

17 SEPTEMBER 2003

Civil Engineer

**INSTALLATION FIRE PREVENTION
PROGRAM**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 6 CES/CEFT (MSgt Wright)
Supersedes MACDI 32-106, 16 April 1996

Certified by: 6 CES/CC (Lt Col Foti)
Pages: 42
Distribution: F

This instruction implements Department of Defense Instruction (DoDI) 6055.6, *Department of Defense Fire and Emergency Services Program*, Air Force Policy Directive (AFPD) 32-20, *Fire Emergency Services*, and Army Regulation 420-90, *Fire and Emergency Services*. This instruction establishes the responsibilities and procedures for the fire prevention program. It provides guidance and authority for establishing and conducting an effective, aggressive, and integrated fire prevention program. Its objectives are to prevent real property, material, aerospace vehicle, environmental damage and, most importantly, personnel losses by fire and/or hazardous materiel releases. It explains the use and control of smoking materials. This applies to all 6th Air Mobility Wing (6 AMW) personnel, tenant activities, contractors, concessionaires, and other areas under the jurisdiction of the United States government at MacDill Air Force Base. Compliance with this instruction is imperative to avoid fires/hazardous material releases, which could jeopardize lives, property, and the mission of 6 AMW. Violators of this instruction are subject to prosecution under the Uniform Code of Military Justice (UCMJ).

SUMMARY OF REVISIONS

This document has been completely rewritten and must be reviewed in its entirety.

Section A	General	6
1.	Standards:	6
2.	References:	6
3.	Responsibilities:	6
4.	Reporting Fire and/or Smoke:	7
5.	False Reporting:	8
6.	Telephone Stickers:	8
7.	Fire Apparatus Priority:	8

8.	Supervising Fire Fighting Operations:	8
9.	Authority to Commander.	8
Section B	ASSIGNMENTS AND RESPONSIBILITIES	8
10.	6 AMW Commander.	8
11.	Base Fire Marshal.	8
12.	Base Fire Chief.	8
13.	Assistant Fire Chief of Fire Prevention.	8
14.	Unit Commanders and Supervisors	9
15.	Functional Managers.	9
16.	Facility Managers.	9
17.	Fire Protection Lectures and Demonstrations.	10
18.	Operations and Logistics Flight Commanders.	10
19.	Medical Group Commander.	10
20.	Security Forces Commander.	11
21.	Base Civil Engineer.	11
22.	Officer In Charge (OIC), Munitions Branch.	12
23.	911 Communications Center.	12
24.	Inspection Process.	12
25.	Fire Prevention Personnel.	13
26.	Disciplinary Action.	13
27.	Contract Management.	13
28.	Contract and Concessionaire Employees.	13
Section C	Fire Hazards and Their Elimination	13
29.	Control of Smoking.	13
30.	Smoking Areas.	13
31.	Smoking and Disposal of Smoking Material.	13
32.	Electrical Installation and Equipment.	14
33.	Electrical Appliances.	14
34.	Electrical Equipment Installed In Hazardous Locations.	14
35.	Extension Cords.	14
36.	Alterations.	15
37.	Lights.	15

38.	Normal Electrical Installations.	15
39.	Heating and Cooking Appliances.	15
Section D	ARC Welding and Torch Welding, Cutting and Brazing	15
40.	Welding and Cutting.	15
41.	Within Vicinity of Flammable or Explosive Material.	16
42.	Safety Watch.	16
43.	Equipment Inspection.	16
Section E	Flammable Liquids and Gases	16
44.	Above and Underground Storage.	16
45.	Use For Cleaning Purposes.	17
46.	Spray Painting:	17
47.	Use of Approved Flammables.	17
48.	Powered Equipment and Vehicle Servicing.	17
49.	Disposal of Flammable Liquids.	17
50.	Storage of Flammable Gas Cylinders and Chemicals:	18
Section F	Packing Material and Housekeeping	19
51.	Storage:	19
52.	Housekeeping.	19
Section G	Public Assembly and other Related Areas	20
53.	Responsibilities:	20
54.	Base Theater:	21
55.	Medical Group:	22
Section H	Motor Driven Equipment - Vehicle Operation and Parking	22
56.	Inside Operation:	22
57.	Refueling:	22
58.	Parking:	22
59.	Powered Lawnmower Storage:	22
Section I	Traffic and Pedestrian Control at Fires	22
60.	Traffic Across Fire Hose:	22
61.	Vehicle Control:	22
62.	Barricades:	22

Section J Fire Extinguishers 23

63. Control and Maintenance of Fire Extinguishers: 23

Section K Exit Criteria 24

64. Exits and Fire Escapes: 24

Section L Other Fire Prevention Procedures 25

65. Burning of Trash: 25

66. Blowtorches: 25

67. Heaters: 25

68. Candles or Open Flame Devices: 25

69. Decorations: 25

70. Special Events: 26

71. Lighting: 26

72. Plastics: 26

73. Vegetation Control: 26

74. Self-Help Work: 26

75. Installed Fire Detection/Protection Systems: 26

76. Fireworks: 27

77. Designated Explosive Storage Area: 27

78. Spray Painting: 27

79. Building Maintenance and Janitorial Supplies: 27

80. Waste Materials and Environmental Control: 27

81. Barbecue Grills: 28

82. Safety, Health, and Fire Prevention Signs and Tags: 28

Section M Hazardous Materials and Chemicals 28

83. Scope: 28

84. Approval Required: 28

85. Identification: 28

86. Defective Containers: 29

87. Material Safety Data Sheets (MSDS): 29

Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 30

MACDILLAFBI32-106 17 SEPTEMBER 2003	5
Attachment 2— FIRE SAFETY CHECKLIST FOR ADMINISTRATIVE TYPE FACILITIES	31
Attachment 3— FIRE SAFETY CHECKLIST FOR AIRCRAFT HANGARS AND MAINTENANCE SHOPS	33
Attachment 4— OPERATIONAL CHECKLIST FOR PLACES OF PUBLIC ASSEMBLY FACILITIES	35
Attachment 5— CLOSING CHECKLIST FOR PLACES OF PUBLIC ASSEMBLY FACILITIES	36
Attachment 6— FIRE PREVENTION STANDARDS DURING CONTRACTOR PERFORMANCE	37
Attachment 7— FIRE EXTINGUISHER INSPECTION CHECKLIST	40
Attachment 8— VISUAL INSPECTION OF INSTALLED WET CHEMICAL SYSTEMS DAILY INSPECTION	41
Attachment 9— VISUAL INSPECTION OF INSTALLED FIRE DETECTION SYSTEMS WEEKLY INSPECTION	42

Section A— General

1. Standards: In addition to this instruction, HQ USAF and Major Air Command publications, the following standards will apply:

- 1.1. American Insurance Association.
- 1.2. Factory Mutual Engineering Corporation.
- 1.3. Underwriters Laboratories, Incorporated.
- 1.4. National Institute of Standards and Technology.
- 1.5. National Fire Protection Association.
- 1.6. American Gas Association.
- 1.7. American Water Works Association.
- 1.8. Occupational Safety and Health Administration.
- 1.9. AF Occupational Safety and Health Standards.

2. References:

- 2.1. MIL-HDBK 1008C, *Fire Protection for Facilities Engineering, Design, and Construction*.
- 2.2. AFI 32-2001, *The Fire Protection Operations and Fire Protection Program*
 - 2.2.1. AR 420-90, *Fire and Emergency Services*.
- 2.3. AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*.
- 2.4. AFMAN 91-201, *Explosives Safety Standards*.
- 2.5. T.O. 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding (ATOS)*.
- 2.6. National Fire Protection Association (NFPA) 2.7.2 Handbook.
- 2.7. National Fire Codes (NFC) 2.7.
- 2.8. National Electric Code (NEC) 2.7.1., *Standards of the Joint Commission on Accreditation of Health Care Organization (JCAHO) 2.8*.

