation of Health Care Organization

LSC—Life Safety Code

MARE—major accident response exercises

NSN—National Stock Number

OSHA—Occupational Safety and Health Administration

QAE—quality assurance evaluators

SFO—Senior Fire Official

UCMJ—Uniform Code of Military Justice

UFC—Unified Facilities Criteria

UL—Underwriters Laboratories, Inc

USR—Unit Safety Representative

Attachment 2**FIRE SAFETY CHECKLIST FOR ADMINISTRATIVE TYPE FACILITIES**

- A2.1.** Are all personnel knowledgeable of fire reporting procedures and first aid fire extinguisher operations?
- A2.2.** Is the fire reporting phone number (911) attached to each telephone?
- A2.3.** Are all rooms and areas neatly arranged and clean?
- A2.4.** Are combustible cleaning supplies such as rags, loose steel wool, etc. kept in closed metal containers and identified as to their contents?
- A2.5.** Are all hallways, aisles, and passageways adequately lighted and clear and obstruction?
- A2.6.** Are all portable electrical appliances and fixtures in operational condition?
- A2.7.** Are all electrical motors free of lint and dust?
- A2.8.** Is there defective wiring, loose connections, or broken appliances, which may constitute a fire hazard?
- A2.9.** Are all nonessential portable electrical appliances of the plug in type disconnected from the electrical outlet at the end of the day?
- A2.10.** Are all extension cords of the approved type and in continuous length without splice and necessary?
- A2.11.** Is the required 18 inches of clearance maintained between storage materials and light fixtures, sprinkler heads, heat detectors, etc.?
- A2.12.** Are there adequate noncombustible ashtrays/smoking material receptacles for disposal of smoking material provided and available in the approved designated smoking area?
- A2.13.** Are smoking material disposal receptacles and "NO SMOKING" signs placed at the entrances to buildings or in areas in which smoking is prohibited?
- A2.14.** Are ashtrays emptied into proper containers?
- A2.15.** Are smoking material receptacles emptied and contents soaked down before emptying into a dumpster?
- A2.16.** Is there an over accumulation of waste and rubbish in storage closets?
- A2.17.** Are all wastebaskets and trash container contents removed from the building at the close of each workday?
- A2.18.** Are all furnace and boiler rooms clean and free of storage?
- A2.19.** Are fire extinguishers in proper locations, serviceable and unobstructed?
- A2.20.** Are fire alarm pull boxes visible and unobstructed?
- A2.21.** Are all drapes and curtains approved as fire safe for the specific area?
- A2.22.** Have areas in buildings occupied by civilian contractors been checked to ensure that such personnel maintain safe housekeeping standards?

A2.23. Are office machines (typewriters, calculators, copiers, etc.) that are provided with covers to prevent fire/water damage should a fire occur?

Note: FIRE PREVENTION PERSONNEL ARE AVAILABLE FOR LECTURE AND DEMONSTRATIONS UPON REQUEST. FIRE PREVENTION OFFICE (x7350).

