

**BY ORDER OF THE COMMANDER  
82D TRAINING WING (AETC)**

**SHEPPARD AIR FORCE BASE  
INSTRUCTION 32-2001**



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**Civil Engineer**

**SHEPPARD AIR FORCE BASE FIRE  
PROTECTION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive 32-20, *Fire Emergency Services*. This instruction establishes the responsibilities and procedures for the Fire Prevention Program. It provides the guidance and authority for establishing and conducting an effective, aggressive, and integrated fire prevention program. The objective is preventing real property, material, aerospace vehicles, environmental damage and, most importantly, personnel losses by fire/hazardous material releases. It applies to all base personnel, tenant activities, housing occupants, contractors, concessionaires and other areas under the jurisdiction of the United States Government at Sheppard Air Force Base, Frederick Auxiliary Field, and Lake Texoma Recreation Annex. Compliance with this instruction is imperative to avoid fires/hazardous material releases which could jeopardize lives, property, and the mission of Sheppard Air Force Base and the United States Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at [https://www.my.af.mil/afirms/afirms/afirms/rds/rds\\_series.cfm](https://www.my.af.mil/afirms/afirms/afirms/rds/rds_series.cfm).” Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional’s chain of command. This publication may not be supplemented. See **Attachment 1** for a Glossary of References and Supporting Information.

**SUMMARY OF CHANGES**

This instruction was revised to reflect current fire prevention procedures. It provides general fire safety procedures for all personnel and specific guidelines for the various occupancies. Supervisors are responsible for ensuring that all fire prevention training is annotated on the Air Force Form 55, *Employee Safety and Health Record*, or automated equivalent.

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## Chapter 1

### PUBLICITY

**1.1. This instruction should be maintained in a readily accessible location for all personnel.** Suggested locations include: Sheppard Portal, organizational bulletin boards, facility manager's guide or fire prevention folder, unit safety representative folders or all of the above.

## Chapter 2

### AUTHORITY

**2.1. The Base Civil Engineer, 82 CES/CL, is designated as the Base Fire Marshal and serves as staff advisor to the Wing Commander on fire protection/prevention matters.** The Base Fire Marshal is authorized to direct stoppage of operations or processes considered to be a fire, explosion, or potential hazardous material release hazard.

**2.2. The Base Fire Chief is responsible for the management and operation of the Base Fire Protection/Prevention Program.** In the absence of the Base Civil Engineer, the Base Fire Chief acts as Base Fire Marshal.

## Chapter 3

### IMPLEMENTING A FIRE PREVENTION PROGRAM

#### 3.1. Using this instruction:

- 3.1.1. Read the entire instruction paying particular attention to the specific areas involving your responsibilities and operations.
- 3.1.2. Fire reporting, fire emergency action plans, and fire drills are described in Chapter 4.
- 3.1.3. Commander's, supervisor's and facility manager's duties are outlined in Chapter 5.
- 3.1.4. The General Fire Safety and Prevention Principles, in Chapter 6, apply to all base personnel.
- 3.1.5. Fire prevention for contractors working on base is covered in Chapter 7.
- 3.1.6. *NFPA 1, Fire Code* is the standard for fire prevention inspection requirements except as modified by UFC 3-600-01, *Fire Protection Engineering for Facilities*. The Fire Code is a commercial document available from the National Fire Protection Association ([www.nfpa.org](http://www.nfpa.org)). It is too large to completely address all situations within this regulation. Those with common and unique situations are addressed. Further information to specific issues dealing with fire prevention/protection not specifically covered within should be directed to the Fire Prevention office at 676-1073/5735/2104 for clarification. Due to the complexity of AF missions and facilities, other AF Instructions or publications may apply.
- 3.1.7. Forms Adopted: AF Form 55, *Employee Safety and Health Record*; AF Form 332, *Base Civil Engineer Work Request*; AF Form 592, *USAF Welding, Cutting and Brazing Permit*; AF Form 1487, *Fire Prevention Visit Report*; SAFB Form 17, *Space Heater Request*.

#### 3.2. Fire Prevention Program Support:

- 3.2.1. The fire department will conduct a fire prevention visit to each facility or occupancy at least once each year. Certain occupancies are visited more often, as set forth in regulation, code, or law or when determined necessary by the fire department. Minor discrepancies are normally corrected on-the-spot by the person accompanying the fire prevention inspector. Major discrepancies, along with the corrective actions are recorded on the AF Form 1487, *Fire Prevention Visit Report*. The fire department will make follow-up visits to ensure the deficiency/hazard has been corrected.
- 3.2.2. Facility managers and commanders can request a supplemental fire prevention visit at any time and/or address any technical questions to the Fire Prevention office.
- 3.2.3. The fire department will also conduct periodic, unannounced walk-through visits of various facilities as a quality check of the overall fire prevention program.

#### 3.3. Fire Prevention Education Program:

- 3.3.1. The fire department will assist the base populous by providing training, demonstrations, evacuation drills, lectures, and tours at facility manager, supervisor, or commander request. Contact the Fire Prevention office at 6-5735/2104. A written request is not necessary.

3.3.2. The fire department will assist groups, such as the scouts, schools, and clubs, with training, lectures, tours, demonstrations, etc., to support their programs.

3.3.3. The fire department will present fire prevention information to the base population throughout the year. Personnel are encouraged to visit the fire department and utilize any of the fire prevention information available.

### **3.4. Occupancy Classifications:**

3.4.1. Public Assembly Occupancies: Facilities or portions of, used for gathering together 50 or more people for such purposes as deliberation, worship, entertainment, eating, drinking, amusement, college or technical training classrooms/auditoriums, awaiting transportation or if used as a special amusement building, regardless of occupant load. Examples include: Dining Halls, Clubs, Bowling Alleys, Gymnasiums, Chapels, and Auditoriums.

3.4.2. Industrial Occupancies: Facilities in which products are manufactured or in which processing, assembling, mixing, packaging, finishing, decorating, or repair operations are conducted. Examples include: Aircraft hangars and maintenance shops.

3.4.3. Storage Occupancy: An occupancy used primarily for the storage or sheltering of goods, merchandise, products, vehicles, or animals. An example of this type of facility is base supply.

3.4.4. Mercantile Occupancies: Facilities including stores, markets, and other rooms, buildings, or structures used for the display and sale of merchandise. These occupancies include: Commissary, Base Exchange, and Shoppette.

3.4.5. Ambulatory Health Care Occupancies: Facilities or portions thereof used to provide services or treatment simultaneously to four or more patients on an outpatient basis.

3.4.6. Educational Occupancies: Facilities or portions of facilities used for educational purposes through the 12th grade by 6 or more persons for 4 or more hours per day or more than 12 hours per week. Examples: Child Development Center, Sheppard Elementary School, Youth Center.