3. Responsibilities: Preserving life and property from fire is a fundamental duty of all levels of command and supervision. The most crucial ingredient in an effective fire prevention program is the commander's involvement and awareness. A command is only as interested in fire protection as its commander. Without the commander's involvement and support, the program will certainly fail regardless of the resources applied. Every unit assigned to MacDill Air Force Base will have a fire prevention program suited to its size and need. All personnel, including contractors and concessionaires when working on MacDill Air Force Base, will observe fire prevention measures. Supervisors are responsible for the enforcement of this directive in so far as it pertains to their respective building, area, and U.S. government property. Willful violators will be subject to disciplinary action and/or pecuniary liability. 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. The Base Fire Marshall has the authority to cause

work stoppage of operations in any situation where a serious fire hazard is determined to exist. Carelessness is the leading cause of fires. The misuse of smoking material, improper use and handling of flammable liquids, and disregard for established safety procedures are common causes of recurring fire loss.

4. Reporting Fire and/or Smoke: It is the responsibility of all personnel to report all fires to the Fire Department whether or not the fire can be or has been extinguished without the aid of the Fire Department.

4.1. The Base Fire Department will be immediately notified by any person who:

- 4.1.1. Discovers a fire.
- 4.1.2. Suspects there may be a fire.
- 4.1.3. Discovers past presence of a fire.
- 4.1.4. Detects the smell or presence of smoke.
- 4.1.5. Detects a gas leak.

4.2. Procedures for reporting a fire:

4.2.1. Immediately warn all building occupants verbally and/or by activating installed fire alarm system. Upon hearing a fire alarm, all building occupants are required to evacuate to a designated safe location.

4.2.2. Dial 911 on base telephone system.

4.2.3. The person reporting the fire will give the 911 call taker the following information if time permits:

4.2.3.1. Exact location of the fire, including the building number, room number, and/or the common name of the building, such as Dining Facility, Post Office, Base Exchange, etc.

4.2.3.2. The individual reporting the fire should give their name, grade, and the phone number from which the call is being placed.

4.2.3.3. The type of fire, if known. For example, building, electrical, gasoline, etc.

4.2.4. Immediately after notification is made to the 911 Call Center, the person discovering the fire will, if time and/or conditions permit:

4.2.4.1. Turn off all switches to electrical fans, ventilators, and electrically operated motors and appliances (EXCEPT exhaust fans for cooking equipment).

4.2.4.2. Close all doors and windows.

4.2.4.3. Close and lock all safes containing classified material.

4.2.4.4. Post an individual in a conspicuous location outside the building to direct the Fire Department personnel to the exact location of the fire.

4.2.4.5. Use the available fire extinguishers in an effort to control or extinguish the fire.

4.3. Automatic fire alarm systems and pull boxes are installed in various base facilities with alarm sounding devices to warn building occupants to evacuate the building and send notification of alarm to the Fire Department. A positive means, such as a telephone, should be utilized to contact the 911

Call Center with specific information; and the use of pull boxes by pulling its handle and/or breaking its glass.

5. False Reporting: Willful transmission or reporting of a false alarm is prohibited, to include; but not limited to:

5.1. The willful transmission of an emergency alarm either by phone or by deliberately pulling of a manual alarm box or destruction to a fire detector.

5.2. Reporting of a false fire.

5.3. Causing intentional fire loss to government property.

6. Telephone Stickers: Fire reporting telephone number stickers will be affixed to each telephone instrument, including dorm housing. Stickers are available at the Fire Prevention Office, Building 26, 2709 Florida Keys Avenue.

7. Fire Apparatus Priority: All fire apparatus will have the right of way over all other traffic. When vehicle siren or red light is on, traffic will clear all intersections, pull to the right, and come to a complete stop. Under no circumstances will anyone other than ambulance drivers, security forces, and authorized personnel follow the fire apparatus responding to an emergency or follow closer than 500 feet.

8. Supervising Fire Fighting Operations: The Fire Chief or senior fire officer, at the scene, is in complete charge of all fire fighting and rescue operations. During these operations, persons outside the fire protection organization do not give orders or interfere with the Fire Chief or firefighters.

9. Authority to Commander. The Fire Chief or senior fire officer in charge may command available military vehicles, equipment, materials, and personnel, considered necessary for the prompt control and extinguishment of fires or rescue of personnel. They may also seek voluntary civilian help including mutual aid.

Section B— ASSIGNMENTS AND RESPONSIBILITIES

10. 6 AMW Commander. The Commander exercises primary responsibility for fire prevention and is responsible for protecting for all 6th Air Mobility Wing resources.

11. Base Fire Marshal. The Base Civil Engineer commander is designated as the Base Fire Marshal according to AFI 32-2001 and will be responsible to the 6th Air Mobility Wing commander for the proper functioning, technical efficiency, and overall supervision of all fire fighting activities. This includes assignment of personnel, training, and the proper operation of all apparatus and equipment.

12. Base Fire Chief. The Base Fire Chief is responsible to the Base Fire Marshal for the enforcement of the Fire Prevention and Fire Protection Program. The Fire Chief will have full authority to remove, cause to be removed, any fire hazard found to exist, advise and make recommendations to the Base Fire Marshal on technical matters, and will have full authority over all fire fighting activities.

13. Assistant Fire Chief of Fire Prevention. The Assistant Fire Chief of Fire Prevention is responsible to the Base Fire Chief for the overall supervision of the Fire Prevention office. Functions of the Fire Pre-

vention office are to orient base personnel in fire prevention practices, operation and use of fire extinguishers, and inspect facilities and areas to identify and eliminate fire hazards. Will review all construction and renovation design plans to ensure inclusion of required fire and life safety provisions.

14. Unit Commanders and Supervisors . Unit Commanders and supervisors at all levels are responsible for and must ensure that sound Fire Prevention procedures are established and practiced in each activity or facility under their jurisdiction. They will ensure the following:

14.1. Check daily for fire hazards, exit door operation, extinguisher serviceability, and proper location. Immediately notify Fire Prevention office at 828-4236 of any fire hazards, which cannot be corrected by unit personnel. Those fire hazards not corrected within 30 days will be annotated on AF Form 3, **Hazard Abatement Plan**, and submitted according to AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*. Inspection will include a closing inspection at the end of each duty day, or after completion of each working shift (see **Attachment 2** which should be used periodically). Report any fire extinguishers that were discharged or damaged, and any installed fire protection system that may have been damaged during an operation by accident, or by contact with material handling equipment.

14.2. Request Fire Prevention to provide appropriate lectures and demonstrations. Schedules are made to obtain the largest possible audience.

14.3. Ensure the complete Fire Prevention orientation of assigned personnel, building managers and supervisors through the use of training outlines established according to AFI 91-301. Supervisors at all levels are responsible for enforcement of sound fire prevention practices in their work areas.

14.4. 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.

14.5. Develop an operating instruction for the assigned unit to follow when fire is found. Instructions must cover fire reporting, personnel evacuations, safeguarding classified information and first aid fire fighting (manning of fire extinguishers). Depending on the type of activity, instructions will also include such items as emergency removal of aircraft from hangars, protection of high value equipment, critical material, and accidents involving fuel handling. A copy of the operating instruction is to be sent to the Base Fire Chief for review and filing. This operating instruction must be reviewed annually for changes.

15. Functional Managers. Functional Managers 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. Unit or installation commanders designate functional managers.

16. Facility Managers. Facility managers are responsible to the functional commander for the fire safety condition of their facilities as specified in AFI 32-2001, *The Fire Protection Operations and Fire Protection Program/AR 420-90, Fire and Emergency Services*. The facility manager will accompany the fire inspector during scheduled inspections and provide immediate action to correct fire hazards noted during inspections. Fire hazards not corrected within 30 days will be annotated on AF Form 3 and submitted according to AFI 91-301. The facility manager's duties include, but are not limited to:

16.1. Evacuation of Building. When a fire alarm is activated, all personnel will evacuate the building except those personnel assigned to fire fighting duties. In buildings not equipped with a fire alarm system, the person who discovered the fire will alert all personnel and ensure that the building is evacuated.

16.2. Exit Drills. Conducting 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. The Fire Prevention office will be notified 24 hours in advance of any fire drills.

