

**BY ORDER OF THE COMMANDER  
WRIGHT-PATTERSON AIR FORCE  
BASE**

**WRIGHT-PATTERSON AIR FORCE  
BASE INSTRUCTION 32-2001**

**6 DECEMBER 2022**

**Civil Engineering**

**FIRE PREVENTION PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD32-20, *Fire Emergency Services*, and is used in conjunction with DoDI 6055.05, *DoD Fire and Emergency Service Program* and DAFI 32-2001, *Fire and Emergency Services Program*, Unified Facilities Criteria, and National Fire Protection Association (NFPA) standards as Air Force policy unless otherwise directed in DoD or Air Force Instruction. This instruction prescribes policy and procedures, and defines responsibilities for effective fire prevention and protection program for Wright-Patterson Air Force Base. This instruction applies to all Wright-Patterson AFB units, associate activities, tenant organizations, contractors and other agencies providing base support including military and civilian personnel. Send comments and suggestions about this publication for improvements on AF Form 847, *Recommendation for Change of Publication*, to the Office of Primary Responsibility (OPR). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**SUMMARY OF CHANGES**

This local instruction has been fundamental restructured with updates and changes throughout and must be completely reviewed by all organizations. Major changes include chapter titles, fire inspection and reported section, FSD management, fire lanes, fire doors, combustible fueled

equipment, investigations and public education sections, fire extinguisher, noncommercial cooking and commercial cooking sections, open fire, barbecues, fireworks sections, hot work section completely revised.

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## Chapter 1

### INTRODUCTION

**1.1. Purpose.** The primary focus of this instruction is to assist all commanders, directors and supervisors with implementing and maintaining a fire prevention program in their organizations at every level. A successful fire prevention program is only accomplished by involvement of all personnel on the installation.

**1.2. Scope.** The Fire Prevention Program objectives are to prevent fires, facilitate early intervention and ensure safety of exposed personnel. These objectives are accomplished through four program elements: project design reviews, code enforcement and fire safety education and fire investigation.

## Chapter 2

### *RESPONSIBILITIES*

**2.1. Installation Commander.** Responsible for fire safety of personnel and property at WPAFB and its satellite locations. The Installation Commander delegates execution to the Installation Fire Chief (IFC) through the Base Fire Marshal (BFM).

**2.2. Base Fire Marshal (BFM).** The 788 Civil Engineer Squadron Commander is the Base Fire Marshal, with authority delegated by the Civil Engineer Group Civilian Leader as the Base Civil Engineer (BCE). The BFM is responsible to the installation commander for oversight of Fire and Emergency Services programs and providing IFC resources to execute F&ES mission.

**2.3. Installation Fire Chief (IFC).** The IFC is responsible to the BFM for establishing, executing and maintaining F&ES programs, determining additional resources, conducting risk assessments and advising commanders regarding risk and flight capabilities. The IFC roles and responsibilities are outlined in AFI 32-2001, *Fire and Emergency Services Program*.

**2.4. Civil Engineer Engineering Division (CEN).** (CEN) is responsible for ensuring all Military Construction and Operations and Maintenance projects including repairs, renovation, modifications, and reconstruction complete a design process to correct identified Fire Safety Deficiencies and fire hazards IAW United Facilities Criteria 3-600-01, Installation Facility Standard and when referred to National Fire Protection Association 101 Life Safety Code for compliance.

**2.5. Fire Prevention Section, (CEXFP).** Is responsible for the code enforcement, public education, and investigation piece of the Fire Prevention objectives.

2.5.1. Will provide comments for facility plans review to ensure life safety and fire protection features are present IAW code criteria and standards (Fire Prevention personnel are not Fire Protection Engineers).

2.5.2. Will ensure inspections will be conducted annually for all facilities. Will identify, document, and report fire hazards and fire safety deficiencies IAW DAFI 32-2001, Chapter 7. Will use automated records system to record facility inspection observations, deficiencies and generate an AF Form 1487, *Fire Prevention Visit Report*.

2.5.3. Will conduct fire cause and affect determination investigation and incident trend analysis in the community.

2.5.4. Will deliver and sponsor fire safety public education programs and opportunities in the form of community outreach.

**2.6. Civil Engineer Squadron Operations (CEO).** Is responsible for testing, inspecting, and maintenance of fire protection systems IAW UFC 3-601-02, Operations and Maintenance: Inspection, Testing and Maintenance of Fire Protection Systems, and NFPA standards and codes.

2.6.1. CEO supervisors/craftsmen will notify facility managers and Fire Prevention staff of any life safety or fire protection system impairment or out-of-service notification to ensure building occupants have been notified of the outage.

**2.7. Group, Squadron, Unit or Detachment Commanders and Supervisors at All Levels.** Functional leaders are responsible for the enforcement of this instruction and must make sure sound fire prevention procedures are established and practiced in each facility under their jurisdiction.

2.7.1. The organizational commander designates the primary and alternate facility manager for each facility by an appointment letter IAW WPAFBPAM 32-1001. The primary or alternate facility managers, with the help of all occupants and users of a building, are responsible for the care, custody and protection of the assigned real property (interior and exterior) from damage or loss.

2.7.2. Ensure a Facility Operating Instruction (**Attachment 2**) is developed for each occupied facility, for their organization to follow when fire is discovered. The OI must cover fire reporting, building evacuation, FM roles and responsibilities, work center supervisors, change of use, site instructions, and primary and alternate FM names and contact information, commander's name and office symbol, and signatures.

2.7.3. A completed copy must be forwarded to Fire Prevention Section workflow Wright-Patterson 788 CES/CEXFP\_All. In multipurpose facilities, the major user will develop the OI with coordination with the other organizations for adoption. The Facility Manager is designated as the OPR for the development of the OI since they are most familiar with the organizations and operations that are located throughout the facility.

2.7.4. Randomly inspect their organizations to ensure compliance with governing instructions to eliminate fire hazards.

2.7.5. Ensure the complete fire prevention orientation of assigned workers, custodians, and supervisors. Supervisors at all levels are responsible for enforcing sound fire prevention practices in their work areas.