3.4.7. Family Home Day Care Occupancies: Facilities where less than 7 children receive care, maintenance, and supervision by other than their relatives or legal guardians for less than 24 hours per day, and have been licensed as Family Home Day Care facilities.

3.4.8. Hotel, Motel, Dormitory Occupancies: Facilities or spaces used to provide sleeping/living accommodations for more than 16 people who are not members of the same family. These occupancies include: Billeting, dormitories, and temporary living facilities.

3.4.9. Business Occupancies: Facilities used for the transaction of business, other than that covered under mercantile. Activities include keeping accounts, maintaining records, processing paperwork, college or adult technical training classrooms under 50 persons. Examples include: Offices, classrooms, and courthouse.

## Chapter 4

### FIRE REPORTING AND EVACUATION PROCEDURES

#### 4.1. Fire Reporting:

4.1.1. Anyone discovering a fire (regardless of size or type), smelling smoke, gas, or seeing a hazardous substance spill has the responsibility of notifying the Base Fire Department immediately. Follow the steps in the acronym **SPEED** for fire reporting: (**SOUND**, **PHONE**, **EVACUATE**, **EXTINGUISH**, and **DIRECT**).

4.1.1.1. No one shall issue or maintain any regulation or order, written or verbal that would require any person to take any unnecessary delaying action prior to reporting a fire to the fire department.

4.1.1.2. No one shall deliberately or maliciously turn in an alarm of fire when in fact that person knows that no fire exists.

4.1.1.3. It shall be a violation of this instruction and the National Fire Code for any person to willfully make any false, fraudulent, misleading, or unfounded report or statement or to willfully misrepresent any fact with the intention of misleading any fire department personnel of that interferes with the operation of the fire department.

4.1.2. **Sound the alarm.** Shout “Fire!, Fire!, Fire!” Pull the fire alarm pull box. (**Do not** activate alarm pull boxes during **gas leaks**.)

4.1.3. **Phone the fire department** from a safe location. Dial 9-1-1. Give name, building number, and location of fire. Do not hang up the phone until told to do so. When using a cell phone, the phone will connect to the Wichita Falls 911 Center or a surrounding city/county; callers need to indicate they are on Sheppard AFB for the call to get transferred back to the base.

4.1.4. **Evacuate personnel** from the building. Help personnel requiring assistance reach the outside. Meet at an assembly point, well away from arriving fire apparatus. Never re-enter the building. (Assembly points are based on each facility evacuation plan.)

4.1.5. **Extinguish the fire**, if possible, without risking injury. Use portable fire extinguishers, with the help of a “buddy,” on small fires. Do not attempt to fight large fires. Warning: Fires produce dense smoke and toxic gases. Always leave yourself a way out. Fight the fire from a position of safety. If in doubt, get out!

4.1.6. **Direct firefighters** to the fire. Provide as much information as possible.

#### 4.2. Fire Emergency Action Plans:

4.2.1. Each Unit or facility will develop an emergency action plan per AFI 91-203 describing fire reporting and evacuation procedures. Fire reporting and evacuation procedures (SPEED) described in section 4.1 forms the basis for most fire emergency action plans. Additional fire safety requirements must be added to the emergency action plan for occupancies requiring fire evacuation drills per section 4.4 or occupancies where additional employee actions are required as set forth in regulation, code, law, or when determined necessary by the fire department. A current copy of the plan will be maintained in the

facility folder at the Fire Prevention office and in TAB 2 of the facility fire prevention folder. The plan may be kept on bulletin boards for employee review.

4.2.2. As a minimum, facilities that require fire evacuation drills require the following additional procedures in the Unit Fire Emergency Action Plan:

4.2.2.1. Primary and secondary egress routes from work or sleeping areas. Ensure elevators are not used during evacuation.

4.2.2.2. Guest, customer, or patient evacuation procedures to include procedures for assisting the handicapped or hearing impaired.

4.2.2.3. Predetermined evacuation meeting point and/or areas of refuge within the facility.

4.2.2.4. Employee and occupant accountability procedures.

4.2.3. Additional procedures that must be included in Unit Fire Emergency Action Plans if applicable are:

4.2.3.1. Procedures for employees who remain in the facility to operate or shutdown critical equipment before evacuating. Include equipment circuit breaker and power disconnect locations.

4.2.3.2. Procedures for manual activation of fire suppression systems.

4.2.3.3. Aircraft removal procedures.

4.2.4. Fire emergency action plans for Ambulatory Health Care occupancies must comply with specific requirements of NFPA 101, *Life Safety Code* and the Accreditation Association for Ambulatory Health Care (AAAHC).

4.2.5. Each billeting and dormitory room will have a fire safety briefing guide that will include information to allow guests to make the decision to evacuate to the outside, to evacuate to an area of refuge, to remain in place, or to employ any combination of the three options.

4.2.6. Emergency action plans shall be reviewed and updated annually. Revised copies of the plan shall be forwarded to the Fire Prevention Office to be included in the facility folder for the affected building.

#### **4.3. Fire Evacuation Floor Diagrams:**

4.3.1. Fire evacuation floor diagrams (exit plans) shall be posted in buildings where exits are not readily apparent and hotel/motel type occupancies. Billeting facilities shall include floor diagrams reflecting the actual floor arrangement, exit locations, and room identification posted in each room either on or adjacent to each door in guest or resident rooms. Dormitory facilities shall include the floor diagram with the fire safety briefing guide located in each room.

#### **4.4. Fire Evacuation Drills:**

4.4.1. Where required by NFPA 101, *Life Safety Code Chapters 11-43 or Chapter 20 of NFPA 1, Fire Code*, fire evacuation drills will actually be performed. This includes but is not limited to Assembly, Educational, Day Care, Ambulatory Health Care facilities. Specific

occupancies require fire drills as set forth in regulation, code, law or when determined necessary by the fire department. Contact the Fire Prevention office for specific requirements and coordination of fire evacuation drills in base facilities. Contact the Fire Prevention office for specific requirements and coordination of fire evacuation drills in base facilities.

4.4.2. For facilities that do not require actual fire evacuation drills, supervisors shall ensure employees are familiar with fire reporting and fire evacuation procedures (SPEED) described in section 4.1.

4.4.3. The purpose of a fire drill is to evaluate personnel effectiveness in performance of their duties in case of fire per the Unit Fire Emergency Action Plan. Although the emphasis for the drill shall be placed on orderly evacuation rather than on speed, a guide for evaluating evacuation effectiveness and capability is determined as follows: 3 minutes or less — prompt; over 3 minutes, but not in excess of 13 minutes — slow; more than 13 minutes — impractical.