Attachment 3**FIRE SAFETY CHECKLIST FOR AIRCRAFT HANGARS AND MAINTENANCE SHOPS**

- A3.1.** Is the facility fire safety plan current and enforced?
- A3.2.** Are all electrical motors, air compressors, and like machinery installed within four feet of floor approved for use in hazardous locations?
- A3.3.** Are all electrical wiring, receptacles, switch panels, fuse boxes, etc., properly installed and maintained in good repair?
- A3.4.** Are electrical motors kept free of dirt and lint accumulation?
- A3.5.** Are all extension cords used on the hangar maintenance/shop floors explosion proof?
- A3.6.** Are grounding connections adequate and aircraft properly grounded?
- A3.7.** Are personnel aware of emergency removal of aircraft in the event of fire?
- A3.8.** Are adequate number of manual tow bars available?
- A3.9.** Are fire lanes for evacuation of aircraft inside and outside building kept clear of obstruction?
- A3.10.** Are fire alarms devices visible and unobstructed?
- A3.11.** Is fire protection equipment in place, serviceable, and unobstructed?
- A3.12.** Are fire lanes properly marked and unobstructed on hangar floors?
- A3.13.** Are designated smoking areas approved by the fire department, furnished with adequate smoking material disposal receptacles, and properly supervised?
- A3.14.** Are "NO SMOKING" signs posted in all areas where smoking is prohibited?
- A3.15.** Are properly labeled metal containers provided for clean rags?
- A3.16.** Are separately marked containers with lids provided for soiled rags?
- A3.17.** Are oil spills left on floor unattended?
- A3.18.** Are approved absorbents used on oil spills?
- A3.19.** Are drip pans provided and placed under leaks?
- A3.20.** Are drip pans emptied, when needed, to prevent accumulation of combustible and/or flammable liquids?
- A3.21.** Are drip pans spark proof or so protected?
- A3.22.** Is motorized equipment used in building equipped with spark arresters?
- A3.23.** Are combustion type power units being used inside hangars?
- A3.24.** Are all exit doors in good operational condition and properly marked?
- A3.25.** Are all fire doors properly fused, unobstructed, and operational?
- A3.26.** Are all fire extinguishers in their designated location and serviceable?

- A3.27. Are there any yellow or red lights illuminated on the fire alarm control panel?
- A3.28. Do any fire protection system sprinkler heads show signs of leaking or damage?
- A3.29. Are all fire protection system detectors secured to the ceiling and free of damage?
- A3.30. Are all fire protection foam system components free of obstructions and damage.
- A3.31. Have all facility occupants received training on all facility fire protection systems and competent in their use and activation procedures.
- A3.32. Are good housekeeping practices being observed?
- A3.33. Are mops, brooms, etc., properly stored in well- ventilated area?
- A3.34. Are soiled clothing lockers constructed of metal and well ventilated?
- A3.35. Are all areas that use open flames well isolated from other areas of the building?
- A3.36. Is all installed machinery properly marked?
- A3.37. Do paint, oil, etc., storage areas comply with existing directives and only one days supply kept in work area?
- A3.38. Are all personnel briefed on what to do in case of fire?
- A3.39. Is the fire reporting phone number attached to each telephone?
- A3.40. Are all fire hazards that cannot be corrected by assigned personnel reported to the Fire Prevention Office, ext 7350.

Note: FIRE PREVENTION PERSONNEL ARE AVAILABLE FOR LECTURES AND DEMONSTRATIONS UPON REQUEST. CONTACT THE FIRE PREVENTION OFFICE AT EXT 7350.

Attachment 4**OPERATIONAL CHECKLIST FOR PLACES OF PUBLIC ASSEMBLY FACILITIES**

- A4.1.** Are all exit doors unobstructed, working properly, and equipped with approved panic hardware?
- A4.2.** Are all exit lights operative?
- A4.3.** Are all range hood exhaust fans in cooking facilities operational and with filters installed when cooking?
- A4.4.** Are all kitchen employees trained on the operation of the exhaust hoods fire suppression system?
- A4.5.** Are all fire extinguishers operational and unobstructed?
- A4.6.** Are spare filters available for replacement so that grease filters can be cleaned during operation?
- A4.7.** Have open flame and temporary decorations been approved by the Base Fire Chief?
- A4.8.** Have all employees received initial and annual fire safety certification training?
- A4.9.** Are fire alarm pull boxes visible and unobstructed?
- A4.10.** Is seating neatly arranged and unobstructed aisles maintained to permit exit in the event of a fire?
- A4.11.** Have all deep fat fryers been tested and tagged for use by the base civil engineering electric shop personnel or qualified contractor?
- A4.12.** Are covers available and located by each deep fat fryer for immediate use in case of grease fire?
- A4.13.** Are adequate, approved, self-closing receptacles available for disposal of smoking material?
- A4.14.** Are adequate noncombustible containers available for soiled linens?
- A4.15.** Are adequate self-closing waste receptacles provided in restrooms?
- A4.16.** Are nightly closing inspections conducted and documented? (See Attachment 5)
- A4.17.** Are monthly fire safety equipment inspections conducted and documented?

