

**BY ORDER OF THE COMMANDER
SCOTT AIR FORCE BASE**

**SCOTT AIR FORCE BASE
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Civil Engineering

FIRE PROTECTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements guidance from AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*, AFI 32-10141, *The Planning and Programming Fire Safety Deficiency Correction Projects*, AFI 91-202, *The US Air Force Mishap Prevention Program*, and AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*. This instruction provides a sound Fire Prevention Program by establishing responsibilities, procedures, and practices for effective control/elimination of fire hazards in Air Mobility Command (AMC) and 375th Air Mobility Wing (AMW)-assigned units. Guidance applies to contractors, tenant units, contractor sites, concessionaires and units assigned to or operating on property under the jurisdiction of Scott AFB. This instruction is applicable to the 932d Airlift Wing (AFRES) and the 126th Air Refueling Wing (ARW) (ANG). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functionals chain of command.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. Major changes include: **Paragraph 4.3.1** outlines the commander's responsibility to prepare

Operational Risk Management (ORM) plans and Corrective Action Plans for fire hazards/fire safety deficiencies that cannot be corrected immediately in accordance with AFI 32-10141; **paragraph 5** and **6**. clarifies Supervisor and Facility Manager responsibilities; **paragraph 21.2.1** changes to distant a log burner can be from a structure or combustible materials; **paragraph 24.2** prohibits storage in exits, exit accesses, exit discharges and under stairs except when approved; **paragraph 24.8** clarifies flammable storage requirements; **paragraph 32.3.2** standardizes smoking area distances from facilities, entry/egress points, windows and air conditioning units from 25’ to 15’ to conform to Illinois State Law; added Facility Managers Checklist at **Attachment 2**; Operational Risk Management Plan template at **Attachment 3** and Corrective Action Plan template at **Attachment 4**.

Section A—General Information	4
1. Fire Prevention Program Objectives.	4
2. Fire Prevention Program Overview.	4
Section B—Responsibilities	4
3. The 375th Mission Support Group (MSG) Commander (CC).	4
4. Unit Commanders.	4
5. Supervisors.	5
6. Facility Manager and/or Unit Fire Safety Representative Responsibilities.	5
7. Commercial Cooking Facility Managers’ Responsibilities.	7
8. Contractors and Concessionaires must receive a fire safety briefing prior to beginning work on Scott AFB.	8
9. Privatized Housing Occupants.	9
10. Dormitory Managers.	11
11. Individuals living or working on Scott AFB.	12
12. Fire Reporting Procedures.	12
Section C—Fire Safety Services	13
13. Training Assistance.	13
14. Fire Prevention Services include, but are not limited to the following:	13
Section D—Fire Safety Training Requirements	13
15. All Personnel.	13
16. Flight Line Personnel.	13
17. Facility Managers/UFSR are responsible for attending annual training as provided by CE (mandatory briefing, computer based training, etc).	13
18. Public Assembly Employees.	14
Section E—Vehicle Control	14

19.	Vehicle Parking.	14
20.	Fire Vehicle Priority.	14
Section F—Open Burning, Welding, and Fireworks		15
21.	Open Fires and Burning are prohibited without approval from the 375 CES/CEFP, except as follows:	15
22.	Welding, Cutting, and Brazing.	16
23.	Fireworks.	16
Section G—Storage		16
24.	General Storage Requirements.	16
Section H—Fire Protection Engineering		17
25.	New Construction, Renovation, Upgrade, and Other Improvement (Minor or Major).	17
26.	New Construction.	19
27.	Base Facilities Board and Working Groups.	19
Section I—Special Fire Protection Requirements		19
28.	Storage of Smokeless Powder and Ammunition Primers.	19
29.	Christmas, Seasonal Activities, and Organizational Functions.	19
30.	Space Heaters and Small Appliances.	20
31.	Hazardous Materials and Special Processes.	20
Section J—General Fire Protection Requirements		21
32.	Smoking Materials and Control of Smoking.	21
33.	Operation and Storage of Fueled Equipment.	21
34.	Compatibility of Security and Life Safety.	22
35.	Exits.	22
36.	Fire Extinguishers.	23
37.	Electrical Requirements.	24
38.	Public Assembly Facilities.	26
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		28
Attachment 2—FIRE PREVENTION CHECKLIST		30
Attachment 3—FIRE SAFETY DEFICIENCY		32
Attachment 4—AMC FIRE SAFETY DEFICIENCY		34

Section A—General Information

1. Fire Prevention Program Objectives. To prevent the loss of life and save real property resources with little or no interruption to the Scott AFB missions, commanders, functional managers, supervisors, and military/civilian personnel must take adequate measures to prevent fires.

2. Fire Prevention Program Overview. In order for this program to be effective, basic requirements must be followed by all military, civilian, and contract personnel assigned to the installation.

Section B—Responsibilities

3. The 375th Mission Support Group (MSG) Commander (CC). The 375 MSG/CC exercises primary responsibility through the base civil engineer for the Fire Prevention Program. The 375 MSG/CC will determine if an imminent fire hazard situation cannot be eliminated, if an operation should be discontinued, or implement interim controls measures to reduce the risk so the operation can continue.

3.1. Facility managers and/or Unit Fire Safety Representatives (UFSR) must manage the Fire Prevention Program for their facilities, to include all occupants/agencies within the facility, and ensure they comply with the guidelines established in this instruction.

4. Unit Commanders. Unit commanders are responsible for overall fire safety within their unit. Unit commanders will:

4.1. Appoint a facility manager and/or UFSR and alternate for their facilities, in writing, to the 375th Civil Engineer Squadron Fire Department Fire Prevention Office (375 CES/CEFP).

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

4.3. Conduct semiannual reviews of the Unit Fire Safety Program.

4.3.1. The using organization's commander is responsible for correcting fire hazards and fire safety deficiencies (FSD). When deficiencies cannot be corrected immediately, the using organization's commander initiates corrective action and prepares an ORM plan (**Attachment 3**) in accordance with AFI32-10141. The ORM plan must ensure the safety of all occupants to the satisfaction of the fire chief. The installation commander must approve the ORM plan.

4.3.1.1. In addition to developing an ORM for all FSDs for FSD I and IIs the facility user with the support of fire emergency services flight, the CEP flight, the CE operations flight (as appropriate), and wing safety will develop and submit a Corrective Action Plan (**Attachment 4**). The wing commander shall approve the plan prior to forwarding it to MAJCOM/A7 for informational purposes.

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

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

4.3.4. Ensure all newly assigned personnel, military, civilian, and contractors receive fire prevention training within 30 days of assignment (exception 126 ARW and 932 AW have 120 days for transitional guard/reserve members).

5. Supervisors. Supervisors, at all levels, are responsible for fire safety in their work areas and operations.

5.1. Ensure all new employees (military/civilian/contractors) receive fire safety training relative to their area of responsibility. As a minimum, the fire protection portion of this training will include:

5.1.1. Fire reporting procedures.

5.1.2. Fire exit locations.

5.1.3. Fire evacuation procedures.

5.1.4. Special fire prevention requirements outlined in this instruction.

5.1.5. Use and location of fire extinguishers and other first aid, fire-fighting equipment.

5.1.6. Instructions on how to activate the fire alarm system to include location of pull stations and the use of the mass notification system if installed.

5.1.7. Operational risk management procedures for any open Fire Safety Deficiencies with their facility or facilities where the member might work.

5.2. Supervisors will document training on an AF Form 55, *Employee Safety and Health Record*, in accordance with (IAW) AFI 91-202, or other applicable training directives.

6. Facility Manager and/or Unit Fire Safety Representative Responsibilities.

6.1. Are responsible to the unit commander to execute a comprehensive fire prevention program.

6.2. Develop fire prevention procedures for their unit, to include, a fire evacuation plan for each occupied facility.

6.2.1. Facility manager's checklist provided at [Attachment 2](#).

6.2.2. The plan must include measures for extreme cold weather, a floor plan depicting evacuation routes in red arrows, and gathering points outside or in an adjacent facility.