4.4.3.1. In Educational occupancies fire drills are an exercise in school or employee management, with the chief purpose of the drill being the control of the class to allow expedient and efficient evacuation of the pupils or children. Classes will meet at an outside meeting point where an accountability of children will be conducted. Missing children will immediately be reported to the principal who will inform the Senior Fire Officer. Staff will inspect all exit doors and exit paths daily to ensure doors operate freely and paths are clear for evacuation.

4.4.4. Drills shall be held at expected and unexpected times and under varying conditions to simulate the unusual conditions that can occur in an actual emergency. Drill participants shall relocate to a predetermined location and remain at such location until a recall or dismissal signal is given.

4.4.5. For facilities meeting the requirements of paragraph 4.4.1, fire evacuation drills will be conducted semi-annually or twice per calendar year unless required more often as set forth in regulation, code, law, or when determined necessary by the fire department. Educational and Day Care occupancies require monthly fire drills. There shall be two fire exit drills held during the first 2 weeks of a school term and eight additional exit drills held during the year. Fire drills in Assembly, Mercantile, and Hotel type occupancies do not require the evacuation of customers or patrons.

4.4.6. A written record of each required drill shall be completed and maintained in TAB 3 of the facility fire prevention folder.

## Chapter 5

### RESPONSIBILITIES

#### 5.1. The Base Fire Chief:

5.1.1. Managing the Fire Protection/Prevention Program. The Fire Chief is the final authority in cases where no particular criterion exists to regulate fire hazard conditions.

#### 5.2. Commanders/Functional Managers:

5.2.1. Ensuring each activity or facility practices sound fire prevention procedures. Initiating appropriate administrative or disciplinary action against personnel responsible for fire loss through negligence, disregard for fire regulation, willful misconduct or gross negligence involving fire prevention practices, or maliciously tampering with fire extinguishers, installed fire detection and/or fire suppression systems.

5.2.2. Ensuring each activity or facility under their jurisdiction establishes an emergency fire reaction/fire evacuation plan describing general and specialized fire safety requirements.

5.2.3. Ensuring Supervisors are conducting fire prevention training and maintaining all subordinates' records of fire prevention/extinguisher training on an AF Form 55 or automated equivalent as required by AFI 91-202 upon initial assignment and at least annually or more often as required by this regulation. Employees shall be knowledgeable of the following but not limited to:

5.2.3.1. Fire reporting and fire evacuation procedures.

5.2.3.2. The location of fire alarms and how to activate the alarms within their work areas.

5.2.3.3. Specific actions to take when becoming aware of a fire or other emergency.

5.2.3.4. Location and how to manually activate fire suppression systems (if provided).

5.2.3.5. Primary and secondary egress routes from all work areas.

5.2.3.6. Location and how to use fire extinguishers (hands-on or academic instruction). All personnel working on or around aircraft will receive training on wheeled flight line extinguishers in addition to portable fire extinguishers (annually).

5.2.3.7. Where equipment circuit breakers and power disconnects that control their work areas are located.

#### 5.3. Facility Managers:

5.3.1. Attend Facility managers training at the base fire department for Primary and Alternates within 30 days of appointment. This training is conducted on a monthly basis and shall include but not limited to; fire prevention procedures, fire extinguisher inspection, maintaining fire prevention folder, processing Air Force Forms 1487, *Fire Prevention Visit Report*, AF Forms 332, *Base Civil Engineer Work Request*, fire evacuation plan, daily walk-thru inspections, and proper inspection procedures for fire and life safety devices. Annual refresher training only required for Public Assembly and Commercial Cooking facility managers.

5.3.2. Accompanying the Fire Prevention Inspector during prevention visits and taking a proactive role toward avoiding fire hazards and deficiencies.

5.3.3. Begin corrective actions as annotated on the AF Form 1487 by ensuring the reverse side is signed by the functional manager indicating he or she has been briefed on discrepancies and corrective action being taken, and by returning the AF Form 1487 by the suspense date. Facility Managers utilize AFI 32-10141 to prepare mitigation/corrective action plan based on assigned fire safety deficiency (FSD) codes for approval of the wing commander.

5.3.4. Coordinate AF Form 332 with the fire department.

5.3.5. Processing flammable storage and corrosive storage locker approval letter requests through the Fire Prevention Chapter. Approval requests must include a copy of the hazardous materials inventory (AF-EMIS Environmental Management Information System) and a building diagram showing the location of the storage area. Post approval letter on locker and in Fire Prevention Folder.

5.3.6. Recording the monthly inspection for all fire extinguishers assigned to your facility. Ensure any non-compliant fire extinguishers are promptly corrected by arranging service from local fire extinguisher company. During inspection look for:

5.3.6.1. Extinguisher located in designated place.

5.3.6.2. No obstruction to access or visibility.

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

5.3.6.4. Safety seals not broken or missing.

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

5.3.6.6. Pressure gage reading in the operable range or position.

5.3.6.7. For wheeled units, the condition of tires, wheels, carriage, hose, and nozzle.

5.3.7. Conducting a walk-through inspection of the facility at least monthly, a copy of the form will be maintained in TAB 6 of the fire prevention folder. In Educational occupancies, the monthly fire prevention inspection will be conducted by a trained senior member of the staff; a copy of the form used during the inspection will be posted in a conspicuous place in the facility.

5.3.7.1. All fire detection/suppression devices are in good repair (no physical damage). Report any maliciously damaged device to Security Force operations for appropriate action and obtain a work order from Civil Engineer Customer Service.

5.3.7.2. Any device, equipment system, condition, arrangement, level of protection, fire resistive construction, or any other feature requiring periodic testing, inspection, or operation to ensure its maintenance shall be tested, inspected, or operated as specified elsewhere in this code or as directed by the authority having jurisdiction. i.e. fire dampers, fire doors, etc.

5.3.7.3. Ensure every telephone has a **9-1-1** emergency reporting sticker affixed. 9-1-1 is the official emergency number for Police, Medical and Fire emergencies. Utilize 9-1-1 emergency reporting stickers as necessary on telephone devices.