16.3. Fire evacuation drills will be held as listed below:

16.3.1. Quarterly:

16.3.1.1. Base Clinic.

16.3.1.2. Munitions areas or facilities.

16.3.1.3. Public assembly facilities (evacuation not required).

16.3.2. Annual:

16.3.2.1. Industrial occupancies.

16.3.2.2. All other facilities occupied by 25 or more persons.

16.4. Occupants will 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 a report to the Base Fire Department documenting accomplishment of the drill.

17. Fire Protection Lectures and Demonstrations. Fire prevention lectures and demonstrations are available for all functional and social groups. The unit commander or the functional supervisor of these groups is responsible of calling the Base Fire Department Prevention Office at 828-4236 to schedule request.

18. Operations and Logistics Flight Commanders.

18.1. Develop plans to stop the spread of fire to aircraft, including removal of aircraft from the area(s) involved in the fire and provides definite assignment of teams and aircraft removal to support equipment in case of fire. Ensure facility managers utilize **Attachment 3** to perform fire safety inspections on hangers and maintenance shops.

18.2. Direct the carrying out of test drills.

18.3. Ensure fire extinguishers (wheel type) on the flight line that require maintenance are taken to the established pick up points.

19. Medical Group Commander.

19.1. Designates one ambulance and crew to respond to all fires and emergencies.

19.2. Ensures the ambulance crew reports to the Fire Chief or Senior Fire officer in charge for instructions and that the Medical Group keeps records of all injuries that were treated.

20. Security Forces Commander.

20.1. Ensures the Security Forces desk sergeant dispatches patrols to the scene of fire and/or emergencies to provide traffic control, security, and personnel control.

20.2. Prohibits parking within 15 feet of a fire hydrant, street intersection, building, fire lanes, or areas that block the way of fire apparatus and equipment. Security Forces patrols conduct checks of designated facilities every shift and will notify the Fire Department of any obvious fire hazards (i.e., smell of natural gas or sight/smell of smoke).

20.3. Security Forces patrols conduct checks of designated facilities every shift and will notify the Fire Department of any obvious fire hazards (i.e., smell of natural gas and/or sight/smell of smoke).

20.4. Ensures that the Security Forces personnel assist in building evacuations during Major Accident Response Exercise (MARE) and during actual emergencies.

20.5. States responsible First Sergeants will be notified of any malicious alarms in the dormitory. (Request Dorm Manager also be notified.)

21. Base Civil Engineer.

21.1. Operations element will ensure all AF Forms 332, **Base Civil Engineer Work Request**, are available for review by the Fire Prevention office.

21.2. Engineers will ensure all project specifications and drawings, including non-appropriated funds, Army and Air Force Exchange Services (AAFES), are coordinated with the Fire Chief or a designated representative for review and signature. Schedules or allows at least three working days for project plans and specifications to be reviewed by the Fire Prevention personnel.

21.3. Contract Management:

21.3.1. Will notify the 911 Call Center when roads or streets are to be blocked by contractors or other repair/maintenance personnel.

21.3.2. Will, upon completion of work on projects involving fire suppression or detection systems, notify the Fire Prevention office of the time of the final test to permit inspection and certification.

21.3.3. Will notify the 911 Call Center when fire protection/detection systems or fire hydrants must be put out of service and/or returned to service.

21.3.4. Will notify the Fire Prevention office, 24 hours in advance, of any pre-construction conferences.

21.4. 6 CES Trouble Desk:

21.4.1. Ensures the rapid response of any required maintenance personnel with proper tools and equipment to each fire incident and if deemed necessary by the senior fire officer.

21.4.2. Provides support as requested for heavy equipment at a fire or emergency scene.

21.4.3. Gives priority to calls that are certified as fire safety hazards.

21.4.4. Notifies the 911 Call Center when the water supply is interrupted, which may affect fire protection.

21.4.5. Notifies the 911 Call Center when fire protection systems or fire hydrants must be put out-of-service, or when roads or streets are blocked.

21.5. Engineering and Environmental Quality Branches will ensure that the Real Estate section notifies the Fire Prevention office before any changes occur in regards to building re-designation of use, occupancy change, or disposal.

21.6. Operation Branch will forward to the Fire Prevention office a current facility listing with the names of facility managers, alternates, and telephone numbers where they can be reach.

22. Officer In Charge (OIC), Munitions Branch.

22.1. Notifies the 911 Call Center when the fire symbol changes in ammunition storage building areas and/or igloos.

22.2. Notifies the 911 Call Center when a military carrier is on the way to the base storage area for munitions holding and transports.

23. 911 Communications Center.

23.1. Ensures the 911 Center calls when a fire is reported, or on all responses, the following:

23.1.1. Security Forces.

23.1.2. Emergency Room.

23.1.3. Fire Marshal

23.1.4. Base Command Post.

24. Inspection Process. Fire Prevention inspections are conducted on a scheduled and no-notice basis by Fire Department personnel. In addition, facility managers or their alternates perform daily fire prevention inspections of their assigned facilities.

24.1. Fire Prevention personnel performing inspections will use AF Form 218, **Facility Fire Prevention/Protection Record**, as a checklist and as a recording document tool during the inspection process. AF Form 1487, **Fire Prevention Visit Record**, will be issued when a fire hazard or any fire deficiency is noted but not corrected during the inspection, or when a trend of minor hazards with potential to become a major hazard is noted and/or the functional manager fails to support or establish an effective fire prevention program.

24.2. Immediate action must be taken by the functional manager to correct noted fire hazards as indicated on the AF Form 1487. Fire hazards must be corrected based on the time frame indicated on the AF Form 1487, and returned to the Fire Prevention office within the suspense noted on the report. Fire hazards not abated will be reported on AF Form 3 as required by AFI 91-301.

24.3. Responsibility for compliance with recommendation of the Assistant Fire Chief of Fire Prevention rests with the unit commander and supervisor of the unit being inspected.

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

25. Fire Prevention Personnel. Fire Prevention personnel are available on request for fire prevention lectures, demonstrations, and courtesy inspections. Requests should be in writing with adequate time for confirmation.

26. Disciplinary Action. The Chief of Fire Prevention section will notify unit commanders/functional managers when violations occur in relation to paragraph 5. Once notified, a complete investigation will be initiated and a copy of the report will be sent to 6 CES/CEFT within seven (7) working days from the date of the incident, to include appropriate administrative or disciplinary action.

27. Contract Management. The Base Fire Chief or designated representative 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. This includes all USAF, Army, Corps of Engineers, AAFES, and controlled projects. Project engineers will notify the Fire Chief 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 base fire prevention regulations. Each contract will contain a specific section on fire prevention utilizing **Attachment 6** of this publication. 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.

28. Contract and Concessionaire Employees. Contract and concessionaire employees must be briefed on fire reporting and evacuation procedures and other related fire prevention policies by their immediate supervisor. This briefing must be documented.

Section C— Fire Hazards and Their Elimination

29. Control of Smoking. Supervisors will inspect all smoking areas at the close of each break period and at the end of each work shift to ensure that all smoking material has been disposed of in a proper manner.

30. Smoking Areas.

30.1. Smoking, striking of matches, or operating of mechanical lighters will not be permitted in any building, structure, or room (including supply rooms) used for storage, repair, industrial processing, servicing, testing or fabricating. Smoking is prohibited in all government owned or leased vehicles assigned to or operated at MacDill Air Force Base.

30.2. Requests for outside designated smoking areas will be submitted in writing through the Base Fire Chief. Requests will include a drawing of the area concerned. All requests and drawings will be submitted in duplicate.

31. Smoking and Disposal of Smoking Material.

31.1. Except when permitted in designated areas, smoking, striking of matches, or operating of mechanical lighters will be prohibited in or within 50 feet of aircraft, hangars, aircraft repair docks, paint and corrosion control shops, flammable liquids, and 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, or flammable storage areas.

31.2. Smoking is prohibited inside base facilities as well as base dormitories. Smoking is permitted in designated outside areas only.

31.3. Designated smoking areas will be located as to preclude all possibility of ignition of combustibles. Designated smoking areas will not be established in places where flammable vapors are likely to exist. Persons responsible for supervision will inspect the entire area at the end of each work shift to assure that all smoking materials have been placed in the receptacles provided. Smoking is prohibited in all munitions loading areas.