6.3. Conduct monthly fire safety walkthroughs of their facilities. The facility manager will take action to correct all deficiencies. If the deficiency requires the CES assistance, request a job order at (618) 256-2202/DSN 576-2202, or submit an AF Form 332, *Base Civil Engineer Work Request*. Facility inspections will consist of the following:

6.3.1. Ensure fire extinguishers are operational, inspected monthly and ensure monthly inspections are documented on the fire extinguisher inspection tag or electronic document.

6.3.1.1. All fire extinguishers require annual inspection/servicing from a certified fire extinguisher technician. This service is provided by the fire extinguisher maintenance shop located in building 460, Fire Station 1, (618) 256-5389/DSN 576-5389.

- 6.3.2. Check the condition of standpipes to ensure valves are serviceable and in proper position. Installed fire suppression systems (wet and dry pipe sprinkler systems, standpipes, dry/wet chemical systems in hood and ducts, total flooding Halon 1202 systems, etc.) must be visually inspected at least monthly to ensure devices are not damaged, obstructed, or blocked. This includes grease build up on nozzles in hood and duct systems, as well as manual activation switches.
- 6.3.3. Check fire doors to ensure they are not blocked and are in good working order. Ensure all exits are accessible and doors are operative.
- 6.3.4. Ensure all exits are properly marked. Exit signs will not be obstructed, and self-illuminating signs must be kept operational.
- 6.3.5. Exit lights will be tested monthly and record test on an AF Forms 3126, 3131, 3136, *General Purpose*, or an automated program.
- 6.3.6. Emergency lights will be tested and annotated at least monthly for administrative, storage, industrial, mercantile, healthcare, educational, and public assembly occupancies. Emergency lights must not be obstructed and will be adjusted to illuminate paths of egress.
- 6.4. Conduct monthly visual inspections of all installed fire alarm and detection systems, to include manual pull boxes and detectors. These inspections will be limited to the following:
- 6.4.1. Check for visual damage to fire alarm devices i.e., pull stations, horn/strobes, heat/smoke detectors, etc.
- 6.4.2. Ensure fire alarm devices are not blocked or obstructed.
- 6.4.3. Ensure fire alarm devices are secured in place (including all pull boxes).
- 6.4.4. Check smoke detectors with power indicator lights to ensure lights are flashing.
- 6.4.4.1. When lights are lit steady, contact CE Customer Service at (618) 256-2202/DSN 576-2202, for service call and notify the fire department at (618) 256-5130/DSN 576-5130.
- 6.5. Ensure facility exits and fire hydrants in your area are free of snow and ice.
- 6.6. Responsible to their commanders for the safe condition of each facility under their control. Responsibilities include the following:
- 6.6.1. Maintaining a facility fire safety folder that contains the following information:
- 6.6.1.1. Floor plans with location of all fire extinguishers, exit lights, emergency lights, exits, and smoke/fire barriers. **Note:** This floor plan is a necessary reference during inspections, self-help projects, fire evacuation, or pre-fire planning.
- 6.6.1.2. List of fire extinguishers locations and documentation of fire safety inspections (e.g., fire extinguishers, emergency lights, exit lights, thermostat calibrations, fire drills, hood, and duct cleaning).
- 6.6.1.3. A copy of all issued AF Form 1487, *Fire Prevention Visit Report*.
- 6.6.1.4. A copy of all open AF Forms 332, or electronic copy.
- 6.6.1.5. A current copy of this instruction.

6.6.1.6. Other fire prevention correspondence.

6.7. Accompany the fire inspector during scheduled, unscheduled, or no-notice visits. In the absence of the UFSR/facility manager, a knowledgeable representative must accompany the inspector; take prompt, corrective action on all noted fire hazards and deficiencies as follows:

6.7.1. Noted fire hazards, a fire inspector will issue an AF Form 1487 to the facility manager.

6.7.1.1. The facility manager is responsible for completing the back portion of the AF Form 1487 for the functional manager identifying the corrective action taken to correct the hazard(s). The functional manager's copy is signed by the functional manager (i.e., squadron commander) and returned to the 375 CES/CEFP on or before suspense date. The facility manager's copy is maintained by the UFSR/facility manager and filed in the fire prevention folder.

6.8. Corrective action for a fire safety deficiency (FSD) may be an on-the-spot correction, in-house correction, or AF Form 332 submitted to initiate correction.

6.8.1. Fire safety deficiencies submitted on an AF Form 332 must identify the FSD code and be programmed for repair/correction at the earliest possible time.

6.8.2. If a serious (Risk Assessment Code 1, 2, or 3) fire hazard is not corrected within 30 days of discovery, the facility manager must initiate an AF Form 3, *Hazard Abatement Plan*, IAW AFI 91-202.

6.8.3. Review AFI 91-202 for the base master hazard abatement program and facility manager's responsibilities.

6.9. Ensure all personnel are familiar with fire reporting procedures and location/operation of fire extinguishers, alarms, and fire suppression systems. (See [paragraph 5.1](#))

6.10. Ensure emergency reporting numbers obtained from the 375 CES/CEFP, (618) 256-3378/DSN 576-3378, are affixed to all telephones.

6.11. Ensure safe smoking practices are enforced and limited to designated smoking areas.

6.12. Ensure trash cans and butt cans are emptied daily.

6.12.1. Ensure facility is in a fire-safe condition at the close of each business day. All trash and butt cans must be emptied prior to the weekend/holidays. This responsibility should not be delegated to janitorial personnel.

6.13. Request the 375 CES/CEFP, (618) 256-3378/5130/DSN 576-3378/5130; inspect the facility prior to any major special events especially when temporary combustible decorations or alterations are planned.

6.14. Ensure designated smoking areas are a minimum of 15 feet from any entrance/open windows or air conditioning unit.

6.15. Ensure ceiling tiles are in place and missing ceiling tiles are replaced.

7. Commercial Cooking Facility Managers' Responsibilities.

7.1. If commercial cooking equipment is installed in the facility, ensure compliance with the following:

7.1.1. All installed grease filters are in place and exhaust fans are operational when cooking.

7.1.2. Exposed area of each hood and filter is cleaned daily; annotate cleaning on a range, hood, and duct cleaning record.

7.1.3. Ensure deep fat fryers are equipped with a primary thermostat of 400 degrees and a secondary thermostat that does not exceed 475 degrees. The using organization must ensure thermostats are calibrated at least annually IAW AFI 91-203. File necessary documentation in the facility's fire prevention folder; provide a copy to the 375 CES/CEFP to record and verify the test. An easily accessible tag showing the last test date must be attached to the deep fat fryer.

7.1.4. Hood and duct fire suppression system will be tested/maintained semiannually. Kitchen workers are required to be trained on the operation of the system within 1 week of employment and annually thereafter.

7.1.5. Ensure emergency contact numbers are posted near phones and employees are informed on fire extinguisher locations/usage; and fire reporting procedures. Emergency 911 stickers may be obtained from the 375 CES/CEFP.

7.1.6. Ensure a Class K fire extinguisher is placed within 30 feet of the cooking surface IAW National Fire Protection following:

7.1.6.1. Ensure areas near fire hydrants remain clear/unobstructed access by firefighting/ snow removal vehicles. Hydrants located in parking lots will have bollards installed to prevent damage.

7.1.6.2. Fire lanes will remain clear at all times. Report violations to the 375th Security Forces Squadron (SFS), (618) 256-2223/DSN 576-2223, or have the facility manager issue tickets.

7.1.6.3. Excess foliage is removed from the facility to preclude rapid exterior fire spread.

8. Contractors and Concessionaires must receive a fire safety briefing prior to beginning work on Scott AFB. The briefing will be conducted at the preconstruction or performance conference. The base contracting office will notify the contractor in advance of briefing dates/times. Contractors and concessionaires will ensure their employees comply with this instruction and appoint supervisors who will be responsible for fire prevention. Supervisors must ensure their personnel comply with the following: National Environmental Policy Act (NEPA) 10. Contact the 375 CES/CEFP, (618) 256-3378/DSN 576-3378 for guidance, placement, or procurement.