5.3.8. Facility Managers must make daily walk-through of areas under construction/renovation within their facilities to ensure fire safe conditions. During the inspection look for:

5.3.8.1. Hazardous processes underway without proper safety precautions in place.

5.3.8.2. All exit passageways and stairwells are free of obstructions. Exit doors operate freely.

5.3.8.3. All unnecessary appliances are unplugged.

5.3.8.4. All flammable, combustible and corrosive materials are in their proper storage areas.

5.3.8.5. All exit lights are properly illuminated and emergency lighting is operational.

5.3.9. Establishing and maintaining a fire prevention folder in an accessible location. This information may be kept separately or within the facility manager's facility records. Managers of Commercial Cooking facilities shall follow paragraph 5.5.8. The folder will contain or identify the location of the following:

5.3.9.1. TAB 1 - Current Copy of this instruction.

5.3.9.2. TAB 2 - Fire Reporting and Evacuation Procedures.

5.3.9.3. TAB 3 - Fire Prevention Employee Training, Fire Drill Reports and Facility Manager Training Certificate.

5.3.9.4. TAB 4 - AF Form 1487s, Fire Prevention related AF Form 332s or actions.

5.3.9.5. TAB 5 - Permits and Approval Letters to include hazardous materials inventories.

5.3.9.6. TAB 6 - Facility Walk-Thru Reports, and Quarterly Smoke Detector Test Reports if applicable.

#### **5.4. Facility Managers of Public Assemblies:**

5.4.1. In addition, facility managers of public assemblies are responsible for developing a certification system for training of all employees per AFI 91-203. The certification process must be approved by the fire department and will include annual training and immediate indoctrination of newly hired employees on fire protection features of their facilities and evacuation procedures (participation of patrons is not necessary). A certification program folder will be maintained with the documented training reports. In addition to training requirements in paragraph 5.2.3, training shall include as a minimum:

5.4.1.1. The duties the employees are to perform in case of fire, panic, or other emergency to effect orderly exiting.

5.4.1.2. The location of emergency exits.

5.4.1.3. Evacuation procedures for patrons and employees, to include assisting handicapped.

5.4.2. Making sure the facility is in a fire safe condition at the close of business by conducting and documenting a daily closing inspection. Notifying the fire department upon completion is not necessary.

5.4.3. Maintaining the occupant load information in the Fire Prevention folder. Every room constituting an assembly and not having fixed seats shall have the occupant load of the room posted in a conspicuous location near the main exit from the room.

5.4.4. Notifying the fire department of all major events involving temporary decorations and/or unusual arrangements at least 3 days prior to the event.

5.4.5. Checking exits daily to ensure that doors are unlocked and unobstructed prior to allowing patrons in. Chaining exit doors during periods of occupancy is strictly prohibited.

5.4.6. Ensuring draperies, curtains, decorations, and other similar furnishings are flame resistant.

5.4.7. Assembly occupancies shall be provided with a minimum of one trained crowd manager or crowd manager supervisor. Where the occupant load exceeds 250, additional trained crowd managers or crowd manager supervisors shall be provided at a ratio of 1 crowd manager or crowd manager supervisor for every 250 occupants, unless otherwise permitted by the following:

5.4.7.1. Facilities used exclusively for religious worship are exempt.

5.4.7.2. The ratio of trained crowd managers or crowd manager supervisors to occupants shall be permitted to be reduced where, in the opinion of the Fire Prevention Inspector, the existence of an approved, supervised automatic sprinkler system and the nature of the event warrant.

5.4.8. Managers of theaters, auditoriums, and classroom type occupancies where non-continuous programs occur, will ensure an announcement is made at the start of the program to notify occupants of the location of the exits to be used in the event of a fire or other emergency.

## **5.5. Facility Managers of Commercial Cooking Facilities:**

5.5.1. In addition to Section 5.3 and Section 5.4 if a Public Assembly Occupancy, managers of commercial cooking operations are responsible for ensuring commercial cooking facilities are maintained per AFI 91-203 by ensuring personnel are trained on fire prevention and fire protection features of their facilities. The training must be approved by the fire department and will include quarterly training and immediate indoctrination of newly hired employees. In addition to training requirements in paragraph 5.2.3, training shall include as a minimum:

5.5.1.1. How to report a fire by phone (for instance, phone number to call, building identification, what information to give the fire department, etc.).

5.5.1.2. Where fire alarms are located within the work area and how to activate them.

5.5.1.3. Where fire suppression equipment and fire extinguishers are located and how to operate them (including procedures to extinguish a grease fire). Facilities with wet or dry chemical extinguishing systems shall receive semi-annual training on the systems from base fire protection personnel.

5.5.1.4. Where equipment circuit breakers and power disconnects that control their work areas are located.

5.5.1.5. Location of emergency exits.

5.5.1.6. Evacuation procedures for patrons and employees, to include assisting the physically handicapped.

5.5.2. Making sure installed grease filters, exposed surfaces of kitchen range hoods, and associated cooking equipment are thoroughly cleaned at least daily to prevent accumulation of grease. Ensuring the cleaning is documented and the documentation readily available.

5.5.3. Making sure spare filters are available in kitchens that operate continuously and ensuring cooking is only allowed under hoods with filters in place.

5.5.4. Ensuring the exhaust system is operational at all times while cooking. If the exhaust fan is out of service, cooking will be discontinued until it is repaired.

5.5.5. Ensuring installed wet/dry chemical system nozzles remain unobstructed and free of grease accumulation. Cooking will not be performed without the wet/dry chemical extinguishing system operational.

5.5.6. Deep fryers, pressure fryers, tilt skillets and other food service equipment capable of producing grease/fat laden vapors shall be listed by NRTL IAW NSF/ANSI 4. Equipment shall be tested annually by civil engineers or a certified contractor. Documentation of the test will be affixed to the unit and must be maintained by the facility manager or supervisor in TAB 6 of the fire prevention folder. Provide testing documentation to the fire prevention chapter.

5.5.7. Making sure gas appliances used in cooking operations are the electronic ignition type or are designed to turn off the gas supply in the event of pilot outage.

5.5.8. Managers of Commercial Cooking operations shall maintain a fire prevention folder in an accessible location. This information may be kept separately or within the facility manager's facility records. The folder will contain or identify the location of the following:

5.5.8.1. TAB 1 - Current Copy of this instruction.

5.5.8.2. TAB 2 - Fire Reporting and Evacuation Procedures, Occupant Load Letter.

5.5.8.3. TAB 3 - Fire Prevention Employee Training, Fire Drill Reports, and Facility Manager Training Certificate.

5.5.8.4. TAB 4 - AF Form 1487s, Fire Prevention related AF Form 332s or actions, Permits and Approval Letters to include hazardous materials inventories.

5.5.8.5. TAB 5 - Record of Employee Hood and Filter Cleaning, Record of Daily Closing, Record of Facility Walk Through Inspections.

5.5.8.6. TAB 6 - Record of Annual Deep Fat Fryer Testing, Record of Contractor Exhaust Hood and Duct Cleaning.

## Chapter 6

### GENERAL FIRE SAFETY AND PREVENTION PRINCIPLES

#### 6.1. Portable Fire Extinguishers:

6.1.1. Portable fire extinguishers are assigned to each real property facility on Sheppard AFB, Frederick Annex Field, and Lake Texoma Recreational Area. Extinguishers are only placed on vehicles and/or equipment when required by directives (e.g., purchase orders, technical orders (TOs), AFIs, NFPA 10) or approved by the fire protection authority.