2.7.6. Ensure all work areas are left in a fire-safe condition at the end of each tour of duty.

2.7.7. Fire prevention inspections and practices in facilities, rooms, or areas which are under lock and key are the responsibility of the individual supervisor maintaining that secured area. It is the supervisor's responsibility to arrange access to these areas for base fire inspectors to perform scheduled fire prevention inspections.

**2.8. Major Using Organization.** In facilities assigned with multiple organizations, the unit with the majority square footage assigned and or greater occupancy load shall be assigned as the primary Facility Manager. The Facility Manager shall be responsible for coordinating all fire safety related issues with other tenant units assigned to the facility.

**2.9. Facility Manager (FM).** Each appointed FM and alternate are responsible to the organizational commander for fire safety within facilities under their jurisdiction. These duties include:

2.9.1. The primary or alternate FM or designee shall accompany the fire inspector on all scheduled fire inspections of facilities under their control for assigned space.

2.9.2. Ensuring periodic fire drills are conducted according to **paragraph 3.5** of this instruction. Fire evacuation drills are not held during inclement weather.

2.9.3. Coordinating with the Fire Inspector for placement and use of vending machines and rented or leased equipment.

2.9.4. FM training to be conducted by the fire inspector during the course of a scheduled fire inspection. This training is documented and maintained in the facility folder.

2.9.5. The FM's responsibilities are to inspect the facility, ensure fire hazards are eliminated, check emergency lights, exit light battery back-up mode, ensure fire extinguishers have been accounted for and are ready for use. Monthly documentation of extinguisher, emergency, and exit light inspections are required.

**2.10. Public Assembly Managers.** The potential for life and high property loss in public assembly facilities requires special actions to prevent fire.

2.10.1. Facility managers where public assembly occurs must establish and maintain a certification system to ensure employees have been trained and understand their fire prevention and protection responsibilities within the work environment.

2.10.2. Fire Prevention will inspect places of public assembly before all major social events when notified by the manager that temporary decorations or unusual arrangements are involved. Only fire-retardant decorations are permitted.

2.10.3. Occupant Load. The number of people permitted in public assembly space shall not exceed the posted occupancy load numbers which can be safely evacuated in the event of a fire. This decision is made IAW NFPA 101, Life Safety Code, by FES Flight.

**2.11. Security Forces (SF).** Provide the installation with traffic enforcement rules and regulations. Assist emergency responders with traffic control when requested to the scene and protect evidence for investigation when required.

## Chapter 3

### ***FIRE INSPECTION AND REPORTING***

#### **3.1. *Inspection and Prevention.***

3.1.1. *Fire Prevention staff will perform scheduled and unscheduled inspections of all facilities and real property. The fire inspectors are responsible for identifying fire safety deficiencies (FSD) or fire hazards utilizing AF Form 1487 Fire Prevention Visit Report.*

3.1.2. At the conclusion of the inspection when deficiencies have been discovered during the site visit the fire inspector will prepare the deficiency report. The report will list the deficiencies, FSD category from the FSD Code Decision Matrix and the source of the code violation as a reference.

3.1.3. The normal flow of the report will be sent to the functional leader (2 or 3-Ltr) or military commander to review. The report must be signed to acknowledge the deficiency, and report must be returned to Fire Prevention by the suspense date in block 5.

3.1.4. If FSD corrective actions have not been taken by the suspense date, a late MFR will be issued to the functional leader. It shall be the functional leader's responsibility to provide evidence that the corrective actions have been taken as stated in the MFR to close the AF Form 1487.

#### **3.2. Fire Safety Deficiency Management.**

3.2.1. An FSD is a condition which reduces fire safety below an acceptable level, including noncompliance with standards, that by itself cannot cause a fire to occur.

3.2.2. FSDs are managed through a two-part process, a Risk Management Plan (RMP) and a Corrective Action Plan (CAP). The RMP will identify the processes and procedures for the overall affected population when working with or around the FSD. The CAP is intended to articulate the efforts that will be made to correct the deficiency.

3.2.3. All reported FSD I and II deficiencies in a facility require the using organization to develop risk management and corrective action plans. The FSD stakeholders will assist organization with RMP and CAP development to ensure interim and permanent measures are outlined in the plans for occupant safety and continue the facility mission. FSD stakeholders: Fire Prevention, Base Safety, CEG and organization units.

3.2.4. The organizational functional leader may delegate their authority to an individual to coordinate the FSD management and initiate corrective action within their ability and capacity to resolve the open FSD in the facility.

3.2.5. In-Housework. If the deficiency is within the scope and ability to be corrected by CEO craftsmen, the FM must submit the service request using CE NexGenIT (TRIRIGA).

3.2.5.1. Under the request description, the FM must explain the service request is to correct an open FSD for the facility. Once the work task is submitted in the system the CE/CSR will process the request and select the FSD option to prioritize the task before assigning the work to the proper shop.



3.2.5.2. If the deficiency is beyond the ability of CEO O&M, the FM must still submit the work task into TRIRIGA to start the process for proper AMP manager to develop the scope and pathway for a project.

3.2.6. Impaired Systems. For FSD I or II deficiencies that are beyond the scope for in-housework for impairments on fire protection systems that will be out-of-service beyond 72 hrs, organizations must develop a risk management plan with written control measures to be approved at the appropriate risk level. This process is time sensitive and must be completed within the 72 hrs period for occupant safety.

3.2.7. Corrective Action Plan. Corrective action and risk management plans shall be prepared by the using organization (functional manager) with the support of Fire Prevention, CEG (as appropriate), and Wing Safety. The plan shall specifically identify interim and permanent mitigation actions addressing the level of occupancy and operations permitted pending correction of the FSD. The BCE shall approve the plan before forwarding it to the AFIMSC Det 6 for informational purposes.

3.2.8. The full list of active Fire Safety Deficiencies is located on 788 CES/CEXFP SharePoint and can be viewed at any time.