31.4. Receptacles for the disposal of smoking materials will be provided in all areas in which smoking is permitted. These receptacles will not be used for the disposal of other waste material. Supervisors will ensure that contents of these receptacles are wet down prior to disposal.

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

33. Electrical Appliances. Only electrical irons, coffee pots, microwave ovens, and toasters are permitted to be operated in unaccompanied government quarters. It will be the responsibility of each individual to assure that these electrical appliances are in good operating condition at all times and disconnected when not in use. At no time will appliances be left unattended while in use.

33.1. The use of electrical appliances of any type will be prohibited in hazardous areas unless approved in writing by the Base Fire Chief.

33.2. The use of hot plates and other electrical appliances used to prepare food or supply heat in areas other than those permitted in paragraph 33. above is prohibited. Commanders and first sergeants will be responsible for ensuring that only those electrical appliances stated in paragraph 33. above are used in unaccompanied government quarters.

33.3. Electrical coffee makers or coffee pots may be operated except in those areas stated in paragraph 33.1. above. In all cases, the appliance must bear the approval of the Underwriters Laboratories (UL). The appliance must also be placed upon a hard surface and be disconnected at the end of each workday or when not in use. Timers on coffee makers are not permitted.

34. Electrical Equipment Installed In Hazardous Locations. All electrical equipment installed in hazardous locations shall 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 present.

35. Extension Cords. Extension cords or flexible wiring will not be frayed or worn. They will be used in continuous length without splice or tape. Extension cords or flexible electrical wiring will not:

35.1. Be used as a substitute for fixing the wiring of the structure.

35.2. Run through holes in walls, ceiling, or floor.

35.3. Run through doorways, windows, or similar openings.

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

35.5. Be attached to building surfaces.

35.6. Multiple outlet adapters, or multiple outlet extension cords, will not be used unless there are adequate circuit breakers for the wiring.

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

37. Lights.

37.1. Clearance between electrical light fixtures and stored material will be 18 inches or more.

37.2. 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 Engineer 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.

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

37.4. Electrical lamps in dormitories will not be equipped with bulbs over 60 watts or any wattage build that tends to burn the lamp shade.

38. Normal Electrical Installations.

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

38.2. Garbage disposals, washing machines, and dryers will be grounded.

38.3. All electrical appliances such as washers, dryers, refrigerators, etc., will be equipped with a means for disconnecting them from the main power supply.

39. Heating and Cooking Appliances.

39.1. Boiler rooms and air handling rooms will be kept locked and will be entered by authorized personnel only. Storage of any items is strictly prohibited in these areas.

39.2. 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 Civil Engineer maintenance personnel will light, adjust, move, or repair any furnace, range or stove, and the control system.

39.3. Clothes dryers will be vented to the outside of building. Lint traps will be cleaned after each use.

39.4. The use of open flame or heat producing cooking appliances is not authorized in dormitories. Microwave ovens, toasters, and coffee makers may be used.

Section D— ARC Welding and Torch Welding, Cutting and Brazing

40. Welding and Cutting. 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.

40.1. A fire extinguisher will be available prior to any welding, cutting, or brazing operations, including the use of propane torches.

40.2. Welding or torch cutting operations will be performed by qualified personnel and, whenever possible, in booths or rooms constructed for that purpose.

40.3. When welding or torch cutting must be accomplished outside authorized booths or rooms, an AF Form 592, **USAF Welding, Cutting, and Brazing Permit**, is required for approved welding and cutting operations.

41. Within Vicinity of Flammable or Explosive Material. 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 welding operation.

42. Safety Watch. An extra person will be used as a "safety watch" on a welding team when welding is conducted outside an approved welding location. Their sole responsibility will be to watch for falling sparks and/or slag and, if needed, promptly use the available fire equipment.

43. Equipment Inspection. All equipment will be inspected daily for damage, loose connections, or unsafe conditions. Repair or replacement will be made immediately.

43.1. Oil and grease will be kept away from oxygen cylinders and fittings (this is an explosive hazard).

43.2. When welding hoses burst or escaping gas is ignited, regulator hose valves will be shut off immediately.

Section E— Flammable Liquids and Gases

44. Above and Underground Storage. All above and underground storage will be operated according to 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.

44.1. All organizations or activities having a requirement to store flammable or combustible liquids inside or outside facilities will procure and maintain a metal storage cabinet, have a one-hour inside storage room and/or storage buildings according to AFOSHSTD 91-501, *Air Force Consolidated Occupational Safety Standard*.

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

44.3. 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.

44.4. All provisions of AFOSHSTD 91-38, *Hydrocarbon Fuels-General*, and AFOSHSTD 91-501 will be adhered to, as required.

45. Use For Cleaning Purposes. The use of any highly flammable liquid (flash point less than 100 degrees Fahrenheit) for cleaning purposes is prohibited.

46. Spray Painting: Spray painting inside buildings is not permitted unless accomplished in an approved spray booth or when painters are spray painting the building. Exception to this requirement is spray painting in hangars, authorized by AFOSHSTD 91-17, *Interior Spray Finishing*, and/or T.O. 42A1-1-1, *Evaluation and Service Testing Of Materials -- Cleaning, Painting, Sealing, Protective Treating, Anti-Corrosion, Inspection Materials and Related Items*. Spray residue will be removed daily.

47. Use of Approved Flammables.

47.1. 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.

47.2. Extreme care will be taken to avoid spilling fuel. Should a spill or leak occur, all operations will be stopped immediately and the Fire Department notified.

47.3. The use of any flammable liquid to remove paint from floors is prohibited.

47.4. Metal containers with a lid plainly marked with the name of the contents will be used for the 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.

48. Powered Equipment and Vehicle Servicing. 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) even though the engine is not running. Base gas stations will cease all fueling operations while their fuel storage tanks are refueled.

49. Disposal of Flammable Liquids. Flammable liquids will not be permitted to enter drainage or sewer systems. Contact Fuels Management for proper disposal instructions.

49.1. Contaminated aviation fuels not suitable for use in ground equipment and all other contaminated petroleum products will be disposed of according to supply directives.

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

49.3. All flammable liquid storage cabinets that contain such items as paint, varnish, lacquers, WD-40, and other finishing materials will be authorized and approved by the Fire Department. Flammable Liquid Storage Authorization letter will be prepared in two copies by the requesting organization and sent to the Fire Prevention office for authorization and approval. The original form will be filed in the Fire Prevention office and a copy will be posted with flammable storage cabinet storing flammables. The following list represents minimum requirements for flammable storage and their license requirements:

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

49.3.2. Flammable storage level will not exceed a 30-day supply. *EXCEPTION*: One container of each different type of flammable used infrequently may exceed the 30-day supply. For example, several cans of different color spray paints used during a specific task may exceed the 30-day limit.

49.3.3. All storage must be compatible.

49.3.4. Flammable storage cabinets shall be located in a separate room or be at least 50 feet from any explosive storage locations.

49.3.5. License will be reviewed annually by Fire Prevention office. The facility manager will ensure that the licensed flammables match that of the cabinet inventory.

49.3.6. All cabinets used for flammable storage must meet or exceed OSHA and AFOSHSTD 91-501 requirements.

49.3.7. Any changes in the content of the cabinet will be annotated on the license and must have prior approval by the Base Fire Department.

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

50. Storage of Flammable Gas Cylinders and Chemicals:

50.1. 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 cause, the following prevention control measures will be enforced:

50.1.1. Gases will be stored in authorized locations only. Supplies of oxygen and acetylene gas will be separated by at least a 30 foot firewall so that in the event of leakage the gases will not mix.

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

50.1.3. Cylinders permitted inside buildings will be stored away from highly combustible material and located where they will not be exposed to excessive increase in temperature.

50.1.4. The valve on empty gas cylinders will be closed and the valve bonnet cover will be installed when cylinders are being handled. The removable valve cap, provided for the protection of the cylinder valve, shall be kept on the cylinder at all times except when the cylinder is in use dispensing its contents.