6.1.2. Functional, facility managers, supervisors or designated representatives are responsible for the monthly inspection and the hanging of fire extinguishers, (when needed) within their respective building. Guidance on distribution and type of extinguishers for a particular hazard will be obtained from the Fire Prevention chapter. Do not relocate extinguishers without the approval of the fire department.

6.1.3. Report any damaged or low pressure extinguisher to the facility manager immediately. The facility manager will arrange service of the extinguisher from a certified fire extinguisher servicing company. Contact the Fire Prevention Flight for additional guidance.

6.1.4. Flight line extinguishers will only be used to support aircraft operations (not Hazardous Storage Areas).

6.1.5. Movement of flight line extinguishers is the responsibility of the user.

6.1.6. In accordance with AFI 91-203 facility managers and using organizations must budget for the purchase and maintenance of fire extinguishers in real property or on vehicles and equipment. The installation fire protection authority manages the fire extinguisher program and is the authority for all matters involving fire extinguishers. Refer questions regarding fire extinguishers, including the extinguisher location, type, size, and required maintenance to the Fire Prevention Office prior to procurement to ensure the proper type is identified.

6.1.7. Supervisors shall ensure all personnel (i.e., student instructors, contractors) that have the need for flight line extinguishers obtain initial and annual training. It is the responsibility of the individual to know where extinguishers are located in their facilities, what type they are, and how to operate them. Ensure fire extinguishers are not obstructed, are readily accessible, and used only for their intended purpose.

6.1.8. Objects (i.e., shirt, and coat) of any kind will not be hung from the flight line extinguisher. A clear access path will be maintained at all times.

6.1.9. Fire Department Extinguisher Maintenance Technician(s) will maintain all flight line extinguishers.

#### 6.2. Installed Fire Detection and Suppression Systems:

6.2.1. Fire detection, fire alarm, and fire suppression systems are installed in base facilities for the purpose of protecting life and property. Any damage to the systems must be reported to the Facility Manager who in turn will contact Civil Engineer Customer Service to obtain a work order for repairs and advise the Base Fire Department immediately. Any obvious abuse will be immediately reported to Security Forces.

6.2.2. Building occupants (or any individual) will not attempt to repair, alter, or disable fire detection and suppression systems. Any individual finding a fire detection/suppression device damaged or not working will report it immediately to their functional/facility manager (MTL, supervisor), so they in turn, can obtain appropriate corrective solution.

6.2.3. The use of installed alarm systems during evacuation drills must be coordinated with the fire department prior to the event.

6.2.4. The fire department and facility manager will be notified prior to any work being conducted on alarm, detection, or suppression systems.

6.2.5. The facility manager will notify occupants, the base fire department (676-2310) about tests and system outages affecting their facility.

6.2.6. Occupants will not, under any circumstances, tamper with the installed fire detection, alarm, or suppression systems. This specifically includes the smoke detectors provided in each sleeping area of billeting and dormitory type occupancies.

6.2.7. Personnel will not be permitted to sleep in billeting or dormitory rooms without operational smoke detectors present and operational.

6.2.8. Facility Managers for permanent party, temporary base lodging, and student dormitories will ensure testing of each sleeping room smoke detectors quarterly. Annotate testing and any discrepancies (if deliberate damage is suspected, report the incident to Security Forces) will be logged and tracked until corrected.

### **6.3. Vehicle Parking and Traffic:**

6.3.1. Vehicles will not be parked within 15 feet of fire hydrants or in areas designated as no parking or fire lanes.

6.3.2. Vehicles will not be driven over fire department hoses.

6.3.3. Government and/or private vehicles (including forklifts and similar equipment) will not be parked or stored inside buildings or structures unless specifically designed for such use or approved by the fire department. Vehicles will not be parked in a hangar with aircraft.

6.3.4. Emergency vehicles responding to emergencies should be given the right-of-way. Clear intersections, move to the right side of the road, and stop until vehicles have passed. Do not follow firefighting vehicles closer than 500 feet.

6.3.5. Road blockages/closures will be coordinated with the fire department prior to the work beginning.

### **6.4. Smoking and Disposal of Smoking Materials:**

6.4.1. Smoking in government-owned or leased facilities will follow the guidelines in AFI 40102, *Tobacco Use in the Air Force*.

6.4.1.1. Designated Tobacco Areas (DTA) are determined by the Base Civil Engineer with input from facility managers and squadron commanders.

6.4.1.2. DTAs shall be away from common points of facility entry/egress and not in front of building or air intake ducts. The distance of a DTA from building entry/egress is to be determined by the squadron commander but will be no less than 50 feet.

6.4.1.3. DTAs will be annotated on an installation map, marked with signs and approved by the installation commander.

6.4.2. Smoking materials will not be carelessly disposed of inside or outside of a facility. Soak smoking materials thoroughly in water prior to placing in outside trash receptacles.

6.4.3. Adequate ash trays/smoking receptacle will meet current Industrial Standards for the construction of such receptacle and will be provided in all areas where smoking is permitted. Do not put trash in butt cans/receptacles.

## **6.5. Electrical Fire Safety:**

### 6.5.1. Multiplug Adapters.

6.5.1.1. Multiplug adapters, such as multiplug extension cords, cube adapters, strip plugs, power strips and other devices, shall be UL or FM listed and used in accordance with their listing.

6.5.1.2. Multiplug adapters shall not be used as a substitute for permanent wiring or receptacles.

6.5.1.3. Multi-receptacle surge protectors (multiplug adapters) shall only be used to power computers and related equipment such as lights or fans.

### 6.5.2. Relocatable Power Taps.

6.5.2.1. Relocatable power taps shall be of the polarized or grounded type with overcurrent protection and shall be listed.

6.5.2.2. The relocatable power taps shall be directly connected to a permanently installed receptacle.

6.5.2.3. Relocatable power tap cords shall not extend through walls, ceilings, or floor; under doors or floor coverings; or be subject to environmental or physical damage.

### 6.5.3. Extension Cords.

6.5.3.1. Extension cords shall not be used as a substitute for permanent wiring. All provisions of AFI 91-203, section 8.4. (Flexible Cords and Extension Cords) apply.

6.5.3.2. Extension cords shall be plugged directly into an approved receptacle and shall, except for approved multiplug extension cords, serve only one portable appliance. No daisy chaining or piggy backing of extension cords or power strips.

6.5.3.3. Only commercially procured extension cords bearing the Underwriters Laboratory (UL) certification may be used, and extension cords shall be rated at 10 amps minimum above the required power draw.

6.5.3.4. The extension cords shall be maintained in good condition without splices, deterioration, or damage.

6.5.3.5. Extension cords shall be grounded when servicing grounded portable appliances.

6.5.3.6. Extension cords and flexible cords shall not be affixed to structures; extend through walls, ceilings, or floors, or under doors or floor coverings; or be subject to environmental or physical damage.