3.2.8.1. <https://usaf.dps.mil/teams/Readiness-Management/fire/WPAFB/Prevention/Lists/Fire%20Safety%20Deficiencies/AllItems.aspx>

3.2.9. New FSDs will be briefed to wing leadership during the quarterly ESOHC meetings, with coordination from CEO and CEN providing FSD project status.

3.2.10. The following deficiencies for code enforcement purposes can be identified as (FSD III) category.

3.2.10.1. Inoperative emergency light(s) located within an area that has exiting operational emergency lights capable of satisfying egress requirements in NFPA 101.

3.2.10.2. Ceiling tile(s) missing from an area with such coverage by existing tiles would be negligible risk.

3.2.10.3. Missing sprinkler escutcheon ring(s) in an area that has such coverage from existing sprinkler heads with escutcheon rings in place that the risk would be negligible.

3.2.10.4. Any portable fire extinguisher deficiencies in a facility.

### **3.3. Fire Reporting Procedures.**

3.3.1. Quick and accurate fire reporting is essential to minimize damage and injuries. All fires, regardless of size (already extinguished) must be reported to the fire department. Should a fire occur, take the following actions:

3.3.2. **SOUND THE ALARM** alert personnel through verbal or alarm system activation and **EVACUATE THE BUILDING.**

3.3.3. **CALL THE FIRE DEPARTMENT** to report the emergency by dialing 9-1-1 throughout the base and housing areas. If you dial 9-1-1 from your cell phone you will reach a county public safety answering point, request they transfer you to WP Emergency Communications Center to report your emergency. To call directly from your cell phone dial 937-257-9111 to reach WP Emergency Communications Center. *Note: Each duty telephone will have a WPAFB Form 1450, Emergency 911, decal affixed to it.*

### 3.4. Building Evacuation Procedures.

3.4.1. When notified of a fire, either by word of mouth or fire evacuation alarm, all personnel must evacuate the facility by the most direct route. If time allows, close all doors, windows, and shut off unnecessary equipment. This deters the spread of fire and reduces possible injury to other personnel.

3.4.2. Once clear of the building, all employees and visitors should meet at the designated assembly areas outside the facility. Supervisors ensure the accountability of their employees and report to the emergency response coordinator or back-up coordinator.

3.4.3. Assisting the Handicapped. The supervisor establishes procedures for two personnel to assist handicapped individuals during building evacuation. Elevators may not be available. If difficulties occur while rendering assistance; one person should remain with the handicapped individual/s while the other report location and number of personnel remaining to the FES Incident Commander. If it is impossible to accomplish, dial 9-1-1 and provide information to the WP Emergency Communications Center operator.

### 3.5. Fire Drills.

3.5.1. Fire drills are conducted periodically to increase proficiency of personnel having specific fire protection duties and responsibilities. Fire drills reduce panic during actual emergencies. Evacuations should be conducted in a safe, orderly manner through the nearest exit via the most direct route when possible. Drills should be held at unexpected times and under varying conditions to simulate unusual fire situations. Facility managers having fire alarm systems will request assistance from Fire Prevention before any system is activated.

3.5.2. The requirement source for fire drills is NFPA 101, under each occupancy chapter.

3.5.3. Mandatory fire drills are conducted as follows:

3.5.3.1. **Monthly.** Preschools, Child Development Centers.

3.5.3.2. **Semi-Annually.** Health care occupancies.

3.5.3.3. **Annually.** All industrial and administrative occupancies.

3.5.3.4. Those facilities having less than 10 people and where the risk of fire is relatively low may not require an evacuation drill, at the discretion of the assigned fire inspector.

## Chapter 4

### GENERAL FIRE SAFETY

#### 4.1. Fire Hydrants.

4.1.1. Water mains and fire hydrants will not be shut off, or any maintenance performed, which interferes with the base water supply without first notifying the American Water (937-623-9786).

4.1.2. Parking within 15 feet of fire hydrants is prohibited. Violators will be ticketed by 88 SFS.

4.1.3. Damage to fire hydrants should be reported immediately to the American Water.

4.1.4. Facility managers, including housing area residents, are responsible for keeping the hydrants closest to their facility free of snow in winter months. Snow will be cleared at least five feet from hydrant in all directions.

#### 4.2. Fire Lanes.

4.2.1. Accessibility to designated and posted fire lanes shall not be obstructed. Violators will be ticketed by 88 SFS.

#### 4.3. Emergency Plans.

4.3.1. Emergency plans shall be developed in accordance with NFPA 101 occupancy chapters, to include: high-rise, healthcare, ambulatory health care, residential board and care, assembly, day care centers, special amusement buildings, detention and correctional occupancies, underground and windowless structures, facilities storing or handling hazardous materials. For further assistance with developing a plan, please contact the Fire Prevention Section 937-257-4075.

#### 4.4. Fire Doors.

4.4.1. Fire doors are part of a rated assembly that have been installed as a fire protection feature. The door and frame manufacture rating labels must stay intact and be legible. The removal or painting over labels is prohibited.

4.4.2. Modifying or altering a rated fire door assembly is prohibited. Replacement parts must meet that rating requirement of the assembly.

4.4.3. Fire doors by design are intended to be closed with self-closing devices or automatic releases, the propping open of fire doors by manual devices is prohibited.

4.4.4. Smoke barrier doors and fire rated doors are to be kept closed at all times and capable of swinging freely without restrictions. Automatic door closure devices must be installed and in good working order. EXCEPTION: Smoke and fire doors equipped with an automatic magnetic release device and with an automatic self-closing device that are controlled either by local smoke detector or connected to the building fire alarm system may be kept open.