Note: FIRE PREVENTION PERSONNEL ARE AVAILABLE FOR LECTURES AND DEMONSTRATIONS UPON REQUEST. CONTACT THE FIRE PREVENTION OFFICE AT EXT 7350.

Attachment 5**CLOSING CHECKLIST FOR PLACES OF PUBLIC ASSEMBLY FACILITIES**

- A5.1.** Is all cooking equipment clean and free of grease?
- A5.2.** Is all trash removed and placed in approved containers outside the building?
- A5.3.** Are all smoking material receptacles emptied and properly disposed of outside the building?
- A5.4.** Are all soiled linens stored in noncombustible closed containers?
- A5.5.** Are all electrically operated devices not essential to the continuity of after hours status, such as cooking equipment, juke boxes, TVs, etc., disconnected from the power source?
- A5.6.** Have all restrooms and closets been inspected and rendered fire safe?
- A5.7.** Are all mops, brooms, and cleaning materials properly stored with storage room door closed?
- A5.8.** Are all flammable liquids properly stored outside buildings?
- A5.9.** Have all open flame devices been extinguished?
- A5.10.** Has the entire facility been checked to ensure no one is left in the building?

Note: FIRE PREVENTION PERSONNEL ARE AVAILABLE FOR LECTURES AND DEMONSTRATIONS UPON REQUEST. CONTACT THE FIRE PREVENTION OFFICE AT EXT 7350.

Attachment 6**FIRE PREVENTION STANDARDS DURING CONTRACTOR PERFORMANCE**

A6.1. These standards will become a part of applicable contract specifications for work to be performed on Luke AFB. These standards apply to all construction, reconstruction, modification, demolition, rehabilitation, alteration, repairs and maintenance of existing facilities. They apply to facilities which will be constructed within the military construction program, minor construction program, operation and maintenance, or non-appropriated funds. Fires during contract performance must be prevented or controlled. Danger from fire is usually greater during these operations than after contract completion. Serious fires can occur due to the accumulation of combustible material or debris and the presence of ignition sources. Basic safeguards against construction fire hazards must be provided for during project planning. This standard outlines measures, which, with some preplanning, will prevent or at least minimize damage if fire occurs.

A6.2. Depending upon the size of the project, either the contractor or an individual appointed by him will be placed in charge of Fire Prevention. His responsibilities will include assuring the availability, operation, and location of fire protection equipment, general supervision of safeguards and location of salamanders or portable heating equipment and establishment and maintenance of safe cutting and welding operations.

A6.3. Contractor's material and equipment will not be stored in a location or manner, which will create a fire exposure to facilities adjacent to the project site. Fire hydrants will not be fenced in on construction sites.

A6.4. FIRE REPORTING. All fires, regardless of size, will be reported to the base fire department immediately by the most expeditious means. Any persons discovering a fire or suspected fire will alert the building occupants by whatever means that are available. The fire department will be notified in the following manner: Base personnel will dial 911. If calling from the housing area, dial 911. These numbers are to be used only for reporting an actual fire or other serious emergency conditions. A false alarm of fire is a malicious act and transmitting such false alarms will be subject to disciplinary action.

A6.5. FIRE EXTINGUISHERS. Portable fire extinguishers will be maintained in a fully charged and operable condition and kept in their designated places at all times. Extinguishers that require servicing must be taken to any authorized servicing location.

A6.6. STORED MATERIAL. Stored material and other combustibles will be kept a minimum of 18 inches from steam pipes, lights, electrical fixtures, radiators, and other sources of heat.

A6.7. DISPOSAL OF COMBUSTIBLE MATERIAL:

A6.7.1. Combustible waste will be disposed of in self closing metal containers, for example, oil, paint, soiled rags, sawdust, wood shavings, etc.