6.5.4. Covers. All panel boards and switch boards, pull boxes, junction boxes, switches, receptacle, and conduit bodies shall be provided with covers compatible with box or conduit body construction and suitable for conditions of use.

## **6.6. Decorations:**

6.6.1. Notify the fire department of all major events which involve temporary decorations and/or unusual arrangements. Decorations will be noncombustible or fire retardant.

6.6.2. Natural-cut Christmas trees are not permitted.

6.6.3. No decorations will be allowed to obstruct corridors, exit ways, means of egress, or other fire detection/suppression devices.

6.6.4. Artificial Christmas trees shall be labeled or otherwise identified or certified by the manufacturer as being "Flame Retardant" or "Flame Resistive."

6.6.5. Only UL listed (or equivalent) electrical lights and wiring shall be used on Christmas trees and similar decorations.

6.6.6. Electrical lights are prohibited on metal artificial trees.

6.6.7. Decorations utilizing an open flame are prohibited.

6.6.8. Organizations desiring to operate haunted houses or setup special events within an existing structure shall submit an AF Form 332 at least 30 days prior to opening to ensure all agencies are able to coordinate and ensure facility stays in compliance with codes and regulations. Haunted houses are classified as special amusement buildings and must meet the requirements of NFPA 101, Life Safety Code for assembly type occupancies regardless of the occupant load present.

6.6.9. Unplug all electrical decorations when work area is unoccupied.

## **6.7. Heating, Ventilation and Air Conditioning (HVAC):**

6.7.1. Mechanical rooms for air-handlers, furnaces, and boilers will not be used to store materials except for minimal quantities directly related to the operation. Mechanical rooms will remain locked. Only authorized personnel will be permitted entry.

6.7.2. Auxiliary heating devices such as space heaters are prohibited, except where adequate heating is not provided by other means. The facility manager shall coordinate the SAFB Form 17, *Space Heater Request*, and forward the request to the appropriate Civil Engineer Unit. The Base Energy Manager will send completed form to Fire Prevention Office for guidance and coordination. Additionally, units should ensure unit procurement of space heaters follows AETC procurement guidance. If authorized, space heaters shall meet the following requirements:

6.7.2.1. Space heaters will be UL or FM listed, self-contained, electrically powered, enclosed units equipped with a tip-over switch for automatic shut-off. Space heater shall also be equipped with an overheat protection device and an automatic thermostat control.

6.7.2.2. Space heaters will be unplugged when left unattended and will not be plugged into multiple outlet strips or extension cords.

6.7.2.3. Space heaters to be used in a hazardous environment shall meet safety standards for the environment on a case-by-case basis as determined through a special inspection by the fire department.

6.7.2.4. Space heaters will be given at least 36 inches of clearance when in use.

6.7.2.5. In ambulatory health care occupancies, portable space-heating devices shall only be used in non-sleeping staff and employee areas and must have heating elements that do not exceed 100°C (212°F).

6.7.3. Industrial exhaust systems will be checked monthly to ensure the system is operating properly and combustible material is not building up within the duct work.

6.7.4. Where an explosive atmosphere is possible, electrical wiring and heating units will be rated explosion proof in accordance to the appropriate class and division.

## **6.8. Storage and Housekeeping:**

6.8.1. Attic spaces, under floor areas, corridors, stairwells, or outside stairways will not be used for storage.

6.8.2. Recycle containers will be maintained in a neat manner. Paper will be compacted and stored away from ignition sources.

6.8.3. Empty trash containers as required. Keep trash receptacles away from ignition sources.

6.8.4. Keep outside areas free of trash, weeds, high grass, or dried vegetation. Burning of leaves, grass and dried vegetation is prohibited.

6.8.5. Keep rags, steel wool, and used floor sweeping compound (i.e., Speedy-dry) in tightly covered metal containers. Mark the containers to indicate contents.

6.8.6. Clean lint, grease, dirt, and dust as necessary to limit build-up of combustible material.

6.8.7. Keep all materials at least 18 inches from light fixtures, fire detectors, and sprinkler heads.

6.8.8. Do not store materials or place objects in front of fire alarm pull stations or fire extinguishers.

6.8.9. Storage facilities kept near any other structure will be kept in a neat orderly manner, no more than 5 gallons of gasoline at any one time. This storage facility is not a substitute for a flammable/combustible liquid locker.

6.8.10. All sources of ignition will be strictly controlled.

6.8.11. Flammable and combustible materials not in use will be stored in closed containers and kept inside approved incidental storage holders or flammable storage lockers.

6.8.12. When storing materials, follow guidance set forth in DoD 4145.19-R-1 and AFMAN 23210.

6.8.13. Maintain clear aisle space and easy accessibility to fire protection system components, fire extinguishers, fire exits, fire doors, and electrical components.

6.8.14. Do not store combustible materials against the outside of buildings or under loading docks.

6.8.14.1. Idle pallets shall be stored outside or in a separate building designated for pallet storage.

6.8.14.2. Pallets shall be stored a minimum of 20 feet from any structure.

6.8.15. Store combustible packing materials, such as excelsior and shredded paper, in fire-resistant bins or containers with self-closing lids.

6.8.16. When stock height is 15 feet or less, maintain at least 18 inches of clearance from sprinkler heads, fire detectors, and light fixtures.

6.8.17. When stock height exceeds 15 feet, allow a minimum of 36 inches clearance from sprinkler heads, fire detectors, and light fixtures.

6.8.18. Significant changes to floor layout, arrangement of materials, blocking of aisles, doors, etc., will be approved by the fire department prior to the changes occurring.

6.8.19. Maintain a clear aisle space of at least 25 inches between stored combustible material (including supplies packed in combustible containers) and interior fire walls/partitions. Materials may be stored against the outside walls if the walls are noncombustible and the materials do not present a special hazard.

6.8.20. Ensure fire doors are provided the proper clearance for the working mechanism and objects are not stored in the path of the door.

6.8.21. Facilities will ensure established aisles remain clear during hours of operation.

6.8.22. Special promotions/displays involving abnormal materials and/or areas will be approved by the fire department prior to set-up.

6.8.23. In Educational occupancies, child-prepared artwork and teaching materials can be attached to the wall but will not exceed 20 percent of the wall surface. In a building protected throughout by an approved automatic sprinkler system the area of the wall covered will not exceed 50 percent of the wall surface. The intent is to avoid creating a continuous combustible surface across the room.

6.8.23.1. Store flammable and combustible liquids in areas accessible only to staff members.

6.8.23.2. Wastebaskets and other waste containers shall be made of non-combustible or flame-resistant materials.

6.8.23.3. Clothing and personal effects shall not be stored in corridors or lobbies unless contained within metal lockers.