**4.5. Exits.**

- 4.5.1. For exterior exits, the means of egress shall be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency.
- 4.5.2. No furnishings, decorations, or other objects shall obstruct exits, access thereto, egress there from, or visibility thereof.
- 4.5.3. Doors shall be arranged to be opened readily from the egress side whenever the building is occupied.
- 4.5.4. Specialized locking arrangements shall require the coordination with Fire Prevention staff.
- 4.5.5. Emergency lighting shall provide for a minimum of 1 ½ hours in event of failure of normal lighting during commercial power loss.
- 4.5.6. Illuminated exit signs are kept lit at all times when the facility is occupied.
- 4.5.7. Exterior ways from building exits are kept unobstructed the full width of the exit doors, to include removal of snow and ice, for a minimum of 25 feet.
- 4.5.8. Doors will not be blocked without approval of Fire Prevention. Blocked doors will have a "DOOR BLOCKED" sign on them with letters at least four inches high.
- 4.5.9. Exit doors will be kept in good repair and will swing freely as designed.
- 4.5.10. Evacuation plans must be posted conspicuously and throughout the facility where personnel must travel a considerable distance through interior enclosures and/or over obscured lanes of egress.

**4.6. Fire Protection Systems.**

- 4.6.1. Do not block manual fire alarm pull stations, fire extinguishers, standpipe hose connections, sprinkler system riser, or alarm control panels. A 36-inch clearance is required around and in front of these devices.
- 4.6.2. A minimum clearance of 18 inches shall be maintained below heat, flame, smoke detection devices, and sprinkler heads. A minimum clearance of 36 inches shall be provided below these devices when heights exceed 15 feet.
- 4.6.3. Any alterations or additions to a building which could affect the operation of any fire suppression, detection, or notification system must be approved by CEG and FES Flight before work begins. WARNING: Tampering, removing, disabling, or damaging such devices and systems are prohibited. Violators are subject to disciplinary action.

**4.7. Fire Extinguishers.**

- 4.7.1. FES - Fire Prevention is the authority for all matters involving fire extinguisher program on the installation. Fire Prevention will provide facility managers with information on facility extinguisher requirements sourced from NFPA 10.
- 4.7.2. No unit/organizations are authorized to permanently remove portable fire extinguishers in their assigned facilities on WPAFB.

4.7.3. AFCEC Fire Protection Engineers developed a Portable Fire Extinguisher Requirements Table to identify occupancy classifications that require portable fire extinguishers in accordance with NFPA 101 Life Safety Code. Please ask your assigned fire inspector for the reference table.

4.7.4. Fire extinguishers are installed according to NFPA 10 requirements, minimum classification for hazard class (2A-10B:C) or (10 lb dry chemical extinguisher). Fire Prevention staff will assist organizations with location/spacing requirements when requested. Locations and spacing are normally part of a renovation project during the planning phase by the A/E firm.

4.7.5. DAFMAN 91-203 established additional requirements for portable fire extinguishers to be installed in specific operations in facilities, examples: training system, laboratories, hot work area, flight-line ops, flammable storage areas, vehicle and general maintenance shops, and paint spraying areas or classified high hazard occupancy.

4.7.6. DAFMAN 91-203, Chapter 6, establishes using organizations to be financially responsible for portable fire extinguishers in facilities, budget for purchase and maintenance costs. FMs should know how many extinguishers they have in each facility and work with each organization to determine responsibility to fund maintenance/replacements as required for each area. All fire extinguishers will be maintained and tested at intervals specified in NFPA 10, Standards for Portable Fire Extinguisher, TOs, or the manufacturer's instructions.

4.7.7. Visual inspection. Using organizations shall check all fire extinguishers monthly for availability in case of fire and document each inspection by signing the extinguisher tag or through tracking system.

4.7.7.1. Fire extinguishers are in designed location.

4.7.7.2. No obstructions to access or visibility.

4.7.7.3. Operating instructions on name plate, forward facing.

4.7.7.4. Safety seal and or tamper indicator not broken.

4.7.7.5. No obvious physical damage.

4.7.7.6. Pressure gauge in operable range.

4.7.7.7. Personnel tampering with fire extinguishers are subject to disciplinary action.

4.7.8. Portable fire extinguisher training. The requirement is from OSHA Regulation 29 CFR 1910.157, Portable Fire Extinguishers.

4.7.8.1. 29 CFR 1910-157 (g) (1) where the employer has provided portable fire extinguishers for employee use in the workplace, the employer shall also provide educational program to familiarize employees with the general principles of fire extinguishers use and the hazards involved with incipient stage firefighting.

4.7.8.2. 29 CFR 1910.157 (g) (2) the employer shall provide portable fire extinguisher education upon initial employment and at least annually thereafter (provide education required in paragraph (g) (1)).

#### 4.8. Smoking.

- 4.8.1. Smoking materials must be extinguished before discarding.
- 4.8.2. IAW AFI 48-104, *Tobacco Free Living*, AFMC Smoking Policy, and the 88th ABW Tobacco Use in the Dormitories Policy Letters, the Air Force prohibits indoor tobacco use in all Air Force facilities, except in assigned government housing and recreation facilities specifically designated by the installation commander permitting indoor tobacco use. FMs contact the installation Fire Prevention office for recommendations of approved smoking areas.
- 4.8.3. Smoking and striking matches or lighters will not be permitted within 50 feet of flammable or combustible liquid storage areas used for storage, repair, processing, testing, fabrication, or fuel dispensing areas. Suitable receptacles and "NO SMOKING" signs will be posted at each entrance to a hazardous building or area.
- 4.8.4. Designated butt cans must be located 50 feet from any entrance of a building.
- 4.8.5. Butt cans will be non-combustible, metal, self-closing receptacles identified "Butts Only" for discarding smoking material. The contents inside the butt cans must be regularly disposed of properly.
- 4.8.6. Approved smoking areas must be closely supervised by a responsible individual who inspects the area as often as necessary to ensure good smoking habits are being practiced.
- 4.8.7. Designated outside smoking areas should be located away from combustible vegetation and mulch bed areas.
- 4.8.8. Electronic cigarette (E-cigarette) or vaping is prohibited from indoor use in all Air Force facilities.
- 4.8.9. Other suitable devices for disposal of smoking materials are commercially available. Contact Fire Prevention office 937-257-4075 with any questions related to compliance.