A6.7.2. All waste receptacles will be made of metal and provided with tops (10 gallon or larger). Polyethylene and similar plastic material will not contain a fire and therefore will not be used for trash containers or haulers.

A6.7.3. Supervisors will be especially watchful to ensure that all paint, paint thinner and flammable glue containers are completely empty before being disposed of. Chemicals and

their containers will be disposed of in accordance with established safety procedures outlined in OPLAN 705

A6.8. ELECTRICAL SYSTEMS:

A6.8.1. Alterations and extensions to electrical systems will be made only under the supervision of qualified civil engineering personnel. Substitution of large fuses by unauthorized personnel and the use of fuse substitutes, such as pennies, copper wires, etc., are strictly prohibited.

A6.8.2. Electrical hot plates, coffee pots, and other electrical cooking and heating appliances will not be utilized without written approval from the Fire Prevention Office.

A6.8.3. The use of multiple outlet plugs and/or sockets is prohibited.

A6.8.4. Electrical appliances will not be plugged into any ceiling outlet without the approval of civil engineering electricians.

A6.8.5. Panel boards, fuse boxes, and circuit breaker panels will be kept free of piled material so that fire fighters and electricians will have easy access.

A6.8.6. Electrical outlet cover plates must be made of non-conductive materials.

A6.9. HANDLING OF FLAMMABLE LIQUIDS:

A6.9.1. Flammable liquids will be stored in approved locations only.

A6.9.2. Flammable liquids will not be dispensed into, store or transported in, containers made of glass, plastic, or polyethylene.

A6.9.3. Gasoline and other flammable liquids will not be used as cleaning agents.

A6.9.4. Flammable liquids will not be disposed of in drains or other areas not specifically designated for the disposal of such liquids.

A6.10. WELDING AND CUTTING:

A6.10.1. Where possible, welding and cutting will be accomplished in shops. Any welding or cutting operations to be approved outside of shops will be reported to the Base Fire Prevention Office prior to starting, so that the job site may be inspected and a AF Form 592 Welding and Cutting permit issued. When necessary, as determined by the Fire Prevention Office representative, a vehicular standby will be provided. Responsible welding and cutting supervisors will take the following actions:

A6.10.1.1. Follow checklist on the attachment with the welding permit.

A6.10.1.2. Remove combustible material to a safe location.

A6.10.1.3. Ensure that adequate fire extinguishers are provided and that one person is designated to operate the extinguisher in the event of fire.

A6.10.2. Make a thorough inspection of the area after operations are completed to ensure that the area is free of fire hazards caused by the operation.

A6.10.3. Cutting and welding operations are prohibited in aircraft hangars in which aircraft are parked; within 50 feet of any aircraft, fueling operation, or fuel storage site; in any area where flammable dust or an explosive atmosphere exists.

A6.10.4. Return welding permit to the fire prevention office upon expiration of welding permit or completion of work

A6.11. REPAIRING ROOFS WITH OTHER THAN COLD TAR APPLICATIONS. Asphalt and tar kettles will be located 20 feet from all buildings. Such kettles will not be placed on roofs or porches and continuous supervision will be provided during their use. Metal covers of sufficient size to completely smother a fire will be attached to the kettle. Used roofing mops will be stored outside the building and away from other combustibles.

A6.12. GENERAL RULES:

A6.12.1. Vehicles will not be parked within 15 feet of any fire hydrant and will not be placed in such a manner as to block access by fire fighting vehicles.

A6.12.2. All drivers of vehicles will yield the right-of-way to fire and emergency crash vehicles and will remain until all responding vehicles have passed.

A6.12.3. Vehicles will not be driven over hose and will not proceed through areas where firefighting operations are being conducted, unless directed by firefighters or security forces assigned to traffic control.

A6.13. All contractors and subcontractors will ensure all employees are aware of the contents of this instruction, which will be documented and forwarded to the Fire Prevention Office by the contract supervisor.