6.8.24. Store ammunition/explosives in accordance with AFMAN 91-201.

## **6.9. Open Flame/Burning and Heating Devices:**

6.9.1. Unless otherwise addressed in this instruction, uses of open flame/burning devices are prohibited. Specific devices addressed include, but are not limited to candles, incense burners and potpourri pots.

6.9.2. Use of open flame/burning devices for special events may be considered for temporary approval by contacting the Fire Prevention chapter. The final approval authority is the Base Fire Chief.

6.9.3. Possession and/or use of fireworks of any kind on Sheppard AFB, Frederick Annex, or Lake Texoma Annex are prohibited except when authorized by the Base Fire Chief.

6.9.4. All other open-flame devices, such as pyrotechnic devices, will be approved by the fire department prior to use.

6.9.5. Candle use in base facilities must be approved by the fire department. If approved, candles must be securely supported on substantial noncombustible bases, located to avoid contact with combustible materials, and the candle flame protected. Floating type candles are recommended.

6.9.6. "Flaming Sword" or other equipment involving open flames and flamed dishes, such as cherries jubilee, crepes Suzette, etc., are permitted provided proper precautions have been taken. At a minimum, maintain a safe distance from all combustible materials and have an 'ABC' rated fire extinguisher within reach.

6.9.7. The following types of heat producing devices are not permitted in hotel/motel, dormitory occupancies: electric skillets, hot plates, deep-fat fryers, candles, incense, coffee pots used with integral timers and other similar devices.

6.9.7.1. The types of heat producing devices allowed in these occupancies are limited to coffee makers, microwave ovens under 1,000 watts, hot air popcorn poppers, hair dryers, curling irons, and appliances already provided in the room. These devices must be UL or FM listed, used for their intended purpose, and supervised while in operation.

6.9.8. Barbecue grills must be positioned at least 15 feet from any structure when in use. Under no condition will barbecue grills be allowed on the landings or walkways of the outside walkway style dormitories. Open flame units such as deep fat turkey fryers shall be kept a minimum of 25 feet from all structures and building overhangs when in use.

#### **6.10. Fire Protection Markings:**

6.10.1. Each facility, including military family housing units, will have the approved address and building number posted on the facility where it is plainly visible from the street or road.

6.10.2. Fire symbols attached to the outside of buildings will not be removed without the approval of the Base Fire Chief.

6.10.3. Facilities containing significant types or amounts of hazardous material (as determined by fire department) will be readily identifiable from the exterior through the use of the appropriate fire symbol and/or National Fire Protection Association (NFPA) 704 symbol. Symbol requirements will be determined through a review of each facility's Hazardous Material Inventory by 82 CES/CEF and 82 CES/CEV offices. Reviews are conducted during scheduled fire inspections and as needed due to changes in facility contents.

#### **6.11. Fire Hydrant, Post Indicator Valves, Sprinkler and Standpipe Connections:**

6.11.1. Fire hydrants, post indicator valves, sprinkler and standpipe valves **will not** be used by anyone else other than Fire Department or Civil Engineer Craftsmen without the permission of the Fire Chief or designated representative.

6.11.2. Items such as trees, bushes, signs, fences, or any obstacles will not obstruct or conceal a fire hydrant, post indicator valve, sprinkler, or standpipe connection.

## **6.12. Welding, Cutting, Brazing and Open Burning Operations:**

6.12.1. Inside areas specifically designed for welding and cutting operations as defined in AFI 91-203, Chapter 27 do not require AF Form 592, *USAF Welding, Cutting and Brazing Permit*. Inspections will be incorporated with normal building inspections by a Fire Prevention Technician. All outside areas will comply with AFI 91-203 and shall have an AF Form 592 before work can begin.

6.12.2. Organizations, contractors, or individuals wanting to utilize inside areas not specifically designed for welding and cutting operations shall submit a letter, with a building diagram of the area, to the base fire department and base environmental engineer for approval.

6.12.3. Inside areas not specifically designed for welding and cutting operations will be inspected before approval can be granted to ensure compliance with AFI 91-203.

6.12.4. Approval letter review will be accomplished annually. Update letters **ONLY** when the following occurs:

6.12.4.1. Using organization changes.

6.12.4.2. Approval is revoked through failure to comply with standards.

6.12.4.3. Major renovations have been performed to the area which required alterations to the existing safety equipment. Normal final project inspections will serve as the required inspection for approval if the request is submitted in a timely manner.

6.12.5. Welding, cutting, and brazing operations conducted on equipment or property of Sheppard Air Force Base will comply with AFOSH Standard 91-5.

6.12.6. Engineer Section supervisors, Hospital Safety Officer, and permanent maintenance contractor supervisors may be approved to issue permits for routine work after being trained in the procedures, precautions, and with the approval of the base fire chief.

6.12.7. Specific Fire Prevention Procedures.

6.12.7.1. All welding, cutting, brazing and burning operations must be performed by qualified personnel.

6.12.7.2. Hot work will not be permitted in the vicinity of combustible, flammable, or explosive materials. Where the removal of materials is impractical, a suitable fire resistant shield, fire protection standby, and/or both will be provided prior to starting operations.

6.12.7.3. Before welding on gas pipes, tanks or other containers, which have contained flammable liquids or gas, the containers, will be thoroughly purged and filled with water or inert gas. To ensure an explosive atmosphere is not present, the area and container are sampled using a combustible/explosive gas detector.

6.12.7.4. Before beginning hot work, personnel will ensure they have a fully operational fire extinguisher in close proximity to the operation and are trained to use it.

### **6.13. Storage and handling of Flammable/Combustible Liquids, Corrosive Substances, and Flammable Gases:**

6.13.1. All flammable and combustible liquids must be handled with care and diligence to avoid an accidental fire.

6.13.2. The guidelines in this instruction apply to flammable/combustible liquids having a flash point of 200 degrees or less. Combustible liquids with a flash point above 200 degrees will be stored neatly and away from heat sources.

6.13.3. Flammable/combustible liquids will be used and stored in accordance with AFI 91-203, NFPA 30 and SAFBI 90-821, *Workplace Written Hazard Communication Program*.

6.13.4. Inside flammable/combustible storage locations must have a current hazardous materials inventory (Enterprise Environmental Safety and Occupational Health Management Information System [EESOH-MIS]) and site approval by the fire department. The approval letter (site and hazardous materials inventory (EESOH-MIS)) must be maintained in the fire prevention folder. A copy of the approval letter must be attached to the storage locker.