#### 4.9. Electrical.

- 4.9.1. Operation of all electrical equipment, appliances, and machines is stopped immediately when an unsafe or hazardous condition exists.
- 4.9.2. Extension cord usage, unless specifically authorized per DAFMAN 91-203 and or NFPA 70 is prohibited. Surge protectors with circuit breakers are authorized when used in accordance with their UL listing.
- 4.9.3. Flexible cords shall be used in accordance with NFPA 70.
- 4.9.4. All electrical cords shall be protected against mechanical damage and shall not be placed under rugs or carpets.
- 4.9.5. Flexible cables/cords shall not be tacked, stapled, or fastened to woodwork of walls, they shall not be woven through fencing, nor will they be draped over pipes or other supports.
- 4.9.6. Flexible cables/cords shall be of continuous lengths without taped or spliced sections.
- 4.9.7. Flexible cables/cords shall be sized for device current load and be of the grounded type wiring per NFPA 70 and/or approved by a recognized testing laboratory.

4.9.8. Cube taps, plugs and multiple outlet devices are prohibited. Approved (UL or FM) multi-outlet strips and surge protectors shall be permitted, provided they are not linked together.

4.9.9. Overloading an electrical circuit is prohibited. Fuses will not be bridged, circuit breakers will not be taped or wired into the opened position.

4.9.10. When using bridge clips on fire alarm system circuits maintenance personnel must notify WP Emergency Dispatch Center (937-257-7035) for coordination and situational awareness.

4.9.11. Electrical equipment used near flammable liquids or gasses will be explosion proof.

4.9.12. A clearance of 18 inches is maintained around light fixtures.

4.9.13. Fuses, switches or junction boxes must be fitted with protective covers, all covers are kept closed. Junction boxes and circuit breaker panels must not be blocked or obstructed; 36-inch clearance around panels are required.

4.9.14. High heat producing light fixtures (halogen) will not be used in display cases or near combustible materials.

#### **4.10. Noncommercial Cooking Areas.**

4.10.1. Cooking is prohibited in all buildings except those with designated kitchen spaces. Cooking must be supervised at all times.

4.10.2. Coffee makers, soup warmers, hot air popcorn poppers, microwave ovens, crockpots, and toasters are permitted for use in offices, break rooms, day rooms and unaccompanied personnel quarters. All appliances must have the UL rating label or other recognized testing agency seal of approval. These appliances will not be plugged into systems furniture electrical outlets or flexible cords. The appliance must be plugged directly into an electrical wall outlet with the correct amperage. External appliance timers are prohibited.

4.10.3. Kettle style popcorn maker. Machine must be UL or third party tested, listed and or labeled, must be plugged directly into a wall outlet and located in a facility with automatic sprinkler system. Machine must be properly maintained, cleaned daily, and unplugged when not in use. Manufacturer's operating instructions must be followed.

#### **4.11. Commercial Cooking Areas.**

4.11.1. Where commercial cooking is performed, facility managers must establish and enforce the following procedures when grease filters and other grease removal devices are used. Grease extractors are installed and maintained based on manufacturer's specifications and instructions.

4.11.2. Cooking is prohibited under kitchen hoods without all grease filters installed properly.

4.11.3. The exhaust system must be operational when utilizing the cooking equipment. If an exhaust fan motor is shut down, equipment served by that exhaust system must not be used until the fan is operational.

4.11.4. Deep-fat fryers shall be equipped with a separate high-limit control in addition to the adjustable operating control (thermostat) to shut off fuel or energy when oil temperature reaches 246°C at (1 inch) below the surface.

4.11.4.1. A metal or metal clad cover is provided for each deep fat fryer and will be in place when the fryer is not in use. When the fryer is in use, a metal cover is kept readily available within arm's reach, and safety placed over the fryer.

4.11.5. Facility managers must ensure commercial kitchen wet suppression systems are being maintained according to NFPA 17A and UFC 3-601-02 ITM table by certified personnel. Inspection frequency for the special systems is semi-annual to ensure the systems are operational.

4.11.6. Cleaning. Installed grease filters and exposed kitchen hood surfaces are thoroughly cleaned by the operator daily, at a minimum to prevent grease accumulation. Recommend managers have a spare set of filters for kitchens that operate continuously.

4.11.6.1. Hoods and exhaust ducts serving kitchen equipment are thoroughly cleaned every six months, or more frequently, to prevent grease accumulation.

4.11.6.2. The cleaning certificate must be easily located with company name, operator name and date completed.

4.11.6.3. All cooking ranges, grills, shall be kept free of excessive grease. Each unit is thoroughly cleaned before the kitchen is closed daily, and daily open/closing checklist is completed.

4.11.6.4. Please see Fire Prevention SharePoint for Facility Manager Resources like Closing Checklist. <https://usaf.dps.mil/teams/Readiness-Management/fire/WPAFB/Prevention/Facility%20Manager/Forms/AllItems.aspx>

#### **4.12. Heating Appliances.**

4.12.1. Electric, oil fired, any other type open flame heaters are not permitted to be operated in areas where concentrations of fumes from flammable liquids or gases are present.

4.12.2. Heating, cooking, or other service equipment will not be installed or operated so as to obstruct any means of egress, facilitate spread of fire or smoke through buildings, or otherwise create a hazard to occupants.

4.12.3. Hot plates are prohibited except for laboratory mission requirements.

4.12.4. Personal electrical space heaters are not authorized for use at WPAFB without the specific approval as outlined in the WPAFB Energy Policy, para 3.2.4. Electric heating blankets and electric heating pads are prohibited while working in an office environment.

#### **4.13. Open Fire/Barbecues/Fireworks.**

4.13.1. The burning of candles, incense and similar open-flame devices in any facility is prohibited. Exceptions: base chapel and laboratory mission requirements.

4.13.2. Portable charcoal, gas grills, smokers, deep pot fryers must not be used for inside any structure, on balconies or under overhangs. These appliances must not be located closer than 25 feet to any structure or portion thereof. Permanently installed grills must be at least 25 feet from any structure, garage or portion thereof unless the facility is so designed.