8.1. Ensure the outside area of each facility is maintained in a fire-safe condition, to include:

8.1.1. Trash is removed daily.

8.1.2. Ensure flammable liquids are stored in an approved cabinet designed for flammable liquid storage.

8.1.3. Ensure use of designated smoking areas.

8.1.4. Approved electrical equipment is IAW contract specifications.

8.1.5. Obtain a hot work permit from the base fire department before starting any welding, cutting, brazing, or soldering operations.

8.1.6. Be knowledgeable of the location/operation of all first aid and firefighting equipment.

8.1.7. Be knowledgeable of the operation of any installed manual fire reporting equipment.

8.1.8. If it cannot be avoided, notify the base fire department prior to blocking any street, fire lane, or fire hydrant.

8.1.9. Provide all fire extinguishers and fire suppression equipment necessary to perform work on Scott AFB.

8.1.10. Be knowledgeable in fire safety and fire reporting procedures IAW this instruction.

9. Privatized Housing Occupants. Sponsors are responsible for the fire safety of any privatized property entrusted to them. They must ensure the property is not subjected to risk of fire through carelessness or neglect. Occupants must adhere to the following:

9.1. Receive a family housing fire prevention briefing at the time quarters are assigned.

9.1.1. Ensure carbon monoxide detectors are installed and operational. Information on these detectors may be obtained from the privatized housing management office.

9.1.2. Test the installed smoke detector at least monthly to ensure proper operation. If the detector fails to operate, contact housing maintenance, (618) 746-4919/DSN 576-4919, for immediate repair or replacement. Vacuum smoke detectors monthly to remove dust/lint this will minimize false alarms.

9.1.2.1. Smoke detectors are equipped with a battery backup in case of power failure. Some housing units are equipped with long lasting batteries that last up to 3 years. Other housing units are equipped with normal batteries that must be changed twice a year. The fire protection section recommends changing the battery semiannually i.e., when we change our clocks, change the smoke detector batteries. Contact housing maintenance for clarification on the type of smoke detector your home is equipped with.

9.2. Discuss the purpose/sound capability of a smoke detector with family members; conduct monthly fire drills that include the following:

9.2.1. Two ways out of your home.

9.2.2. If smoke is present, stay low to the floor during evacuation.

9.2.3. Designate a meeting place within a safe distance (minimum of 75 feet) from the home and where everyone can be safely accounted for.

9.2.3.1. The meeting place should not cause occupants to cross a street as oncoming traffic could create an additional hazard.

9.3. Each housing unit is equipped with a 2.5 pound disposable ABC Dry Chemical extinguisher.

- 9.3.1. Inspect extinguisher monthly. Contact housing maintenance to request the re-service or a new extinguisher.
- 9.3.2. Fire extinguishers are provided for your convenience; do not move or tamper with them. Housing maintenance will position and maintain the extinguishers.
- 9.3.3. Use the following steps to operate a fire extinguisher: Pull the pin; aim the nozzle at the base of the fire; squeeze handle, and sweep the nozzle side-to-side at the base of the fire.
- 9.4. Remain in the immediate area of the stove while cooking; unattended cooking is prohibited.
 - 9.4.1. Keep a lid handy on top of the stove when cooking. The lid may be used to smother a pan fire, should one occur. Do not use water or move the pan to the sink.
 - 9.4.2. Never attempt to carry a pan that is on fire, full of hot grease, or oil.
 - 9.4.3. Keep combustible materials away from the stove at all times.
 - 9.4.4. Turn off the burner/oven immediately.
 - 9.4.5. Coffeepots must be placed on safe, noncombustible surfaces.
- 9.5. Teach children the danger of playing with lighters and matches. Children playing with these items are often the cause of fires in the home. Keep these and other related items out of children's reach.
- 9.6. Ensure babysitters know the procedures to reporting a fire and are completely familiar with the fire evacuation plan/fire reporting procedures you have established for your home.
- 9.7. Flammable liquids must be stored in an approved storage container and cannot exceed two gallons. Secure flammable items in the carport, storage shed, or approved flammable storage lockers provided and keep out of the reach of children.
- 9.8. Ensure the emergency reporting number decal is posted on/near each telephone.
- 9.9. Sleeping in areas with limited escape exits (e.g., attics or basements) is prohibited.
- 9.10. Do not splice extension cords; replace the entire cord. Do not use extension cords or surge protector in series (e.g., plug a surge protector into an extension cord).
- 9.11. All appliances and extension cords must be Underwriters Laboratories (UL) or Factory Mutual (FM) Corporation Listed.
 - 9.11.1. Do not place extension/appliance cords under carpets, rugs, or run through walls.
 - 9.11.2. Do not staple or drape extension/appliance cords over nails or water pipes.
- 9.12. Multiple plugs that are not fused nor have a circuit breaker built in are prohibited.
- 9.13. Smoking in bed is prohibited. Ignited smoking material must never be left unattended. Dispose of all smoking material properly by saturating with water prior to dumping in the trash.
- 9.14. Internal combustion engine equipment/parts may not be stored inside on base quarters.

9.15. Open burning is prohibited except in barbecue grills/commercial log burners. Reference: Section F **paragraph 21.2.1**, Open Fire and Burning, for additional guidance.

9.15.1. Operating barbecue grills inside of the garage is prohibited.

9.15.2. Store charcoal in a dry place and prevent it from getting moist or wet (wet charcoal can heat and spontaneously ignite).

9.15.3. Take extreme care when disposing of hot coals and ashes. Ensure coals are completely soaked with water, stirred, and cooled prior to disposal.

9.15.4. Never leave burning candles unattended, extinguish them prior to leaving the immediate area (candles should be placed on a noncombustible surface/holder).

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

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

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

10.1.2. Storage of combustible materials under stairways is prohibited.

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

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

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

10.2.2. Take fire extinguishers requiring service to the fire extinguisher shop at Fire Station 1 for maintenance/servicing.

10.3. Fire Suppression/Smoke Detector Policy.

10.3.1. The 375 CES will test dormitory room smoke detectors. Occupants must vacuum them monthly to remove dust/lint to minimize false activation.

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

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

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

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

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

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

- 10.7. Barbecue grills will not be operated near fire escapes or within 15 feet of the facility.
- 10.7.1. Barbecue grills will be stored in a safe location away from flammable/combustible storage areas.
- 10.7.2. Flammable and combustible liquids must be stored in accordance with AFI 91-203. Liquids must be kept in approved containers not exceeding 2 gallons and secured in an outside storage facility at least 50 feet from the dormitory.
- 10.8. Equipment with internal combustion engines will not be stored inside the facility.
- 10.9. Outside areas must be kept in a fire-safe condition, to include the following:
- 10.10. Fire hydrants must be kept unobstructed and clear of snow & ice for access by firefighting vehicles.
- 10.10.1. Fire lanes must be kept clear at all times.
- 10.11. Cooking in dormitories is only authorized in designated areas. Using applicable AFIs, the fire prevention office facility will determine designated areas. Never leave the kitchen when cooking; unattended cooking is prohibited.
- 10.12. All electrical and electronic equipment must be UL or FM Corporation listed.
- 10.12.1. Electrical cords may not be spliced or taped. Do not use extension cords or surge protectors in a series (e.g., plug surge protector into an extension cord).
- 10.12.2. The use of any multiple-type outlet without a fuse or a built-in circuit breaker is prohibited.
- 10.13. Use of candles, incense and oil lamps is prohibited in the dormitories (wicks are not burned; lamps contain no oil). Recommend cutting the wicks.
- 10.14. Trash and other refuse must be removed from individual rooms daily.
- 10.15. Provide a safety can for disposal of smoking material. The can must be painted brown and marked "BUTTS ONLY" in black lettering; butt cans must be emptied daily. Paper and trash in butt cans are prohibited.

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

12. Fire Reporting Procedures. Report fires or emergencies by calling 911, immediate reporting of a fire is mandatory, regardless of size, or if the fire has been extinguished. All 911 calls are routed through the St. Clair County Central Dispatch Center, which transfers the calls back to the base. False reporting of a fire or emergency is prohibited.