6.13.5. Steps for requesting approval of flammable/combustible storage area:

6.13.5.1. Facility managers will submit an approval letter request to the Fire Prevention Office; the approval letter template is available from the Fire Prevention Office. Include a hazardous materials inventory (EESOH-MIS), along with a floor diagram, showing the location of flammable/combustible liquids within their facility. The contents and maximum amounts contained within storage lockers must be included or attached to the floor diagram.

6.13.5.2. The fire department will evaluate the request, check the area for proper precautions as outlined in AFI 91-203 and NFPA 30. The site area is valid as long as the fire prevention measures are maintained and the contents do not change.

6.13.6. Flammable/combustible liquid storage locations will be renewed when a new location is necessary. Site locations and hazardous materials inventory (EESOH-MIS) must be re-accomplished prior to changing locations. The control and issue of hazardous materials, to include flammable and combustible liquids, is managed by the Base Hazardous Materials Office located at Building 2116 (HAZMART).

6.13.7. Flammable/combustible liquid storage areas may be revoked at any time by the fire department for failure to adhere to fire prevention standards.

6.13.8. Incidental flammable/combustible storage areas are permitted in industrial occupancies provided the guidelines of AFI 91-203 are followed. Site locations are not required for incidental storage areas however; the fire department will be consulted prior to establishing the area.

6.13.9. No permit is required for outside storage of flammable/combustible liquids. The fire department will be consulted prior to establishing an outside flammable/combustible storage area.

6.13.10. During contract, in-house, or self-help projects, a one day supply of combustible paints and thinners can be kept on the job site. At the end of the day, all contaminated rags, paper, flammable liquids, etc., will be removed from the building.

6.13.11. Dispensing and storage units, such as tanks and drums, will be suitably grounded at all times. Nozzles used to dispense flammable liquids will be spring loaded or otherwise self-closing when hand pressure is released. Under no circumstances will they be wired, tied, or bolted open when dispensing flammable liquids.

6.13.12. All cleaning tanks and vats, filled with flammable or combustible liquids, will be equipped with self-closing metal lids with fusible links. Only solvents designated for the purpose of cleaning will be used in the tanks or vats.

6.13.13. Under no circumstances will flammable liquids be used for any purpose other than that intended by the manufacturer.

6.13.14. Corrosive Substance Storage Procedures.

6.13.14.1. Corrosive substances will be stored in an approved corrosive cabinet.

6.13.14.2. Flammable/combustible liquids, solids, or gases will not be stored in the same cabinet with corrosives.

6.13.14.3. Corrosive storage cabinets require an approval letter (permit). Utilize the same format and procedures as outlined for flammable storage lockers.

6.13.15. Specific Procedures for Flammable Gas Cylinders. Non-liquefied and liquefied flammable gas cylinders will be stored inside buildings wherever possible when the proper indoor precautions have been provided. All other non-liquefied and liquefied flammable gas cylinders will be stored outside of buildings in an approved cylinder storage area. This includes spare cylinders, empty or full. Cylinder storage areas will conform to the guidance set-forth in T.O. 42B5-1-2 and NFPA 55, Chapter 4. **Exception:** Cylinders attached to welding equipment (i.e. welding cart).

6.13.16. Flammable liquids will not be stored inside any dormitory/billeting room.

## Chapter 7

### FIRE PREVENTION—CONTRACTORS WORKING ON BASE

- 7.1. Specific fire prevention procedures will be supplied to each contractor prior to starting work.** The procedures are outlined in the Contractors Fire Prevention Brochure.
- 7.2. Contractors are provided a fire prevention briefing prior to starting any work on base.**
- 7.3. Contractors are responsible for training their employees on the fire prevention measures outlined in the briefing and contained within the guide provided during the pre-construction conference.**
- 7.4. Contractors are obligated to report all fires immediately, even fires which are extinguished prior to the arrival of the fire department.**
- 7.5. Materials and equipment will not be stored in a location or manner which will create a fire exposure to adjacent facilities.**
- 7.6. Construction offices and sheds will not be located within 25 feet of any existing building.**
- 7.7. Contractors must coordinate the use of fire hydrants with the fire department.**
- 7.8. Contractors must comply with welding, cutting, brazing and open burning operations as specified in paragraph 6.12.**
- 7.9. Contractors conducting tar kettle operations will obtain a permit a minimum of two days prior to placement of the kettle.**
- 7.9.1. Kettle will not be located on the roof or inside any facility.
- 7.9.2. Kettle shall be attended by a minimum of one employee who is knowledgeable of the operation and hazards.
- 7.9.3. The employee shall be within 25 ft of the kettle and have it in sight throughout the operation.
- 7.9.4. A minimum of two 4-A:40-B:C fire extinguishers shall be provided and maintained with 25 ft of the operating kettle. One additional 4-A:4-B:C extinguisher shall be provided and maintained on the roof in close proximity to the roofing operation while the roofing material is being applied.

SCOTT A. KINDSVATER, Brigadier General,  
USAF  
Commander

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

**Air Force Instruction 91-202**, *US Air Force Mishap Prevention Program*, 20 August 2013

**Air Force Instruction 91-203**, *Air Force Consolidated Occupational Safety Instruction*, 25 July 2013

**Air Force Instruction 32-10141**, *Planning and Programming Fire Safety Deficiency Correction Projects*, 3 March 2010

**Air Force Manual 33-363**, *Management of Records*, 1 March 2008

**Air Force Manual 91-201**, *Explosives Safety Standards*, 12 January 2011

**Air Force Policy Directive 32-20**, *Fire Emergency Services*, 21 June 2012

**NFPA 1**, *Fire Code*, 2012

**NFPA 101**, *Life Safety Code*, 2012

**UFC 3-600-01**, *Fire Protection Engineering for Facilities*, 14 July 2009

***Adopted Forms***

**AF Form 55**, *Employee Safety and Health Record*

**AF Form 332**, *Base Civil Engineer Work Request*

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

**AF Form 847**, *Recommendation for Change of Publication*

**AF Form 1487**, *Fire Prevention Visit Report*

**SAFB Form 17**, *Space Heater Request*

***Abbreviations and Acronyms***

**AAAHC**—Accreditation Association for Ambulatory Health Care

**AF**—Air Force

**AFB**—Air Force Base

**AF-EMIS**—Air Force Environmental Management Information System

**AFI**—Air Force Instruction

**AFRIMS**—Air Force Records Information Management System

**ANSI**—American National Standard

**FSD**—Fire Safety Deficiency

**IAW**—In Accordance With

**MTL**—Military Training Leader

**NFPA**—National Fire Protection Association

**NSF**—NSF International (company)

**NRTL**—Nationally Recognized Testing Laboratory

**OPR**—Office of Primary Responsibility

**TO**—Technical Orders

**RDS**—Records Disposition Schedule

**SPEED**—Sound, Phone, Evacuate, Extinguish, and Direct