4.13.3. Charcoal grills shall be emptied of used coals prior to storage inside a facility. Ensure used coals are completely extinguished, let the coals completely cool before disposing in a metal container. Charcoal grills must be properly stored, not blocking exits, exit doors, egress path or under stairwells.

4.13.4. Housing areas open flame appliances – to use open flame appliances new residents must have received initial fire safety briefing at the time of move in, appliances i.e. charcoal and gas grills, deep pot fryers, gas heat lamps, must not be used under overhangs or awnings, and must be located on the furthest part of the patio from the unit.

4.13.5. Housing areas outdoor open flame – to use an outdoor chimneys, fire pits and fireplaces residents must follow the Ohio EPA regulations (OAC 3745-19) for backyard campfires: (1) Must be fueled with clean season firewood, natural gas or other clean burning fuel, (2) Must not be used for waste disposal, (3) Must have a total fuel area of no more than three feet in diameter and no higher than two feet, (4) Must be minimum of 10-15 feet away from all combustibles.

4.13.5.1. Nuisance fires can be reported to the property management office.

4.13.5.2. To report an improper or unsafe campfire or Ohio EPA regulation violation call WP Emergency Dispatch Center 937-257-3033.

4.13.6. A Hot Work Permit will not be issued for campfire in any area.

4.13.7. FSS Family Camp and Scouts camping sites will only use the provided campfire rings for outdoor open flame. Campers must follow Ohio EPA regulation outline in section 4.13.5.

4.13.7.1. Nuisance fires can be reported to the camp site manager.

4.13.7.2. To report an improper or unsafe campfire or Ohio EPA regulation violation call WP Emergency Dispatch Center 937-257-3033.

4.13.8. Fireworks, roman candles, firecrackers and similar items are prohibited on the installation.

#### **4.14. Vehicle Parking Storage.**

4.14.1. Vehicles will not be parked within 50 feet of any hangar door, munition, or fuel storage areas, except in designated parking spaces or for the purpose of loading and unloading.

4.14.2. Motor vehicles will not be parked or stored inside facilities unless the area is designated for that purpose. Organizations requesting inside storage must submit a request to Fire Prevention staff with a drawing of the proposed parking area. Requests must specifically identify the reason, location, number of vehicles, and type.

#### **4.15. Combustible Fueled Power Equipment .**

4.15.1. Fuel powered equipment such as lawn mowers, snow blowers and similar equipment will not be stored in facilities without written permission from the 788 CES/CEXFP, 88 ABW/SE, & 88 OMR/SGXB.

4.15.2. Storage requests must meet the minimum protection requirements for approval. The facility/space must have an automatic suppression system or heat detection system installed and operational.

4.15.3. Organizations must initiate the request through their assigned fire inspector for an inside combustible storage letter. The inspector will conduct a site visit for any fire protection issues.

## Chapter 5

### GENERAL HOUSEKEEPING

**5.1. Good housekeeping.** The practices are vital in eliminating fire hazards and deficiencies within buildings and the following are common observations, for additional guidance see *DAFMAN 91-203, Chapter 2, Housekeeping*.

- 5.1.1. Trash is not allowed to accumulate in any base facilities.
- 5.1.2. Oily rags, grease and paints will not be placed in containers with other combustibles. Oily rags or wiping cloths will be kept in metal waste containers with self-closing lids.
- 5.1.3. Facility storage areas will be clean and organized.
- 5.1.4. Utility spaces in facilities are prohibited for storage use, including HVAC, electrical, and telecom rooms.
- 5.1.5. Janitor closets will be clean and organized. Only janitorial supplies will be stored.
- 5.1.6. The storage of materials in any base facility will be stacked no closer than 18 inches from the ceiling.
- 5.1.7. Combustible storage in stairwells or under stairs is prohibited.
- 5.1.8. Open space within the stairway shall not be used for any purpose that has the potential to interfere with egress from the facility.

### **5.2. Flammable and Combustible Liquids.**

- 5.2.1. This section is to provide simple safeguards for the use of flammable and combustible liquids and is not all inclusive. Organizations must refer to applicable regulations, i.e. NFPA 30 and DAFMAN 91-203, Chapter 22 for specific application.
- 5.2.2. Hazard analysis must be conducted for operations involving flammable and combustible liquids to ensure that fire and explosion hazards are mitigated by fire prevention, fire control methods, and emergency action plans.
- 5.2.3. Control of ignition sources must be taken to prevent the ignition of flammable vapors such as: open flames, hot surfaces, radiant heat, smoking, hot work ops, spontaneous ignition, frictional heat, static electricity, electrical spark, and heating equipment.
- 5.2.4. Flammable liquids storage cabinets must be specifically designed and manufactured, listed and approved for the specific class of storage.
  - 5.2.4.1. The individual storage cabinet volume for Class I, II and III liquids will not exceed 120 gallons. Each occupancy classification has additional storage requirements.
  - 5.2.4.2. Cabinets must include a spill containment system to prevent the flow of liquids from cabinet under emergency conditions.
    - 5.2.4.2.1. The containment system must have sufficient capacity to contain 10 percent of the volume of contents allowed in the cabinet or volume of the largest container, whichever is greater.

5.2.4.3. Cabinets must be located in a designated approved location in the facility. Once approved, the cabinet location must not be changed without approval from AHJ.

5.2.4.4. Multiple cabinets in a designed location must maintain required separation distance between individual cabinets according to the standard.

5.2.4.5. Storage cabinets must include the following markings: FLAMMABLE KEEP FIRE AWAY.

5.2.4.6. Storage cabinets are not required to be ventilated for fire protection purposes.

### **5.3. Compressed Gases.**

5.3.1. This section is to provide simple safeguards for the use of compressed gases and is not all inclusive. Organizations must refer to applicable regulations, i.e. NFPA 55 and DAFMAN 91-203, Chapter 19 for specific application.

5.3.2. Only use cylinder regulator assemblies rated for the type of gas being used.

5.3.3. All cylinders in storage must have their valves closed.

5.3.4. Cylinders that are empty must be plainly marked with "EMPTY".

5.3.5. Oxygen cylinders shall not be stored within 20 feet of combustible materials. The only exception is cylinders on a welding cart.