12.1. The following actions will be taken when a fire occurs:

12.2. Activate the building fire alarm by pulling the manual fire alarm pull station. If the facility is not equipped with a fire alarm system, yell "FIRE, FIRE, FIRE" to alert the occupants in the area or send a runner.

12.3. Call 911 from a safe location and furnish the building number/address, location, type of fire, and your name/telephone number.

12.3.1. When calling 911 from a cell phone advise the 911 operator of the location you are calling from.

12.3.2. Remain on the line with the 911 operator or emergency dispatcher until instructed to hang up.

12.3.3. Attempt to extinguish the fire with a portable fire extinguisher without endangering yourself.

12.3.4. Meet arriving firefighters and provide any pertinent information regarding the emergency.

12.3.5. Account for all personnel after evacuating the building.

Section C—Fire Safety Services

13. Training Assistance. Base fire department personnel will assist commanders, facility managers, and supervisors in all areas of fire prevention. Contact the fire prevention section, (618) 256-3378/DSN 576-3378, for assistance.

14. Fire Prevention Services include, but are not limited to the following:

14.1. Fire extinguisher training.

14.2. Guidance to correct fire hazards and deficiencies.

14.3. Fire safety educational briefings and lectures.

14.4. Fire safety training for specific operations, equipment, or procedures.

14.5. Special and courtesy fire prevention inspections.

Section D—Fire Safety Training Requirements

15. All Personnel. Military/civilian new to Scott AFB must receive the following:

15.1. An initial work place safety briefing within 7 days of reporting to work.

15.2. A Newcomers' Fire Safety Orientation within 30 days of arrival on Scott AFB (126 ARW and 932 AW has 120 days for traditional Guard and Reserve Members), to include training on use of Class A, B, and C-type fire extinguishers. The supervisor and or unit-training manger will schedule this training. The supervisor is responsible for conducting the training. The fire prevention office is also available to conduct this training if requested.

15.3. Annual fire extinguisher refresher training must be conducted and annotated on AF Form 55. Training is available from the fire prevention office to certify in-house trainers.

16. Flight Line Personnel. Personnel (military/civilian) primarily assigned to work on the flight line must receive training on the use of Class A, B, and C-type, 150-pound Halon Fire Extinguisher, within 7 days of reporting to work and annually thereafter.

17. Facility Managers/UFSR are responsible for attending annual training as provided by CE (mandatory briefing, computer based training, etc). This training will address facility

manager responsibilities, as well as CE work procedures, priorities, and work methods. In addition to training provided by CE, outgoing facility managers are required to brief new managers on the facility specific details of their program.

18. Public Assembly Employees. Employees of recreational and public assembly facilities must receive the following training:

18.1. Initial workplace safety briefing within 7 days of reporting to work.

18.2. Quarterly fire evacuation drills. This action must be documented by the facility manager and coordinated with the base fire department.

18.3. Annual fire extinguisher training. The training must be documented on AF Form 55 or other suitable means.

Section E—Vehicle Control

19. Vehicle Parking.

19.1. Vehicles will not be parked:

19.1.1. Within 15 feet of a fire hydrant IAW Illinois Vehicle Code and AFMAN31-116, *Air Force Motor Vehicle Traffic Supervision*, to include applicable supplements.

19.1.2. Within 10 feet of a noncombustible building (ensures firefighters have reliable access to all parts the facility).

19.1.3. Within 20 feet of a combustible building.

19.1.4. Within 20 feet of any exit discharge.

19.1.5. In designated fire lanes.

19.1.6. In any way that would block a facility sprinkler connection. A 20-foot clearance is required in all directions for servicing fire protection systems.

19.2. Unless directed, vehicles will not drive over fire hoses.

19.3. Parking lots will have drive through lanes at least 25-feet wide to allow access for firefighting equipment.

19.4. Nonemergency vehicles will not follow closer than 300 feet of responding fire vehicles.

20. Fire Vehicle Priority.

20.1. When approaching a firefighting vehicle and emergency lights are operating, all vehicles will pull to the right of the roadway and stop; check for follow-on emergency vehicles before proceeding.

20.2. Firefighting vehicle drivers are responsible for maintaining control of their vehicles at all times to ensure the safety of the crewmembers and other personnel. If necessary, be prepared to stop to avoid an accident. Safety is our number one concern.

*Section F—Open Burning, Welding, and Fireworks***21. Open Fires and Burning are prohibited without approval from the 375 CES/CEFP, except as follows:**

21.1. Barbecue grills will be located at least 15 feet from buildings and overhangs.

21.1.1. Do not burn wood in barbecue grills.

21.2. Log burners are authorized in military family housing and FAMCAMP only and must be fully enclosed with metal screening.

21.2.1. Log burners shall not be located closer than 15 feet of any structures or combustible materials, to include fencing, when burning.

21.2.2. Log burners will not be left unattended and constantly supervised by an adult at all times.

21.2.3. **DO NOT use gasoline** in place of charcoal fluid.

21.2.4. Maintain a water extinguisher or charged garden hose in the immediate area until the fire is completely extinguished.

21.2.5. Log burner will not be used when wind speed is greater than 10 miles per hour.

21.2.6. Storage of logs will not be closer than 15 feet of any structure or combustible materials.

21.2.7. Burn hours are from 1000 to 2200. Individuals must request a burn permit from the fire department for burning prior to 1000 or after 2200.

21.3. Fires in incinerators are authorized.

21.4. The uses of open flame lamps, including candles pose a high fire risk. Every precaution should be exercised to handle them appropriately:

21.4.1. A safe noncombustible votive, candleholder or enclosed chimney is a must.

21.4.2. Keep open flames away from curtains, draperies, or other combustibles.

21.4.3. **NEVER** leave an open flame unattended.

21.4.4. Burning/melting candles is prohibited in offices, administrative and work areas.

21.4.5. The use of warming devices to heat incense, potpourri, or wax for the purposes of fragrance is prohibited in the workplace.

21.5. Open flames in portable devices for keeping food warm in eating establishments, food services facilities, base housing, or places of worship are permitted.

21.6. Campfires at Scott AFB FAMCAMP and Scott Lake are prohibited without approval from 375 CES/CEFP, (618) 256-3378/DSN 576-3378, except for the following authorized exceptions:

21.6.1. Cooking fires in portable or provided grills in the assigned campsite.

21.6.1.1. Do not burn wood in portable or provided grills.

21.6.2. Campfire pit located behind the bathhouse does not require a permit.

21.7. Open burning is prohibited when wind speed exceeds 10 miles per hour.

22. Welding, Cutting, and Brazing. These operations are conducted IAW procedures outlined in AFI 91-203. Personnel conducting or supervising these procedures must be knowledgeable of requirements. If these operations must be conducted outside approved locations, a qualified fire inspector must conduct an on-site inspection and AF Form 592, *USAF Welding, Cutting, and Brazing Permit*, must be issued. Personnel may attend training provided by the fire prevention personnel, which will allow properly trained individuals to issue their own permit in nonhazardous areas. A nonhazardous area is defined as areas not located in flammable or munitions storage areas. Personnel authorized to issue permits will have their name on a list maintained in the fire alarm communications center and are required to contact the fire alarm communications center to obtain a permit number prior to starting their operation. Contact the 375 CES/CEFP, (618) 256-3378/DSN 576-3378.

23. Fireworks. The use of flares, firecrackers, blank cartridges, pistols, toy cannons, sky rockets, Roman candles, bombs, explosive/flammable compounds, tablets, or any other device commonly used and sold as fireworks are prohibited.

Section G—Storage

24. General Storage Requirements.

24.1. Boiler rooms, mechanical rooms, electrical vaults, and air conditioning, equipment, and machinery rooms will not be used for storage.

24.2. Storage is prohibited in exits, exit accesses, exit discharges, under stairs. A minimum clearance of 44 inches is required for all aisle ways in storage area/facilities.

24.2.1. Storage under stairwells is prohibited except when approved by the fire prevention office, 375 CES/CEFP, 256-3378.