50.1.5. All flammable gas storage areas will be conspicuously posted with the words "Flammable Gas" and "No Smoking Within 50 Feet".

50.1.6. All petroleum base products will be kept away from oxygen cylinders and fittings.

50.1.7. 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.

50.1.8. All chemicals and gases will be stored according to NFPA standards

Section F—Packing Material and Housekeeping**51. Storage:**

51.1. Storage bins for packing material such as excelsior, straw, upholstery material, clean wiping rags, cotton waste, and similar items will be of proper construction and of substantial noncombustible material or wood, lined on the inside with single lock jointed sheet metal. The metal lining of a wooden bin is to include all interior surfaces and edges. The cover will be equipped with a fusible link to close automatically in case of fire. These bins are to hold not more than three bales of material at any time.

51.2. Packing material will be kept in original bales until ready for use. Once bales are broken open, the contents will be placed in approved containers.

51.3. 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 fire hazard. Neat stacking and good housekeeping shall be maintained at all times. Commodities that are particularly susceptible to water damage shall be on skids, dunnage, pallets, or elevated platforms in order to maintain at least four inches clearance from the floor.

51.4. In accordance with AFOSHSTD 91-501, the height of stacked materials should be kept as low as practical and volume sufficiently limited so that any fire occurring within the stack can be contained and extinguished by available means. When materials are stacked to a height of less than 15 feet, maintain an 18-inch clearance below ceiling-sprinkler deflectors, joists, rafters, beams, and roof trusses. If the stack is over 15 feet in height, increase the clearance to 36 inches. Position all stacks of materials to ensure an 18-inch clearance around lighting or heating fixtures or follow manufacturer's instructions regardless of height.

52. Housekeeping. Good housekeeping is essential to fire prevention and is the responsibility of all military and civilian personnel. The quality of cleanliness and orderliness will reflect the overall efficiency of the unit fire prevention program.

52.1. All trash or waste containers should be of noncombustible material.

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

52.3. All trash or waste containers, dumpster containers, and trash or waste collection racks will be at least 15 feet from any building.

52.4. Open cartons of oil base sweeping compound will be stored in covered metal containers.

52.5. Oil, grease, gasoline, and other substances spilled on floors will be cleaned up immediately with approved cleaning material. Sawdust or wood shavings will not be used on flammable material because of the increased fire hazard.

52.6. 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 a package.

52.7. Trash or waste of any kind, combustible material, rags, mattresses, and other such combustibles and waste material will not be allowed to accumulate or be stored in an unordered manner such as in corners, closets, hallways, and other areas where such accumulation may contribute to a fire.

52.8. Any kind of trash or waste, paper, dry grass, and other combustibles, flammables, or vegetation will not be permitted to accumulate under or in the vicinity of buildings, tanks, unloading racks, aircraft parking areas, ammunition storage areas, or similar locations.

Section G— Public Assembly and other Related Areas

53. Responsibilities:

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

53.2. Managers of places of public assembly and recreational facilities must establish and maintain a certification system to assure employees have been trained and understand their prevention responsibilities within the work environment. This certification system includes quarterly drills of employees (no building evacuation) and immediate indoctrination of newly hired employees.

53.3. Managers of places of public assembly and recreational facilities or assistants designated in writing will conduct daily closing inspections utilizing [Attachment 2](#), [Attachment 4](#), and [Attachment 5](#) of this publication. This responsibility will not be delegated to janitorial personnel.

53.3.1. Manager's closing inspections will include:

53.3.1.1. Checking temperature controls.

53.3.1.2. Disconnecting all nonessential electrical appliances.

53.3.1.3. Ensuring that cooking equipment has been turned off and cooled.

53.3.1.4. Ensuring that all trash or waste containers have been emptied or removed to the exterior of building as necessary.

53.3.1.5. Ascertaining that smoking materials have been placed in butt cans and separated from trash or waste containers.

53.3.1.6. Checking stuffed furniture for hot embers from smoking material; remove cushions where necessary.

53.3.2. The Fire Prevention supervisory personnel will perform no-notice random spot checks on places of public assembly or recreational facilities periodically.

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

53.3.2.2. The Fire Prevention supervisor who performs the spot check inspection will accomplish AF Form 1487 on fire hazards identified at that time. The Fire Prevention office shall maintain all logs and control numbers on the AF Form 1487 that they accomplished, including completion and return of the forms.

53.3.3. Managers of public assembly and recreational facilities are required to notify Fire Prevention office of all major social events when temporary decorations or unusual arrangements are planned to ensure that proper fire prevention practices are adhered to.

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

53.4.1. All installed grease filters and exposed surfaces of kitchen range hoods must be thoroughly cleaned by the operator daily to prevent accumulation of grease.

53.4.2. Kitchen range hoods and exhaust ducts serving kitchen equipment must be thoroughly cleaned as necessary to prevent accumulation of grease. This cleaning cycle 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. Commanders determine whether in-house resources, or contract will be used for this purpose.

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

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

53.4.5. The exhaust system must work at all times while the cooking equipment is in use.

53.4.6. If an exhaust fan motor is shut down or removed for repair or replacement, stop the use of the kitchen equipment serviced by that exhaust system until the fan is restored to service.

53.4.7. Deep fat fryers will be equipped with a primary thermostat of 400 degrees Fahrenheit and a secondary thermostat which must ensure that the maximum temperature of the liquid does not exceed 475 degrees Fahrenheit. This 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. The appropriate contractors must test thermostats annually. A metal tag shall be affixed to the unit showing date of test. Those units requiring disassembly or 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.

53.4.8. Installation of restaurant cooking equipment must be according to NFPA Standard 96 as modified by MIL-HDBK 1008C.

53.4.9. The Fire Prevention Office shall compute the maximum occupancy load and a copy provided to the facility manager. Occupancy loads shall be computed according to NFPA 101, *Life Safety Code*, based on the layout and utilization of the facility.

54. Base Theater:

54.1. At no time will the Base Theater be filled beyond certified seating capacity.

54.2. Smoking within the theater is prohibited.

54.3. No trash or waste materials will be allowed to accumulate in the theater. All trash or waste, including candy wrappers, popcorn bags, etc., will be removed from the building prior to closing each evening.

55. Medical Group: The Medical Group will comply with AFOSHSTD 91-8, *Medical Facilities*, Joint Commission on Accreditation of Healthcare Organizations *Comprehensive Accreditation Manual for Hospitals*, National Fire Protection Association 99, Standard for Health Care Facilities.

Section H— Motor Driven Equipment - Vehicle Operation and Parking

56. Inside Operation: Motor vehicles will not be stored in hangars without permission of the Base Fire Chief. They will only be operated in hangars when necessary to transport material or equipment. Additional safety requirements are contained in AFOSHSTD 91-66, *General Industrial Operations*.

57. Refueling: Equipment will not be refueled indoors. The refueling of vehicles on which fuel tanks are located above or adjacent to the engine 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).

58. Parking:

58.1. 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.

58.2. Vehicles will not be parked within 15 feet of a building (unless in an authorized parking area).

58.3. 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 and AFOSHSTD 91-38.

58.4. Motor vehicles will not be parked inside buildings not designated for such purposes. The Fire Chief must approve any deviation in writing.

58.5. 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. Additional requirements are contained in AFOSHSTD 91-38.

59. Powered Lawnmower Storage: Powered lawnmowers will not be stored inside buildings unless purged. Additional requirements are contained in AFOSHSTD 91-501.

Section I— Traffic and Pedestrian Control at Fires

60. Traffic Across Fire Hose: 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.

61. Vehicle Control: All firefighting vehicles responding to any emergency call will have the right of way over all other vehicles. Upon approach of fire fighting vehicles with red 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 firefighting vehicles have passed.

62. Barricades: Security Forces will deny entry on any affected areas immediately. Once all avenues of approach are blocked, Security Forces will notify the Fire Department.

*Section J— Fire Extinguishers***63. Control and Maintenance of Fire Extinguishers:**

63.1. Fire extinguishers will not be moved or relocated by other than authorized Fire Department personnel, except those provided for use near aircraft.