5.3.6. Facilities with compressed gas storage must display product labels for the types of stored gases. Where different types of gases are stored at the same location, cylinders must be grouped by type of gas.

5.3.7. Secure all cylinders, full or empty in the vertical position by a rack, chain or noncombustible material. Cylinders not in use shall have a protective cap.

## Chapter 6

### SPECIAL OPERATIONS

#### **6.1. Fire Watch Procedures.** *(Reference UFC 3-601-02 para 1-14, and NFPA 1 para 1.7.17).*

6.1.1. Fire Prevention staff shall be notified by the facility manager or responsible party any time a fire protection/detection system or life safety component is impaired. A fire watch shall be established in the affected area until fire prevention staff determine mitigation actions are required.

6.1.2. Implementing fire watch procedures is the responsibility of the facility organization and supervisors to ensure personnel are assigned to the task.

6.1.3. See [Attachment 3](#) for Fire Watch guidelines.

6.1.4. See [Attachment 4](#) Warning signage.

#### **6.2. Hot Work Program.**

6.2.1. FES - Fire Prevention is the authority having jurisdiction for all hot work activities on the installation. Fire Prevention staff are responsible for enforcement of this procedure as outlined in WP Fire Prevention Hot Work Program.

6.2.2. Hot work locations are classified as Non-Permissible Areas or Permissible Areas.

6.2.2.1. Non-Permissible Areas include but are not limited to buildings where fire protection systems are impaired. In the presence of explosive atmospheres, uncleaned or improperly prepared equipment like; drums, tanks, containers, in areas with potential fire or flash fire hazards associated with presence of combustible particulates.

6.2.2.2. Permissible Areas are separated into two sub-categories, designated, and permit required areas.

6.2.3. Designated Areas are specific locations designed for and approved for hot work operations that is maintained fire safe, such as maintenance shop space.

6.2.3.1. The process starts with the unit facility manager requesting a new Designated Area letter from their assigned fire inspector.

6.2.3.2. The fire inspector will conduct a site visit to confirm that actual space is adequate for hot work operations, verify other critical items/equipment are found in the space to support the hot work operations.

6.2.3.3. The fire inspector will prepare a draft Designated Area letter with the facility, space, operations and unit contact information for coordination with 788 CEXFP, 88 ABW/SE, & 88 OMR/SGXB.

6.2.3.4. Final approval is granted after all three agencies have endorsed the Designated Area letter. The approved letter must be posted in the space.

6.2.3.5. Fire inspector will evaluate the space annually to ensure operations meet mission requirements, update as required.

6.2.4. Permit Required Areas, customers/requesters must call the Hot Work Permit line (937-904-3157) to request a permit 24 hrs in-advance before performing the work. The caller must follow the message instruction to provide details for the permit. The next day the fire inspector will contact the requester to confirm location and all equipment is on site for the safety inspection prior to permit being issued.

6.2.4.1. All issued Hot Work Permits will be on (AF Form 592) and will be valid for maximum of 24 hours.

6.2.4.2. Contactors performing multiple days of hot work activities must request a new daily permit through the Hot Work line.

6.2.4.3. Monday through Friday the fire inspectors will issue new permits normally 0830-1030 across the installation.

6.2.4.4. Hot work operations conducted on weekend or a holiday require coordination through Base Civil Engineering/Construction Managers prior issuance of the permit.

6.2.5. Fire Prevention will provide PAI training for general contractors and governmental agencies/stakeholders having oversight for long term project responsibilities for the organization. The PAI training course is voluntary.

6.2.5.1. Certified PAI individuals must attend a refresher course before their expiration date to continue their authority to issue permits under their Permit Authorizing Area letter.

6.2.5.2. A Permit Authorizing Area letter will be issued to the agency for a specific construction project (facility) authorizing the PAI staff to issue hot work permits on the job site. The Permit Authorizing Area letter will have a specific Control Number assigned to that project/agency to utilize for issuing permits.

6.2.5.3. The fire inspector assigned to the facility with the project will conduct monthly quality assurance reviews verifying the agency and authorized PAI staff are following WP Fire Prevention Hot Work Program requirements and maintaining a Hot Work Folder on site.

6.2.5.4. If the fire inspector discovers the agency or PAI staff have violated the WP Fire Prevention Hot Work Program the Permit Authorizing Area letter will be revoked.

6.2.5.5. The Fire Prevention staff will cover the WP Fire Prevention Hot Work Program during new project briefing with general contractor reps and provide a Hot Work pamphlet containing program information and instructions.

### **6.3. *Fire Apparatus Right of Way.***

6.3.1. Fire station exits are fire lanes and are not used for parking. Obstructions, which delay fire vehicles, are prohibited.

6.3.2. Vehicles will not pass or attempt to pass any piece of fire equipment responding to an alarm, nor follow closer than 500 feet from such apparatus.

6.3.3. Vehicle operators will yield to all emergency vehicle(s) displaying rotating or flashing lights and/or sounding a siren when responding to an emergency and move as far as possible to the right side of the roadway and stop until the emergency vehicle(s) have passed.

6.3.4. To minimize damage and/or further endanger firefighters by cutting off their water supply, personnel will not drive vehicles over fire hoses.

6.3.5. Traffic safety for emergency responders is paramount during responses. Vehicle operators approaching emergency apparatus displaying lights will STOP or proceed slowly with caution when permitted.

6.3.6. Vehicle operators that violate section 6.3 will be referenced to 88 SFS.

#### **6.4. Fire Department Connection.**

6.4.1. A clearance of 8 feet on each side of a Fire Department Connection and the area directly in front of the FDC will be maintained for access to sprinkler and standpipe connections. They shall be equipped with caps or plugs, properly secured, and arranged for easy removal by the fire department.

#### **6.5. Contractors and Concessionaires.**

6.5.1. All contractors and concessionaire managers are responsible for enforcing procedures set forth in this instruction and the following:

6.5.2. Ensure all employees, including subcontractors, receive an initial contractor fire prevention briefing prior to commencing work. General contractors shall utilize the information in the Contractors Fire Prevention Guide covered during their pre-construction meeting.