24.3. Good housekeeping is of the utmost importance. Storage areas and rooms will be neat and organized at all times; areas will be arranged for complete access.

24.4. Oily rags and waste will be kept in covered metal containers that must be monitored and emptied regularly.

24.5. Materials will not be stored under or against buildings.

24.6. Storage of materials will not be stacked closer than 12 inches to the ceiling in an unsprinkled facility and not within 18 inches of the ceiling in a sprinkled facility. (Reference National Fire Protection Association (NFPA) 13)

24.7. Bulk storage of steel wool will be kept to a minimum and loose portions will be stored in metal containers. **Note:** Steel wool is combustible.

24.8. Gasoline, jet fuel, and any other flammable liquids can only be stored in approved type containers in flammable storage facilities or cabinets. Storage of flammable liquids must meet the requirements of AFI 91-203.

24.8.1. No more than 120 gallons of Class I, Class II, and Class IIIA liquids will be stored in a storage cabinet. (Reference NFPA 30)

- 24.8.1.1. No more than three flammable storage cabinets will be located in a single fire area. (Reference NFPA 30)
 - 24.8.1.2. Do not mix flammable/combustible class liquids in the same cabinet with aerosol paint or entomology products.
 - 24.8.1.3. Storage cabinets not requiring to be vented will be sealed with the bung plug. Cabinets requiring venting the vent will be directed to safe location i.e., to the outside.
 - 24.8.1.4. In industrial occupancy, additional storage cabinets may be in the same fire area. Maintain a minimum separation of 100 feet between each group.
- 24.8.2. Storage of flammable and combustible liquids shall be prohibited in office occupancies except that which is required for maintenance and operation of building and operation of equipment.
- 24.8.3. The storage of propane, charcoal and charcoal liter fluid is prohibited in all facilities except in mercantile facilities and facilities requiring the use of propane in the performance of their daily mission.
- 24.8.4. Storage cabinets will be marked “Flammable Keep Fire Away.”
- 24.9. Combustible storage under stairways or in protected stairwells is prohibited.
- 24.10. Dumpster and trash pick-up areas will be at least 10 feet away from any structure.
- 24.11. Material will not be stored within three feet of firefighting equipment, sprinkler control valves and heads, fuse boxes, alarm boxes, fire department sprinkler/standpipe connections, risers, drains, circuit breaker panel and power switches.
- 24.12. Open storage of flammable or combustible material within 25 feet of any building is prohibited.
- 24.13. To allow access for firefighting equipment, fire lanes in open storage areas will be kept free of obstructions.
- 24.14. General or special purpose vehicles authorized to operate in hangars or around aircraft will not operate within 10 feet of aircraft fuel vent systems and refueling operations and fuel spills. When not in use, these vehicles will remain parked in areas designated by the fire inspector.
- 24.15. Combustible trash and refuse will be removed from storage areas immediately.
- 24.16. Packing materials will be kept in proper storage containers or areas.

Section H—Fire Protection Engineering

25. New Construction, Renovation, Upgrade, and Other Improvement (Minor or Major). All new construction, renovation, upgrades, rehabilitation, and other improvements will comply with the requirements of United Facilities Criteria (UFC) 1-200-01, UFC 3-600-01, applicable NFPA standards, and the uniform building code.

25.1. Commanders and supervisors will advise the 375 CES/CEFP personnel of changing conditions within their buildings, structures, or areas that may require the redistribution of fire extinguishers.

25.2. DD Forms 1391, *Military Construction Project Data*, will be reviewed by the base fire chief or 375 CES/CEFP prior to submittal to headquarters.

25.2.1. The planning flight (375 CES/CEP), will ensure the DD Form 1391 is routed through the base fire department.

25.2.2. All projects will comply with the requirements of new construction.

25.3. The 375 CES/CEP is responsible for making sure compliant fire protection features are incorporated into each project. The engineering fight element manages fire protection engineering requirements as prescribed by UFC 3-600-01. The fire chief provides consultation and design recommendations regarding firefighting operational requirements. The fire chief is not responsible for system design; however, he/she coordinates on design drawings to signify review and fires fighting operational recommendations are incorporated. This coordination does not indicate fire protection engineering design acceptance. Factors that must be considered are listed in UFC 3-600-1, NFPA standards, and uniform building code.

25.3.1. Early coordination with fire protection personnel is essential and should take place at the 35, 65, 95, and 100-percent stages of design to avoid costly engineering changes later.

25.3.1.1. Existing fire safety deficiencies must be corrected for the facility for all renovations, upgrades and other minor or major improvement projects.

25.3.2. Each contract must include a specific section on fire protection.

25.4. The fire chief or 375 CES/CEFP personnel will attend all pre-design, preconstruction, and pre-performance conferences.

25.4.1. The 375 CES/CEP will provide appropriate drawings and specifications at the pre-design conference.

25.4.2. The contractor will be briefed on fire protection requirements at all preconstruction/pre-performance conferences; he/she will be given a pamphlet outlining their responsibilities.

25.5. Fire inspections of construction projects are conducted periodically to ensure proper fire safety procedures are followed to safeguard personnel and government property.

25.5.1. Unannounced fire inspections may be performed.

25.5.2. The CE contract inspector will always accompany the fire inspector.

25.5.3. The CE contract inspector will relay any noted deficiencies or hazards to the Contracting Officer.

25.5.4. The contracting officer will contact the contractor for correction of the deficiencies or hazards.

26. New Construction. Fire protection of new construction will comply with UFC 3-600-01 and specific fire protection requirements related to the particular project.

26.1. The 375 CES/CEFP will attend all acceptance inspections.

26.2. Fire department personnel will assist the 375 CES technicians in performing operational and functional testing of all fire protection systems/features prior to final acceptance. Testing of fire protection systems will comply with appropriate NFPA standards.

27. Base Facilities Board and Working Groups. The fire chief is invited to all base facility boards and working group meetings.

27.1. The 375 CES/CEP will provide advance notification of all meetings to the fire chief.

27.2. The fire chief or 375 CES/CEFP personnel will assess fire/life safety features before changes in occupancy.

Section I—Special Fire Protection Requirements

28. Storage of Smokeless Powder and Ammunition Primers.

28.1. Prior approval from the 375 SFS/SFO, the 375 CES/CEFP, and the 375 AMW Ground Safety (SEG)/Weapons Safety (SEW) is required on the following. When approved, individuals storing materials will provide a sketch of the facility indicating the exact location and amount of materials to the fire department IAW AFMAN 91-201, *Explosives Safety Standards*:

28.1.1. Up to 1,000 small arms ammunition primers may be stored in privatized family housing in the original shipping containers approved by the Department of Transportation.

28.1.2. Up to 10 pounds of smokeless powder may be stored in privatized family housing quarters in wooden boxes or cabinets that consist of walls at least one-inch thick.

28.1.3. Storage of small arms primers and smokeless powder must be away from heat sources and out of reach of children.

29. Christmas, Seasonal Activities, and Organizational Functions.

29.1. Combustible decorations are prohibited, except for those permitted below:

29.1.1. Only fire-resistant materials will be used and are subject to a field-burn test by the 375 CES/CEFP.

29.1.2. Only artificial Christmas trees and flame retardant decorations will be permitted in base facilities to include temporary living, family and visiting officer quarters.

29.1.3. Utilize only non heat producing lights for decorations.

29.1.4. Natural Christmas trees may be used in privatized family housing:

29.1.4.1. Trees must remain be in a proper stand and supplied with plenty of water.

29.1.4.2. Never attempt to make a natural Christmas tree fire resistant.

29.2. Artificial aluminum trees are conductors of electricity; therefore, the use of decorating lights is prohibited.

29.3. Christmas trees, lights, or decorations will be removed immediately if they are declared a fire hazard by the 375 CES/CEFP.