63.2. Aircraft 5 pound Halon extinguishers will be stocked in the HazMart store. The stock level will be maintained at 10. Unserviceable extinguishers will be exchanged on a one-for-one basis. The HazMart will ship unserviceable extinguishers back to the Defense Logistics Agency where they will be repaired/serviced and shipped back for reissue. For 150 pound flight line fire extinguishers, the Fire Department will provide servicing and arrangement for repairs.

63.3. It is the responsibility of the using organization to budget for the purchase and maintenance of fire extinguishers needed for facilities, vehicles, or equipment and in accordance with AFOSHSTD 91-501. The mounting of extinguishers at locations designated by the Fire Department is the responsibility of the building manager.

63.4. Fire extinguishers will not be obstructed or blocked in any manner that would prevent their immediate access and use, nor will they be utilized as doorstops.

63.5. Commanders and/or building managers are responsible for notifying the Fire Department of changing conditions within buildings, structures, and areas that may require changes in allocation and distribution of portable fire extinguishers.

63.6. Inspection of fire extinguishers mounted in vehicles and on portable equipment is the responsibility of using personnel. Initial and refresher training for personnel who inspect these extinguishers should be coordinated with the Fire Department. [Attachment 7](#) may be used for fire extinguisher inspections.

63.7. Only fire extinguisher locations that are difficult to see and/or 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. Markings will be placed above or near each fire extinguisher so that they can be easily located should a fire break out. The building manager will ensure extinguisher locations are identified, as required, and coordinated with the Fire Prevention office.

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

63.8.1. Fire extinguishers will be inspected for the following:

63.8.1.1. Proper location.

63.8.1.2. Safety pin and/or seal intact.

63.8.1.3. Sufficient pressure (if applicable).

63.8.1.4. Deterioration of any components.

63.8.1.5. Damage to the extinguishers.

63.8.1.6. Identification decal.

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

63.8.3. 150 pounds Halon extinguishers will not be towed at speeds exceeding 5 MPH or with a flat tire.

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

63.9. It is the responsibility of the using individual to immediately report the use of or damage to any fire extinguisher to the Fire Department.

63.10. Transit Alert (TA) personnel will ensure:

63.10.1. Responsible personnel make daily inspections of all extinguishers under their jurisdiction according to NFPA 10, *Portable Fire Extinguishers*.

63.10.2. Fire extinguishers are properly positioned for the protection of parked aircraft, engine starts, and aircraft upon which maintenance is being performed according to TA 490 and T.O. 00-25-172.

63.10.3. Any fire extinguisher that requires servicing will be relocated to the ready line.

63.11. Fire extinguishers will be located to preclude the possibility of collision or upset by taxiing aircraft.

63.12. Missing fire extinguishers will be reported immediately to the Fire Prevention office and to the building manager or aircraft maintenance officer responsible for that location.

63.13. Extinguisher maintenance responsibilities: Placement, monthly and periodic maintenance, records updating, inspecting and maintenance as required.

63.14. Daily visual inspection of pressure, agent level gauges, safety pin seals, hoses and nozzles, and mobility of the extinguishers is the responsibility of the using organization.

63.15. The only authorized extinguisher to be used on the airfield in support of aircraft operations is the 150 pound Halon wheeled flight-line extinguisher.

Section K— Exit Criteria

64. Exits and Fire Escapes: All building exits and fire escapes will meet design criteria outlined in the National Fire Codes and MIL-HDBK – 1008C.

64.1. Exits and fire escapes will be easily accessible at all times.

64.2. Exit stairways in government housing will be kept clear at all times. Items such as barbecue grills, garbage cans, and furniture will not be stored in these areas.

64.3. A readily visible sign in all cases shall mark exits when the exit is not immediately visible to the occupants.

64.4. Any door, passage, or stairwell that is neither an exit nor a way of exit access, and that is so 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., shall be identified as such.

64.5. A sign reading "EXIT", with an arrow indicating the direction, shall be placed in each location where the direction of travel to reach the nearest exit is not apparent.

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

- 64.7. All windows, doors, or other openings that are blocked will be labeled as such.
- 64.7.1. 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.
 - 64.7.2. The fastening of any established exit door will be such that egress of occupants is not prevented or impeded.
 - 64.7.3. Exit doors from places of public assembly accommodating 100 or more persons shall be equipped with panic hardware.
 - 64.7.4. Exit doors and panic hardware will be in good working condition at all times.
- 64.8. Illuminated exit signs will be maintained and serviceable at all times.
- 64.8.1. Illuminated exit signs shall be suitably illuminated by a reliable light source giving a value of not less than five candles on the illuminated surface.
 - 64.8.2. Artificial lights giving illumination to exit signs other than the internally illuminated types shall have screens, discs, or lenses of not less than 25 square inches of translucent material.
 - 64.8.3. Internally illuminated exit signs shall be provided in all occupancies where reduction of normal illumination is permitted.
 - 64.8.4. Exit signs shall be distinctive in color and shall provide contrast with decorations, interior finish, and other signs. Illuminated exit signs shall be red on a white background.
- 64.9. Emergency lights will be maintained and serviceable at all times.

Section L— Other Fire Prevention Procedures

- 65. Burning of Trash:** Open fires, the burning of trash, and similar material within the limits of MacDill Air Force Base will be allowed only at times and places approved by the Base Fire Chief.
- 66. Blowtorches:** Blowtorches or flame units will not be used to remove paint from any surface or to burn wood for decorative purposes unless specifically authorized by the Base Fire Chief.
- 67. Heaters:** Open flames or element type space heaters will not be used in any facility.
- 68. Candles or Open Flame Devices:** The use of candles, incense, or other open flame devices is prohibited in government facilities and living quarters with the exception of the base chapel for religious services.
- 69. Decorations:** Decorations such as stage curtains, netting and/or drapes, or other combustible material used in places of public assembly; as well as those in administrative facilities or dormitories, where there are large concentrations of people will be of a flame resistant material. It is highly recommended that only flame resistant composition draperies and curtains be used (for example, fiberglass, spun glass, etc.). The Fire Prevention office will be notified prior to installation of draperies, netting, curtains, and/or decoration. For their own protection, the purchaser should secure a certificate indicating the flame resistant properties of the material from the manufacturer or dealer.

69.1. 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 for any purpose.

69.2. Curtains, draperies, or other decorative material will not in any way block exits or other means of egress or exit signs.

70. Special Events: The Fire Prevention office will first approve decorations for special events or occasions prior to installation.

71. Lighting: Lighting decorations, equipment, and extension cords will be Underwriters Laboratory approved and in safe working condition. Electrical decorations used outdoors will be of the type designed for outdoor use and UL approved. Lights used for decoration may only be used for the holiday season.

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

73. Vegetation Control:

73.1. Dry grass, weeds, or trash will not be permitted under or adjacent to any building.

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

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

74. Self-Help Work:

74.1. All self-help work requires submission of an AF Form 332, **BCE Work Request**, and will be coordinated through the Fire Prevention Office.

74.2. Self-help projects without approval will be halted by the Fire Department officials and reported to the Base Fire Marshal.

75. Installed Fire Detection/Protection Systems:

75.1. Automatic alarm devices, wiring, and automatic sprinkler systems will not be adjusted, removed, painted, obstructed, or otherwise disturbed except by authorized personnel.

75.2. The storage of material within 18 inches of any detection device is prohibited. When materials are stacked to a height of less than 15 feet, maintain an 18-inch clearance below ceiling sprinkler deflectors, joists, rafters, beams and roof trusses. If the stack is over 15 feet in height, increase the clearance to 36 inches. Position all stacks of materials to ensure an 18-inch clearance around sprinkler heads, lights, or heating fixtures or follow manufacturer's instructions regardless of height.

75.3. The 911 Call Center at 828-3630 will be notified prior to shutting down any system or section thereof for repairs or maintenance.

75.4. The installation of false or lowered ceilings below detection systems is prohibited without a properly approved and coordinated AF Form 332.

75.5. Heat detectors and smoke detectors will not be painted except as provided by the manufacturer. Paint coatings reduce the sensitivity of these units and may prevent their proper operation.