A6.14. For work that may disturb any installed fire protection system in any manner, the Fire Prevention Office must be notified by calling extension 3766 prior to commencing work. Only authorized technicians will alter, extend, or repair installed systems.

Attachment 7**FIRE EXTINGUISHER INSPECTION CHECKLIST**

A7.1. Monthly Inspection of fire extinguisher, as required by AFI 91-203.

A7.2. Inspection is a "quick check" that an extinguisher is available and will operate. It is intended to give reasonable assurance that the extinguisher is fully charged and operable. This is done by seeing that it is in its designated place, that it has not been actuated or tampered with, and that there is no obvious or physical damage or condition to prevent operation.

A7.2.1. When an inspection reveals any discrepancy, the 150# Halon Extinguisher will be taken to the flightline extinguisher serviceable/unserviceable holding area, located behind 56 CES/CEF (Building 450) for repair; all others will require contacting an outside agency approved by the Fire Prevention Office.

A7.2.2. Extinguisher(s) removed from the premises to be recharged or repaired will be replaced by equivalent spare extinguisher during the period it is gone.

A7.2.3. Ensure extinguisher is in its designated location and access is not obstructed.

A7.2.4. Are pressure gauge readings in the operable range?

A7.2.5. Are pins in place and properly sealed (not bent)?

A7.2.6. Are operating instructions on the fire extinguisher nameplate legible and face outward?

A7.2.7. Are classification symbols located on the extinguisher nameplate? Do they identify the fire classification for which the extinguisher is suitable, i.e., A, B, C?

A7.2.8. Is there any obvious physical damage, corrosion, leakage, clogged nozzles, or cracked hoses?

A7.2.9. Has the extinguisher serial number been recorded on extinguisher tracking log?

A7.2.10. Has the extinguisher maintenance due date been recorded on extinguisher tracking log?

A7.2.11. Has the extinguisher hydrostatic test due date been recorded on extinguisher tracking log?

A7.2.12. Does the extinguisher information match with its designated location?

A7.2.13. Has the monthly inspection been documented on the extinguisher tracking log?

Attachment 8**VISUAL INSPECTION OF INSTALLED DRY/WET CHEMICAL SYSTEMS**

A8.1. Daily Inspection is required by NFPA 17:

A8.1.1. Documented Monthly Inspection is required by AFI 91-203.

A8.1.2. Check main control box, ensure indicator shows "cocked" through the window.

A8.1.3. Check all nozzles to ensure they are directed to cover cooking appliances.

A8.1.4. Check all nozzle caps (if installed) for freedom of movement and that, they are free from grease.

A8.1.5. Check alarm switch, must be in alarm position.

A8.1.6. Check all surface mounted fusible links to ensure they are secure and clean.

A8.1.7. Check all manual activation devices. Ensure all seals, rods, and disks are in place. Ensure there is clear access to these devices.

A8.1.8. Check all piping for security.

A8.1.9. Check pressure gauges (Kidde and Range Guard systems only) for loss of pressure.

A8.1.10. Any deficiencies noted during daily or monthly inspection will be reported to the Fire Prevention Office.

Attachment 9**VISUAL INSPECTION OF INSTALLED FIRE DETECTION SYSTEMS****A9.1. Monthly Inspection:****A9.1.1. SMOKE/HEAT DETECTORS:**

- A9.1.1.1. Secured to ceiling (not hanging).
- A9.1.1.2. Damaged (dents, broken).
- A9.1.1.3. Smoke detectors only, power-indicating light is on.
- A9.1.1.4. Clear of all storage (18 inches in all directions).

A9.1.2. WIRING. Wiring is not hanging.**A9.1.3. BELLS or HORN:**

- A9.1.3.1. Are securely mounted.
- A9.1.3.2. Missing parts.
- A9.1.3.3. Free of foreign objects (paper, rags, etc).