29.4. All seasonal decorations will be removed by the end of the week following the holiday.

30. Space Heaters and Small Appliances.

30.1. Use of small appliances and space heaters inside a facility is authorized by unit/organizational commanders under the following conditions:

30.1.1. All appliances must be in good repair and approved by UL or FM testing agencies.

30.1.2. Temperature settings on appliances must not exceed 200 degrees Fahrenheit.

30.1.3. Appliances must not be left unattended.

30.1.4. Using small appliances to cook with grease or oil in facilities without approved cooking areas is not authorized.

30.2. The use of kerosene heaters is prohibited on this installation without specific approval from the 375 CES/CEFP.

30.2.1. Electric space heaters shall be UL or FM listed, equipped with a safety tip-over switch and be unplugged when unattended or not in use.

30.2.1.1. Space heaters will not exceed a power draw of 1500 watts.

30.2.1.2. Unplug when unattended or not in use.

30.2.1.3. Keep 36 inches away from all combustibles.

30.2.2. Electric heaters, refrigerators, microwaves, toasters, and coffee pots must be plugged into a wall outlet and will not be plugged into systems furniture, extension cords, or surge protectors.

30.2.3. Electric space heaters shall not be used in the following areas:

30.2.3.1. Fuel labs and fuel cell maintenance areas.

30.2.3.2. Flammable and combustible storage areas.

30.2.3.3. Any area deemed inappropriate by the 375 CES/CEFP.

31. Hazardous Materials and Special Processes.

31.1. Flammable and combustible liquids will be used, stored, and dispensed IAW AFI 91-203 and NFPA standards.

31.2. Storage and handling of munitions will be IAW AFMAN 91-201.

31.3. Storage and handling of hazardous chemicals will be IAW Department of Transportation guidelines, NFPA Guide on Hazardous Materials, Bureau of Explosives Emergency Handling of Hazardous Materials, and other related publications.

31.4. Storage and handling of compressed flammable gases and oxygen will be IAW NFPA Standards NFPA 51, *Design and Installation of Oxygen Fuel Gas Systems for Welding, Cutting, Other Hot Work*, and NFPA 52, *Compressed Natural Gas (CNG) Vehicular Fuel System*, NFPA 55 *Compressed Gases and Cryogenic Fluids*.

31.5. Welding, cutting, and brazing will be IAW AFI 91-202 and AFI 91-203.

31.6. Storage and handling of hydrocarbon fuels will be IAW AFI 91-203.

31.7. Any hazardous material, flammable, or combustible liquid spill, regardless of size, must be reported to the Base Fire Department immediately.

Section J—General Fire Protection Requirements

32. Smoking Materials and Control of Smoking.

32.1. AFI 40-102, *Tobacco Use in the Air Force*, prohibits tobacco use on AF installations, except in DTAs and housing units.

32.1.1. Base CE will determine DTAs with input from facility managers and squadron commanders.

32.1.2. DTA maps for the installation will be approved by the installation commander.

32.1.3. Facility managers are encouraged to share DTAs to prevent excessive and duplicative designation of tobacco use areas.

32.1.4. Tobacco use on the installation shall be restricted to DTAs. Tobacco use outside of DTAs, including while walking anytime outside of DTAs, is prohibited.

32.2. The following action shall be taken in areas authorized for tobacco use:

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

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

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

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

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

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

33. Operation and Storage of Fueled Equipment. Fueled equipment applies to all equipment and vehicles equipped with a fuel tank, to include lawn mowers, weed eaters, snow blowers, tractors, trucks, cars, boat motors, power carts, tugs, and forklifts.

33.1. Lawn mowers, weed eaters, snow blowers, and other small gasoline engine equipment cannot be kept in any facility that is not designated for that specific purpose. Request for

inside storage of small gasoline fueled equipment must be routed through the 375 CES/CEFP and the 375 AMW/SEG, IN TURN.

33.2. The AAFES Services and Repair Garages will conform to the requirements of the NFPA Standards 30A, *Motor Fuel Dispensing Facilities*.

33.3. Host, tenant, and AF vehicle service and repair garages will conform to the requirements of NFPA Standard 30A with the following exceptions:

33.3.1. In aerospace ground equipment facilities, equipment maintenance will be restricted to the service area only. During the winter months, "ready line" equipment may be parked inside pending dispatch.

33.3.2. During winter months, mission essential vehicles, such as demineralized water, aircraft deicer, environmental fluid trucks, and tugs may be parked inside a hangar. Snow removal, sewer equipment, and line vehicles for standby craftsmen may also be parked inside. Approval from the 375 CES/CEFP is required annually, by October of each year, to ensure proper coordination.

33.3.3. Fuel-operated forklifts may be operated in warehouses and must be removed to the outside when not in use. When inclement weather is predicted that requires inside storage of these vehicles, approval must be obtained from the 375 CES/CEFP and the 375 AMW/SEG.

34. Compatibility of Security and Life Safety. Personnel concerned with security of areas or facilities must take the action necessary to ensure occupants have clear access to an exit. Consultation with fire prevention personnel can usually prevent these problems from occurring. Life safety requirements are almost always compatible with security requirements. Keep in mind, security requirements are based on keeping people out, while life safety requirements are based on getting people out. Life safety versus security concerns need to be specifically addressed with the fire prevention section, (618) 256-3378/DSN 576-3378.

35. Exits.

35.1. All components, capacities, numbers, arrangements, discharges, illuminations, and markings for means of egress shall be IAW NFPA Standard 101, Chapter 7, *Life Safety Code*.

35.2. Special provisions for means of egress components in particular occupancies shall be IAW NFPA Standard 101, Chapters 11 through 43.

35.3. Special NFPA Standard 101 requirements for business, mercantile, and storage occupancies are as follows:

35.3.1. Aisles in current business occupancies will be at least 36 inches wide.

35.3.2. Main corridors in current business occupancies will be a minimum of 36 inches wide.

35.3.3. Exits in current business occupancies will be a minimum of 36 inches wide. NFPA Standard 101, Chapter 39, states the number of exits required.

35.3.4. Aisles in new business occupancies will be a minimum of 36 inches wide.

35.3.5. Main corridors in new business occupancies will be a minimum of 44 inches wide.

35.3.6. Exits in new business occupancies will be a minimum of 44 inches wide. NFPA Standard 101, Chapter 38, states the number of exits required.

35.3.7. Dead end corridors will not exceed 20 feet, unless protected by a sprinkler system; if protected, dead end corridors shall not exceed 50 feet. (NFPA Standard 101)

35.3.8. At least one main aisle in the current mercantile occupancies will be a minimum of five feet wide leading to a main exit.

35.3.9. Sale aisles in existing mercantile occupancies will be a minimum of 36 inches wide.

35.3.10. Aisles in existing mercantile storerooms will be a minimum of 44 inches wide.

35.3.11. Main exits in existing mercantile occupancies will be a minimum of five feet wide. A minimum of four main exits are required.

35.3.12. Exit requirements for existing mercantile occupancies will be IAW NFPA Standard 101, Chapter 36.

35.3.13. All service and main aisles in storage occupancies will be a minimum of 44 inches wide.

35.3.14. Exit requirements for storage occupancies are outlined in NFPA Standard 101, Chapter 42.

36. Fire Extinguishers.

36.1. General requirements for selection, distribution, care, and maintenance of portable fire extinguishers will be IAW NFPA Standard 10, *Portable Fire Extinguishers*, and AFI 91-203.

36.1.1. The 375 CES/CEFP personnel will determine the type, location, and size according to requirements based on occupancy type and travel distances. The travel distance for office facilities is 75 feet; for industrial facilities based on hazard classification, the travel distance is 30 feet or 50 feet.

36.1.1.1. All hand-held portable fire extinguishers will be hung at least four inches above the floor. (NFPA Standard 10)

36.1.1.2. Extinguishers less than 40 pounds are hung no more than five feet from the floor to the top of the extinguisher. (NFPA Standard 10)

36.1.1.3. Hand-held extinguishers that weigh 40 pounds or more must not be hung higher than 42 inches from the floor to the top of the extinguisher. (NFPA Standard 10)

36.1.2. Flight line, wheeled-type fire extinguishers, will be distributed according to T.O. 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding (ATOS)*.