75.6. Whenever fire detection/suppression systems (sprinkler, pre-action, deluge, or automatic detection) are out of service, the organization having primary responsibility for the facility will post a fireguard during periods when the facility is normally vacant. The fireguard will be responsible for periodic patrol of the entire facility to ensure that there are no visible signs of fire. Should a fire occur, the fireguard would immediately notify the Fire Department and provide access to the responding fire fighters.

75.7. Building managers will be responsible for providing the Base Fire Department with keys to rooms where fire alarm boxes, sprinkler controls, etc., are located. They will also utilize [Attachment 8](#) and [Attachment 9](#) for inspection of these systems.

76. Fireworks: Fireworks of any description will not be used within the confines of MacDill Air Force Base except for holiday purposes and only upon approval of the base fire chief. Only licensed and bonded personnel will handle the fireworks according to NFPA 1125, *Model Rocket and High Power Rocket Motors*.

77. Designated Explosive Storage Area: Persons in charge of these areas are responsible for posting and/or changing fire symbol and notifying the Base Fire Department in each instance. The person in charge of explosive areas for operations will ensure that personnel concerned are familiar with the contents of AFMAN 91-201.

78. Spray Painting: Spray painting will be done only in areas approved by the Base Fire Marshal, Ground Safety Officer, and the Medical Bioenvironmental Office.

79. Building Maintenance and Janitorial Supplies:

79.1. Paste type wax will not be used for shining floors; water emulsion type will be used (wood parquet floors not included).

79.2. The use of blowtorches and/or improved open flame appliances for paint removal is prohibited. Paintbrushes will be thoroughly cleaned and dried after each use. Storage of paint brushes in containers with combustible solvent or paint thinner is prohibited.

80. Waste Materials and Environmental Control:

80.1. Grease and paint rags or waste, and wiping and polishing cloths will be kept in tightly covered metal containers. Containers will be of substantial 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 building or facility when full or at the end of the duty tour. Floor containers must be painted red with a yellow band and labeled for contents.

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

80.3. Safe handling of trash is outlined as follows:

80.3.1. Trash and waste will not be allowed to accumulate in a disorderly manner in corners, closets, hallways, and other areas where such accumulation may result in fire.

80.3.2. An ample number of containers 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.

80.3.3. Waste lumber or other combustible material such as excelsior, straw, sawdust, burlap, or fibers used in buildings will be kept only in places where great care has been taken to prevent any possibility of ignition.

80.4. Spontaneous Ignition Materials:

80.4.1. Sawdust and/or other combustible materials will not be used for the purpose of soaking up flammable liquids, oils, and grease.

80.4.2. Oily clothing, when not in use, will be hung in aired metal lockers or metal containers with self-closing lid as described in paragraph **80.1**.

80.4.3. Barbecue charcoal will be kept dry and in a well ventilated location.

81. Barbecue Grills: Barbecue grills will be placed at a safe location and a minimum of 10 feet from any existing facility so as not to cause ignition of nearby combustibles, and will not be stored in stairwells or balcony.

82. Safety, Health, and Fire Prevention Signs and Tags: Any signs or tags that are required as a result of this instruction will be according to AFOSHSTD 91-45, *Hazardous Energy Control and Mishap Prevention Signs and Tags*. It establishes uniform requirements for the use of signs and tags to inform personnel of immediate existing or potential hazardous situations that may produce occupational injury or illness.

Section M— Hazardous Materials and Chemicals

83. Scope: The provisions of this chapter shall apply to all materials not otherwise covered in this instruction that are highly flammable or that may react to cause fires or explosions, or that by their presence create or augment a fire or explosion hazard, or that because of their toxicity, flammability, or liability to explosion, render fire fighting dangerously abnormal or difficult; also to flammable liquids that are chemically unstable and that may spontaneously form explosive compounds or undergo spontaneous reactions of explosive violence or with sufficient evolution of heat to be a fire hazard. Hazardous chemicals shall include such materials as flammable solids, corrosive liquids, radioactive materials, oxidizing materials, potentially explosive chemicals, highly toxic materials, and poisonous gases.

84. Approval Required: An approval letter shall be obtained from Base Civil Engineer, Environmental Officer, coordinated with the Fire Prevention office of the Fire Department; prior to storage of 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.

85. Identification: All containers of materials and chemicals shall be individually labeled. Fixed containers shall be labeled or shall have a sign or placard on the container.

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

87. Material Safety Data Sheets (MSDS): The facility manager of any facility who is required to prepare an MSDS or an Emergency and Hazardous Chemical Inventory Form under Subtitle B, Section 311 and 312, Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III), shall provide a copy of the current MSDS with a current listing of key facility personnel and the locations within the facility that hazardous materials can be found to the Fire Prevention office.

DAVID M. SNYDER, Colonel, USAF
Commander

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

Air Force Policy Directive (AFPD) 32-20, *Fire Emergency Services*

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

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*

AFMAN 91-201, *Explosives Safety Standards*

AR 420-90, *Fire and Emergency Services*

AFOSHSTD 91-8, Medical Facilities, *The Joint Commission on Accreditation of Healthcare Organizations (JCAHO)*

AFOSHSTD 91-17, *Interior Spray Finishing*

AFOSHSTD 91-38, *Hydrocarbon Fuels-General*

AFOSHSTD 91-45, *Hazardous Energy Control and Mishap Prevention Signs and Tags*

AFOSHSTD 91-66, *General Industrial Operations*

AFOSHSTD 91-501, *Air Force Consolidated Occupational Safety Standard*

Department of Defense Instruction (DoDI) 6055.6, *DoD Fire and Emergency Services Program*

MIL-HDBK 1008C, *Fire Protection for Facilities Engineering, Design, and Construction*

National Electric Code (NEC) 2.7.1., *Standards of the Joint Commission on Accreditation of Health Care Organizations (JCAHO) 2.8.*

National Electric Code, Chapter 5, Article 500

National Fire Codes (NFC) 2.7

NFPA 2.7.2

NFPA 10, *Portable Fire Extinguishers*

NFPA 17, *Standard for Dry Chemical Extinguishing Systems*

NFPA 96, *Ventilation Control and Fire Protection of Commercial Cooking Operations*

NFPA 99, *Standard for Health Care Facilities*

NFPA 101, *Life Safety Code*

NFPA 1125, *Model Rocket and High Power Rocket Motors*

T.O. 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding (ATOS)*

T.O. 42A1-1-1, *Evaluation and Service Testing Of Materials -- Cleaning, Painting, Sealing, Protective Treating, Anti-Corrosion, Inspection Materials and Related Items*

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 containers and identified as to their contents?
- A2.5.** Are all hallways, aisles, and passageways adequately lighted and unobstructed?
- 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 that 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, 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?
- 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 non-self-closing smoking material receptacles emptied and contents removed from building daily before closing?
- A2.16.** Is there an over accumulation of waste and trash 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 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 being used?

FIRE PREVENTION PERSONNEL ARE AVAILABLE FOR LECTURE AND DEMONSTRATIONS UPON REQUEST. CONTACT THE FIRE PREVENTION OFFICE AT 828-4236.

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

- A3.1.** Are fire prevention operating instructions current, posted, 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 fire lanes for evacuation of aircraft inside and outside building kept clear of obstruction?
- A3.9.** Are fire alarm devices visible and unobstructed?
- A3.10.** Is fire protection equipment in place, serviceable, and unobstructed?
- A3.11.** Are fire lanes properly marked and unobstructed on hangar floors?
- A3.12.** Are designated smoking areas properly segregated, furnished with adequate smoking material disposal receptacles, and properly supervised?
- A3.13.** Are "NO SMOKING" signs posted in all areas where smoking is prohibited?
- A3.14.** Are properly labeled metal containers provided for clean rags?
- A3.15.** Are separately marked containers with lids provided for soiled rags?
- A3.16.** Are oil spills left on floor unattended?
- A3.17.** Are approved absorbents used on oil spills?
- A3.18.** Are drip pans provided and placed under spills?
- A3.19.** Are drip pans emptied, when needed, to prevent accumulation of combustible and/or flammable liquids?