A9.1.4. MANUAL PULL STATIONS:

- A9.1.4.1. Are securely mounted.
- A9.1.4.2. Broken or missing glass or glass rods.
- A9.1.4.3. Not blocked or obstructed.

A9.1.5. MAIN FIRE ALARM PANEL:

- A9.1.5.1. Power indicator light is on (where applicable).
- A9.1.5.2. Milliamp gauge shows at least 10 milliamps (where applicable).
- A9.1.5.3. Supervisory lights are on (where applicable).
- A9.1.5.4. Panels are not obstructed or blocked.

A9.1.6. PHYSICAL APPEARANCE OF ALL SYSTEM COMPONENTS. Evidence of tampering, damage, abuse, or other conditions which may render the system inoperable; will be reported to the 56th Civil Engineer Service Call Desk @ x 6-7083.

Attachment 10

SAMPLE CORRECTIVE ACTION PLAN AND ORM ANALYSIS FOR FIRE SAFETY DEFICIENCIES

Table A10.1. Corrective Action Plan and ORM Analysis for Fire Safety Deficiencies.

<p><i>CORRECTIVE ACTION PLAN AND ORM ANALYSIS FOR FIRE SAFETY DEFICIENCIES AT Bldg _____ 56th MXG Phase Hanger/Trans-Alert/Wheel and Tire Shop "SAMPLE"</i></p>			
<p>REVIEW TEAM: 56 CES/CEF, 56 CES/CEP, 56 CES/CEO, 56 MXG, 56 FW/SEG</p>		<p>TYPE OF REVIEW: <i>Initial</i></p>	<p>DATE OF REVIEW: <i>Self explanatory</i></p>
<p><i>Section 1 Specific Hazard Identification – Change Analysis</i></p>			
<p>FACTORS: <i>A. Aircraft maintenance operations being conducted in an unprotected facility</i></p>	<p>EXISTING: <i>Aircraft maintenance activities being conducted in an unprotected hanger space that has an out-of-service Fire Suppression System</i></p>	<p>PROPOSED: <i>Repair and/or install a new fire suppression system for the hanger-bay area. -or- Limit aircraft maintenance operations to purged aircraft only.</i></p>	<p>SIGNIFICANCE: <i>Potential loss of the aircraft and other assets stored within the hanger-bay area. In addition, the level of risk exposes the personnel working in that facility to potential injury and/or death from a fire involving an aircraft and associated fuel load.</i></p>

<p><i>B. Vehicles and gasoline/diesel powered equipment being stored within an unprotected hanger-bay area.</i></p>	<p><i>Vehicles and gasoline/diesel powered equipment is being operated and stored within an unprotected hanger space that has an out-of-service Fire Suppression System.</i></p>	<p><i>Repair and/or install a new fire suppression system for the hanger-bay area. -or- Restrict the operation and storage of vehicles within the hanger and limit to usage of gasoline/diesel powered equipment to mission critical usage only.</i></p>	<p><i>Potential loss of the vehicle and equipment assets stored within the hanger-bay area. In addition, the level of risk exposes the personnel working in that facility to potential injury and/or death from a fire involving noted fuel powered vehicles and/or equipment.</i></p>
<p><i>C. Operational functions with an unprotected or limited protected facility.</i></p>	<p><i>Personnel are working and equipment is being stored within an unprotected facility space within the hanger that has an out-of-service Fire Suppression System.</i></p>	<p><i>Repair and/or install a new fire suppression system for the hanger-bay area. -or- Limit the type of activities and storage to those actions/items that do not pose a significant fire, life-safety risk.</i></p>	<p><i>Potential loss of the equipment assets being used and/or stored. In addition, the level of risk exposes the personnel working in that facility to potential injury and/or death from a fire involving the assets within the facility to include the hanger bay area.</i></p>
<p>Section 2 Risk Assessment</p>			

Step 2A. Assessment	Step 2B. Prioritization
Section 3b Risk Control Options	

Execute Control Measures #3, 4, 5, 6, 7 and 8 until control measure 1 is feasible.