36.1.3. Extinguisher selection for locations with explosives will be IAW AFMAN 91-201.

36.2. Extinguishers installed in work places will be inspected monthly by supervisors in charge of that section and by the 375 CES/CEFP during the annual fire safety visit. Extinguishers low on pressure or otherwise appear to be in need of repair must be brought to the fire department during normal duty hours for repair or replacement. It is the

responsibility of the facility manager to take the fire extinguisher to the fire department. Facility managers/USFR is responsible for documenting monthly inspections on each fire extinguisher, including the date of inspection, and initials of the person performing inspection. Documentation may be maintained by signing the fire extinguisher tag affixed to the extinguisher or an automated program.

36.3. Wheeled-type fire extinguishers will be inspected for serviceability monthly by flight line personnel and documented. The 375 CES/CEFP personnel will perform semiannual inspections and ensure the extinguishers are brought to the fire extinguisher shop annually for annual maintenance.

36.3.1. Flight line personnel are responsible for transporting wheeled-type fire extinguishers to and from the ready line to locations where they are required. These extinguishers are to be towed at no more than five miles per hour.

36.3.2. Other than the 375 CES/CEFP semiannual inspections, flight line personnel are responsible for transporting wheeled-type fire extinguishers to and from the ready line when repair or servicing is required.

36.4. The location of fire extinguishers may not be changed without the approval of the 375 CES/CEFP.

36.5. Any person who damages a fire extinguisher through misuse, negligence or causes an extinguisher to require reservicing without just cause is subject to disciplinary action. Fire extinguishers are only removed from their location for extinguishing a fire or for servicing/replacement.

36.6. A clear and unobstructed path to each fire extinguisher is required at all times.

36.7. Fire extinguishers are managed by the 375 CES/CEFP. Coordinate all requisitions through the fire prevention office for validation.

37. Electrical Requirements. Qualified electricians or contractors will accomplish all the installation, alteration or extension of electrical wiring and appliances installed in real property facilities under the 375 CES control.

37.1. All electrical installation, alteration, or upgrade will meet the current requirements of NFPA Standard 70, *National Electric Code*.

37.2. General Requirements:

37.2.1. Temporary wiring (i.e., extension cords) will not be used in place of a permanent wiring requirement.

37.2.2. Visual inspection of all electrical equipment and facilities will be conducted monthly to identify and correct hazards. Immediately call the 375 CES Service Call Desk, (618) 256-2202/DSN 576-2202 for any faulty wiring or other electrical hazards.

37.2.3. Wiring will not be left exposed, but protected by conduit or other suitable means.

37.2.4. All switches, receptacles, junction boxes, and circuit breakers that are energized will be covered with suitable plate covers at all times.

37.2.5. Loading electrical circuits beyond rated capacities is prohibited.

37.2.6. All electrical circuits will be protected by circuit breakers.

37.2.7. Breaker switches will not be tied or taped in the “on” position.

37.2.8. Materials will not be placed or stored within 18 inches of the sides or 36 inches in front of electrical panels, fire alarm panels, electrical control boxes, circuit breaker panels, electric motors, etc.

37.2.9. If not needed, electrical devices will be turned off at the close of each business day.

37.2.10. Wiring in systems furniture is designed to provide power to office equipment (i.e., personal computers and support equipment). System furniture is not designed to provide power to space heaters, water coolers, refrigerators, microwave ovens, toasters, and coffee pots.

37.2.11. Multiple-type outlets are prohibited, unless they have a built-in fuse or breaker.

37.2.12. Do not use/program electrical timers to start an appliance. Programming electrical timers to turn off appliances is authorized.

37.2.13. Only UL or FM listed type extension cords will be used to provide power to portable appliances, tools, and specific equipment not normally used at one specific location.

37.2.13.1. The cord must be of the appropriate size for the appliance.

37.2.13.2. Extension cords that have multiple outlets that are fused or have a breaker installed (surge protector) may have more than one item (i.e., personal computers and support equipment) plugged in.

37.2.13.3. Surge protectors are designed for use with low power loads, such as computers, peripherals, or audio/video components.

37.2.13.4. Surge protectors are not designed for high power loads such as space heaters, refrigerators, microwaves, coffee pots or any other appliance with a heating element.

37.2.13.5. Extension or flexible cords will not run through holes in walls, ceilings, floors, doorways, windows or similar openings.

37.2.13.6. Extension cords will not be concealed behind walls, ceilings, floors, under carpets, and/or rugs.

37.2.13.7. Extension cords/surge protectors will be of continuous lengths and will not be spliced, taped, or run in a series together.

37.2.14. Coffeepots/warmers are permitted in all areas authorized by unit/organizational commanders, except hazardous process areas. Items must be kept on a noncombustible surface and plugged directly into a wall outlet.

37.3. Electrical installation, alteration, or upgrade in Class 1, 2, or 3 hazardous process areas will be accomplished IAW NFPA Standard 70 and NFPA Standard 497, *Classification of Flammable Liquids, Gases or Vapors, and of Hazardous (Classified) Locations for Electrical Installations in Chemical Process Areas*.

38. Public Assembly Facilities. A public assembly facility is a theater, open mess/club, golf course clubhouse, recreation center, bowling center, cafeteria, snack bar, library, childcare center, arts and crafts center, gym/fitness center, or any AAFES retail sales facility.

38.1. The closing of a public assembly facility must be accomplished by the facility manager or an assistant who has been trained on proper closing procedures. Closing requirements are as follows:

38.1.1. All trash must be removed from the facility daily.

38.1.2. Ensure all nonessential electrical appliances are unplugged.

38.1.3. If commercial cooking equipment is installed, all grease filters and exposed surfaces of kitchen hoods must be cleaned daily. The cleaning must be documented daily on a range hood and duct cleaning record and affixed to each hood exhaust system. **Note:** Hood and exhaust systems serving kitchen equipment must be cleaned at least every 6 months, more frequently if necessary, to prevent accumulation of grease in out-of-reach places. The cleaning must be coordinated and conducted under the supervision of the 375 CES/CEFP personnel. The facility manager must maintain a record of the cleanings to ensure the facility does not exceed the cleaning cycle that has been established for the facility.

38.1.4. Ensure all commercial cooking equipment, including deep fat fryers, stoves, ovens, grills, warmers, etc., are turned off.

38.2. Managers of public assembly facilities must establish procedures to make sure the facility is maintained in a fire-safe condition during occupancy and after closing. Special emphasis should be placed on:

38.2.1. Maintaining aisles, corridors, exits, exit accesses, and exit discharges, so they are clear and unobstructed at all times.

38.2.2. Occupant Load. The 375 CES/CEFP personnel will assist you in determining the exact number of occupants your facility will hold safely to prevent overcrowding and exceeding occupant capacity.

38.2.3. Keeping exit and emergency lighting operational at all times.

38.2.4. Notify the 375 CES/CEFP personnel before altering the facility for any special events; prior approval by the 375 CES/CEFP is required to ensure a fire-safe event.

38.2.5. Establish/maintain a safety file. This file will include a record of the following:

38.2.5.1. Initial fire safety orientation for new employees.

38.2.5.2. Initial fire evacuation drill for new employees.

38.2.5.3. Letters of appointment for alternates that have been trained to conduct closing inspections.

38.2.5.4. Record of contractor hood and duct cleaning.

38.2.5.5. Record of quarterly fire drills.

38.2.5.6. Record of fire prevention visits including copies of any noted deficiencies or hazards that were identified.

- 38.2.5.7. Record of employees' recurring fire safety training.
- 38.2.5.8. Record of annual deep fat fryer calibration.
- 38.2.5.9. Record of exhaust hood dry chemical extinguishing system servicing.