- A3.20.** Are drip pans spark proof or so protected?
- A3.21.** Are combustion type power units being used inside hangars?
- A3.22.** Are all exit doors in good operational condition and properly marked?
- A3.23.** Are all fire doors properly fused, unobstructed, and operational?
- A3.24.** Are good housekeeping practices being observed?
- A3.25.** Are mops, brooms, etc., properly stored in well-ventilated area?
- A3.26.** Are soiled clothing lockers constructed of metal and well ventilated?
- A3.27.** Are all areas that use open flames well isolated from other areas of the building?
- A3.28.** Is all installed machinery properly marked?
- A3.29.** Do paint, oil, etc., storage areas comply with existing directives and only a one day supply kept in work area?
- A3.30.** Are all personnel briefed on what to do in case of fire?
- A3.31.** Is the fire reporting phone number attached to each telephone?
- A3.32.** Are all fire hazards that cannot be corrected by assigned personnel reported to the Fire Protection flight at 828-3438?

FIRE PREVENTION PERSONNEL ARE AVAILABLE FOR LECTURES AND DEMONSTRATIONS UPON REQUEST. CONTACT THE FIRE PREVENTION OFFICE AT 828-4236.

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?
- A4.4. Are all fire extinguishers operational and unobstructed?
- A4.5. Are spare filters available for replacement so that grease filters can be cleaned during operation?
- A4.6. Have open flame and temporary decorations been approved by the Base Fire Chief?
- A4.7. Have all newly hired employees been indoctrinated in Fire Prevention practices?
- A4.8. Are fire alarm pull boxes visible and unobstructed?
- A4.9. Is seating neatly arranged and unobstructed aisles maintained to permit exit in the event of a fire?
- A4.10. Have all deep fat fryers been tested and tagged for use by Electrical personnel or qualified contractor?
- A4.11. Are covers available and located by each deep fat fryer for immediate use in case of grease fire?
- A4.12. Are adequate approved self-closing receptacles available for disposal of smoking material?
- A4.13. Are adequate noncombustible containers available for soiled linens?
- A4.14. Are adequate self-closing waste receptacles provided in restrooms?

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, televisions, 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?

FIRE PREVENTION PERSONNEL ARE AVAILABLE FOR LECTURES AND DEMONSTRATIONS UPON REQUEST. CONTACT THE FIRE PREVENTION OFFICE AT 828-4236.

Attachment 6

FIRE PREVENTION STANDARDS DURING CONTRACTOR PERFORMANCE

A6.1. These standards shall become a part of applicable contract specifications for work to be performed on MacDill Air Force Base. 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 other than after completion of contract. 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, or during project planning. This standard outlines measures, which, with some pre-planning, 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 will be placed in charge of fire prevention. His/her responsibilities will include assurance of 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 that 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 who discover fire, or suspect a fire, will alert the building occupants by whatever means that are available. The Fire Department will be notified in the following manner: Dial 911 if callers are from MacDill Air Force Base. The 911 number is to be used only for reporting an actual fire or other serious emergency conditions. A reporting of false alarm fire is a malicious act and transmitting such false alarms will be subject to disciplinary action.

A6.5. Fire Extinguisher. Fire extinguishers will be maintained in a fully charged and operable condition, and kept in their designated places at all times. If service is required, the extinguisher will be transported to an Extinguisher Maintenance Shop for service.

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 shall 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 disposal. Chemicals and their containers will be disposed of, in accordance with established safety.

A6.8. Electrical Systems.

A6.8.1. Alterations and extensions to electrical systems will be made only under the supervision of qualified DynCorp 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. Coffee pots, and other electrical cooking and heating appliances will not be utilized without written approval from the Base Fire Department.

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 PAE 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 an easy access.

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, stored, 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 designated shops only. Any welding or cutting operations outside the approved shops will be reported to the Base Fire Department so that the job site may be inspected and a welding permit issued. When necessary, as determined by the Fire Department representative, a vehicular standby by is provided. Responsible welding and cutting supervisors will take the following actions:

A6.10.1.1. Remove combustible material and store it to a safe location.

A6.10.1.2. Ensure that adequate fire extinguishers are provided and that one person is designated to operate the extinguisher in the event of fire.

A6.10.1.3. 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.

A6.10.1.4. 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.

A6.11. Roof Maintenance and Repairs Other Than Cold Tar Applications. Asphalt and tar kettles will be located 20 feet away 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. Before this type of operation can start, a burn permit must be issued by the Fire Prevention office.

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 fire-fighting operations are being conducted unless directed by fire fighters or security policemen assigned to traffic control.

A6.12.4. All contractors and subcontractors will ensure all employees are aware of the contents of this regulation. Compliance to this instruction will be documented and forwarded to the Base Fire Prevention office by the contract supervisor.

A6.12.5. When any work being performed will cause disturbance to an installed fire protection system in any manner, the Fire Department must be notified by calling 828-4236 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 AFOSHSTD 91-501.

A7.2. Inspection is a "quick check" that fire extinguisher is readily available and is in operable condition. It is intended to give reasonable assurance that the fire extinguisher is fully charged and operable. This is done by seeing to it 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 fire extinguisher will be taken to the Extinguisher Maintenance Shop for repair.

A7.2.2. Fire extinguisher(s) removed from the premises in order to be recharged or repaired will be replaced by equivalent spare extinguisher(s) during the period while it is gone. Personnel turning in the fire extinguisher(s) for maintenance at the Fire Department will be issued replacement units.

A7.2.2.1. Ensure fire extinguisher is in its designated place and access is not obstructed.

A7.2.2.2. Are pressure gauge readings in the operable range?

A7.2.2.3. Are pins in place and properly sealed (not bent)?

A7.2.2.4. Are operating instructions on the fire extinguisher nameplate legible and face outward?

A7.2.2.5. Are classification symbols located on the fire extinguisher nameplate? Do they identify the fire classification for which the extinguisher is suitable, i.e., A, B, C, D, and K?

A7.2.2.6. Are there any obvious physical damage, corrosion, leakage, clogged nozzles, or cracked hoses?

Attachment 8

**VISUAL INSPECTION OF INSTALLED WET CHEMICAL SYSTEMS
DAILY INSPECTION (NFPA 17, STANDARD FOR DRY CHEMICAL EXTINGUISHING SYSTEMS)**

- A8.1.** Check main control box, ensure indicator shows "ready" through the window.
- A8.2.** Check all nozzles to ensure they are directed to cover cooking appliances.
- A8.3.** Check all nozzle caps for freedom of movement and that they are free from grease.
- A8.4.** Check alarm switch, must be in alarm position.
- A8.5.** Check all surface mounted fusible links to ensure they are secure and clean.
- A8.6.** Check all manual activation devices. Ensure all seals, rods, and disks are in place.
- A8.7.** Check all piping for security.
- A8.8.** Check pressure gauges for loss of pressure.
- A8.9.** Any deficiencies noted during daily inspection will be reported to the Base Fire Prevention office at 828-4236.

Attachment 9**VISUAL INSPECTION OF INSTALLED FIRE DETECTION SYSTEMS
WEEKLY INSPECTION****A9.1. Smoke/Heat Detectors.**

- A9.1.1. Are secured to ceiling (not hanging).
- A9.1.2. Are not damaged (dents, broken).
- A9.1.3. Smoke detectors only; power indicating light is on.
- A9.1.4. Clear of all storage (18 inches).

A9.2. Wiring. Wiring is not hanging.**A9.3. Bells and Horn.**

- A9.3.1. Are securely mounted.
- A9.3.2. No missing parts.
- A9.3.3. Are free of foreign objects (paper, rags, etc).

A9.4. Manual Pull Stations.

- A9.4.1. Are securely mounted.
- A9.4.2. There are no broken or missing glass or glass rods.
- A9.4.3. Not blocked or obstructed.

A9.5. Main Fire Alarm Panel.

- A9.5.1. Power indicator light is on (where applicable).
- A9.5.2. Panels are not obstructed or blocked.

A9.6. Physical Appearance of All Alarm System Components. Evidence of tampering, damage, abuse, or other conditions that may render the system inoperable will be reported to the Fire Prevention office at 828-4236.