Control Measure 3:

Accept the risks associated with the lack of an operational fire suppression system within the hanger bay area and continue to utilize the facility as configured but follow parameters outlined in this control measure to reduce the risk and limit the impact on mission operations.

Control Measure 4:

Accept the risks associated with the lack of an operational fire suppression system within the hanger bay area and continue to utilize the facility as configured but follow parameters outlined in this control measure to reduce the risk and limit the impact on mission operations.

Control Measure 5:

Accept the risks associated with the lack of an operational fire suppression system within the hanger bay area and continue to utilize the facility as configured but follow parameters outlined in this control measure to reduce the risk and limit the impact on mission operations.

Control Measure 6:

Accept the risks associated with the lack of an operational fire suppression system within the hanger bay area and continue to utilize the facility as configured but follow parameters outlined in this control measure to reduce the risk and limit the impact on mission operations.

Control Measure 7:

Accept the risks associated with the lack of an operational fire suppression system within the hanger bay area and continue to utilize the facility as configured but follow parameters outlined in this control measure to reduce the risk and limit the impact on mission operations.

Control Measure 8:

Accept the risks associated with the lack of an operational fire suppression system within the hanger bay area and continue to utilize the facility as configured but follow parameters outlined in this control measure to reduce the risk and limit the impact on mission operations.

Additional Information:

The facility has been entered into the base's Fire Safety Deficiency (FSD) Program and will be briefed to HQAETC/A7 until Project# NUEX 123456, Priority _30_, FY_13_ is completed as outlined in Control Measure #1.

Control Measure #2 would further reduce associated hazards with aircraft fuel systems and aircraft maintenance operations being conducted within an unprotected facility as required by applicable ETLs, UFC's and NFPA Codes. However, the draining and purging of the fuel systems in order to have the aircraft within the hangar space is not feasible in meeting aircraft phase maintenance actions. Despite these limitations, the parameters outline in this control measure were warranted as an applicable control measure to reduce the associated hazard and risk.

Section 4 Occupancy and Operational Considerations

Section 4a Occupancy

Facility may be occupied by current tenants for the continued use as Aircraft Phase Maintenance, Transient Alert and the Wheel and Tire Shop as long as the parameters within the with the applied control measures and the restriction annotated in Section 4b are followed.

Section 4b Operations

Facility usage may continue for Aircraft Phase Maintenance, Transient Alert and the Wheel and Tire Shop as long as the applied control measures and the following restrictions are followed:

Flammable and Hazardous Materials Storage Lockers are placed outside the facility and not within 25 feet of an exit point.

Maximum of two aircraft permitted inside the hanger bay.

No gasoline or diesel powered vehicles permitted to be operated and/or stored within the hanger bay.

Usage of gasoline and/or diesel powered equipment is limited to mission critical use only.

Usage of cooking and/or heating appliances is NOT permitted within any part of the facility.

Section 5 Make Control Decisions

Decision Level (Place applicable stakeholder signature blocks below)

56 AMXS/CC	_____	Date	_____
56 CES/CEP	_____	Date	_____
56 CES/CEF	_____	Date	_____
56 FW/SEG	_____	Date	_____
56 CES/CC	_____	Date	_____
56 MSG/CC	_____	Date	_____
56 FW/CC	_____	Date	_____

Section 6 Implementation

The Operational Risk Management Plan provisions shall be immediately implemented and strictly enforced. Ensure all personnel are well aware of the fire safety deficiency that exists in their facilities. All personnel will use the ORM principles in their daily decision making process.

Section 7 Supervision and Review

The Facility Manager and Unit Commander will monitor status of Project # _____, Priority _____, FY16 and report any change in the Fire Safety Deficiency status to 56 CES/CEFP, Fire Inspector's Office, and 56 CES/CEPM, Base Development Programming. The Fire Prevention Office will also continue to conduct regularly scheduled inspections to identify any trends or problem areas. This ORM will be reviewed any time additional factors change the current operation in either a positive or negative way.