DAVID L. ALMAND, Colonel, USAF
Commander

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

- AFI 32-2001, *Fire Emergency Services Program*, 9 September 2008
- AFI 32-10141, *The Planning and Programming Fire Safety Deficiency Correction Projects*, 3 March 2011
- AFI 40-102, *Tobacco Use in the Air Force*, 26 March 2012
- AFI 91-202, *The US Air Force Mishap Prevention Program*, 5 August 2011
- AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012
- AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 9 May 2012
- AFMAN 91-201, *Explosives Safety Standards*, 12 January 2011
- NFPA 10, *Portable Fire Extinguishers*
- NFPA 30, *Flammable and Combustible Liquid Code*
- NFPA 30A, *Motor Fuel Dispensing Facilities*
- NFPA 51, *Design and Installation of Oxygen Fuel Gas Systems for Welding, Cutting, Other Hot Work*
- NFPA 52, *Compressed Natural Gas (CNG) Vehicular Fuel System*
- NFPA 55, *Compressed Gases and Cryogenic Fluids*
- NFPA 70, *National Electric Code*
- NFPA 101, *Life Safety Code*
- NFPA 497, *Classification of Flammable Liquids, Gases or Vapors, and of Hazardous (Classified) Locations for Electrical Installations in Chemical Process Areas*
- T.O. 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding (ATOS)*
- UFC 1-200-01, *General Building Requirements*
- UFC 3-600-01, *Fire Protection Engineering for Facilities*
- UFC 300-6-2, *Operation and Maintenance Inspection, Testing, and Maintenance of Fire Protection System*

Prescribed Forms

None

Adopted Forms

- AF Form 3, *Hazard Abatement Plan*, 1 October 1996
- AF Form 55, *Employee Safety and Health Record*, 5 August 2011
- AF Form 332, *Base Civil Engineer Work Requests*, 1 January 1991

AF Form 592, *USAF Hot Work Permit*, 4 September 2012

AF Form 1487, *Fire Prevention Visit Report*, 1 January 1999

AF Form 3126, *General Purpose* (8-1/2" x 11"), 15 February 2006

AF Form 3131, *General Purpose* (11" x 8-1/2"), 15 February 2006

AF Form 3136, *General Purpose* (11" x 8-1/2"), 15 February 2006

Abbreviations and Acronyms

AFOSH—Air Force Occupational Safety and Health

AFOSHSTD—Air Force Occupational Safety and Health Standard

AMC—Air Mobility Command

AMW—Air Mobility Wing

ARW—Air Refueling Wing

CC—Commander

CE—Civil Engineer

CEFP—Civil Engineer Squadron Fire Prevention Office

CES—Civil Engineer Squadron

DoD—Department of Defense

FAMCAMP—Family Campground

FSD—fire safety deficiency

FM—Factory Mutual

IAW—in accordance with

MSG—Mission Support Group

NEPA—National Environmental Policy Act

NFPA—National Fire Protection Association

OPR—office of primary responsibility

ORM—Operational Risk Management

POL—petroleum, oils, and lubricants

SCOTTAFBI—Scott Air Force Base Instruction

SFS—Security Forces Squadron

TO—technical order

UFC—Unit Facilities Criteria

UL—Underwriters Laboratories

USFR—Unit Fire Safety Representative

Attachment 2

FIRE PREVENTION CHECKLIST

Figure A2.1. Fire Prevention Checklist.

FIRE PREVENTION CHECKLIST				
Facility Number:	Facility Manager:	Date:		
A. GENERAL				
		Yes	No	N/A
1. Is a facility Fire Safety Folder maintained IAW SAFI32-2001, Fire Protection Program?				
a. Current copy of SAFI32-2001.				
b. Documentation of monthly Fire Safety Inspections.				
c. Current and pending AF Form 332, CE Work Requests.				
d. Copies of AF Form 1487, Fire Prevention Reports.				
e. Detailed floor plan.				
f. Other pertinent fire prevention correspondence.				
2. Are Emergency notification stickers affixed to each phone?				
3. Are fire lines and fire hydrants unobstructed to include snow and ice?				
4. Are newly assigned personnel provided a fire safety briefing within 30 days of arrival?				
B. EXITS				
		Yes	No	N/A
5. Are exits passageways unobstructed?				
a. Are exterior exits unobstructed and clear of snow and ice during the winter months?				
b. Are all exit doors checked regularly for proper operation?				
c. Where provided is panic hardware operational?				
d. Are automatic closing fire doors operational?				
e. Are fire doors without automatic hardware kept closed?				
C. EMERGENCY LIGHTING (Exit/Emergency Lights)				
		Yes	No	N/A
6. Are all emergency and exit lights operational?				
a. Emergency/exit lights inspected monthly?				
b. Are monthly inspection documented and discrepancies noted?				
c. Have work orders be submitted for non operational emergency/exit lights?				
D. FIRE EXTINGUISHERS				
		Yes	No	N/A
7. Are fire extinguishers inspected monthly facility manager or designated representative?				
a. Are all fire extinguishers stored in an extinguisher cabinet or hung?				
b. Are monthly inspection documented on the yellow extinguisher tag or on electronic document?				

c. Have extinguisher been took to the Fire Extinguisher Maintenance Shop for annual inspection/maintenance?			
d. Is annual extinguisher training conducted and annotated on AF IMT 55?			
E. ELECTRICAL ITEMS			
	Yes	No	N/A
8. Are electrically supplied items utilized appropriately?			
a. Are extension cords being used in lieu of permanent wiring?			
b. Are extension cords or power/surge protectors connected in series?			
c. Are appliances (refrigerators, microwave, coffee pot, etc.) plugged directly into a wall/floor outlet?			
d. Do space heaters have a safety tip over switch and are they plugged directly into a wall/floor outlet?			
e. Work request submitted for non-operational outlets/receptacles?			
F. STORAGE REQUIREMENTS			
	Yes	No	N/A
9. Does current storage configuration comply with SAFBI32-2001?			
a. Is there clear unobstructed access to storage area?			
b. Is there a 36" clearance maintained around circuit breaker boxes and heating appliances?			
c. Is there a minimum of 12" clearance from the ceiling and light fixtures in a non-sprinklered facility?			
d. Is there a minimum of 18" clearance from the ceiling and light fixtures in a sprinklered facility?			
e. Does storage of combustible material violate established standards; i.e., in electrical or mechanical rooms, in HVAC accessible areas or under stairwells? Note: Storage under stairwells is only authorized when approved by the Fire Prevention Office, 256-3378.			
f. Is flammable storage maintained IAW AFOSH 91-501 and SAFBI32-2001?			
Facility Manager Remarks:			

Attachment 3

FIRE SAFETY DEFICIENCY

Figure A3.1. Fire Safety Deficiency ORM

						<h2>Fire Safety Deficiency ORM</h2>					
Review Team				Type of Review		Date of Review					
Description of Proposed Change											
Step 1 Hazard Identification—The Inspection Tool											
Factors			Existing		Significance						
Step 2 Risk Assessment											
Step 2A Assessment					Step 2B Prioritization						
Hazard	Severity		Probability	Rank	Level	Risk (Extra High, High, Moderate, Low)					
Step 3 Analyze Risk Control Measures											
Rank #	Action			Control Measure							
Risk Control Options											
Step 4 Make Control Decisions											
Approved/Disapproved 375 AMW/CC, Colonel, USAF Commander											

Step 5 Implement Controls
Step 6 Supervise and Review

Attachment 4

AMC FIRE SAFETY DEFICIENCY

Figure A4.1. AMC Fire Safety Deficiency Mitigation/Corrective Action Plan.

<i>AMC Fire Safety Deficiency Mitigation/Corrective Action Plan Used Along With ORM</i>			
Facility:		Date:	
Unit/Organization: Facility Manager:		Commander:	
<i>Purpose: The fire safety corrective action plan is to determine corrective/programming action required for mitigating existing fire safety deficiencies and determining the level of acceptable occupancy and operations permitted pending the correction of the FSD I or II.</i>			
1. Fire Safety Deficiency (CEF):			
2. Corrective Action: (CEF):			
3. Programming Action (CEP):			
a. Method of correction Job Order/Work Order/Project:			
b. Work Order or Project Number:			
c. Projected FY Programming:			
d. Estimated Completion Date:			
4. Acceptable Level of Occupancy and Operations:			
_____ Facility Manager Signature	_____ Fire Chief Signature	_____ Wing Safety Signature	_____ Wing Commander Signature