6.5.3. Comply with procedures set forth in the Contractors Fire Prevention Guide, contract specifications, and this instruction to include inspecting all work areas to ensure they are left in a clean and fire-safe condition.

6.5.4. Fire Prevention must approve temporary structures, booths, and tents erected for public events.

6.5.5. Indoor and outdoor public events must be coordinated through Fire Prevention office for compliance with NFPA 101.

6.5.6. Concessionaires at public events on base property must comply with all NFPA and local requirements pertaining to their operations.

#### **6.6. Construction Projects.**

6.6.1. No self-help construction will be accomplished unless reviewed and approved by CEG and Fire Prevention.

6.6.2. **Occupancy / Change of Use Occupancy.** No change of occupancy or interior design changes will be made to a facility to include moveable partitions, modular furniture, or building of temporary walls, unless the design layout has been reviewed and approved by the CEG and Fire Prevention Office for NFPA compliance.

6.6.2.1. **Temporary or BOD Occupancy.** A request for occupancy must be evaluated by the Fire Prevention Office (AHJ) for consideration if required means of egress or fire protection systems are impaired. Buildings or portions of buildings, except for routine maintenance or repair, shall not be occupied during construction, repairs, or alterations without the approval of the CEG and Fire Prevention Office.

6.6.2.2. A Benefit of Occupancy or a temporary building occupancy request will be evaluated by AHJ for consideration.

## **6.7. Investigations.**

6.7.1. All fires and fire-outs must be reported to WP Emergency Dispatch Center via 9-1-1, from cell phone 937-257-9111, or normal business line 937-257-7035.

6.7.2. Fire Prevention staff will investigate all reported fires or fire-outs to determine preliminary origin and cause of the incident.

6.7.3. The fire inspector will gather information on scene and other sources to generate a preliminary investigation report for data and trending analysis.

## **6.8. Public Education.**

6.8.1. Fire safety training is divided into two categories: general and specific.

6.8.2. General workplace safety training requirements are outlined in AFI 91-202. This instruction provides work center supervisors guidance and methods to record training for new personnel before work is assigned.

6.8.3. Bioenvironmental Engineering workplace survey specific training is based on safety, fire protection/prevention and health requirements. Examples of specific training; public assembly occupancy, commercial kitchens, special suppression systems, handling and storage of hazardous chemicals, etc.

6.8.4. Available Training Classes.

6.8.4.1. Newcomers fire safety briefing.

6.8.4.2. Portable and flight line fire extinguisher training.

6.8.4.3. Fire prevention training for high hazard/industry shops.

6.8.4.4. Public assembly employees' roles and responsibilities.

6.8.4.5. General fire prevention orientation.

6.8.4.6. Permit Authorizing Individual training and certification for agencies.

6.8.4.7. Kitchen staff roles and responsibilities with commercial kitchen systems.

6.8.4.8. Training for Crowd Manager roles and responsibilities.

6.8.4.9. Fire prevention training for home day care providers.

6.8.4.10. Training for high expansion and AFFF foams.



6.8.5. It is the commander and supervisor's responsibility to ensure all personnel are properly trained; however, your assigned Fire Inspector is available upon request to conduct this required training. Training sessions are scheduled to obtain the largest possible audience. Requests can be made in writing or by calling (937-257-4075).

CHRISTOPHER B. MEEKER, Colonel, USAF  
Commander

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

- UFC 3-600-01, *Unified Facilities Criteria Fire Protection Systems Inspection, testing and Maintenance*, 7 Oct 2021
- DAFI 32-2001, *Fire and Emergency Services Program*, 28 July 2022
- AFI 48-104, *Tobacco Free Living*, 11 July 2019
- AFI 33-322, *Records Management and Information Governance Program*, 21 Jul 2021
- AFI 91-202, *The US Air Force Mishap Prevention Program*, 12 March 2020
- DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 25 Mar 2022
- AFFD 32-20, *Fire Emergency Services*, 10 July 2018
- WRIGHTPATTERSONAFBI 90-1701, *Wright-Patterson AFB Energy Conservation Policy*, 18 November 2016
- WRIGHTPATTERSONAFBPAM 32-1001, *Facility Manager*, 8 April 2019
- OAC 3745-09, *Ohio Administrative Code for Open Burning Rules*, 16 Apr 2018

***Prescribed Form***

- WPAFB Form 1450, *Emergency 911 Decal*

***Adopted Forms***

- AF Form 55, *Employee Safety and Health Record*
- AF Form 592, *USAF Hot Work Permit*
- AF Form 847, *Recommendation for Change of Publication*
- AF Form 1487, *Fire Prevention Visit Report*

***Terms***

**Fire and Emergency Services Flight (FES Flight)**—The FES Flight organizational structure consists of: Management and Administration, Fire Chief, Deputy, Operations Chief, Training Chief, Health and Safety Chief, Fire Prevention Chief, fire inspectors, Emergency Communications.

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

**Fire Door**—An internal door installed in a building to separate sections or certain areas, to prevent damage by heat or smoke in the event of a fire.

**Fire Hazard**—A condition which can cause a fire to occur or if left unchecked cause a fire to grow.

**Fire Protection**—All aspects of fire engineering, fire prevention, fire suppression, and related rescue operations.

**Fire Prevention**—Involves efforts that prevent fires, facilitates early intervention and ensure safety of exposed personnel. Achieved thru project design reviews, code enforcement, fire safety education and fire investigations.

**Fire Suppression**—The detection, response, attack, control, confinement, and extinguishment of a fire.

**Functional Managers**—The senior operating official at all levels exercising managerial control over an activity or operation. These individuals are usually those officials who can acquire and commit resources for the abatement of occupational safety, fire and health hazards.

**Hazard Abatement**—Eliminating or permanently reducing a hazard by complying with applicable safety requirements or taking equivalent protective measures.

**Interim Controls**—Temporary action taken to reduce the degree of risk associated with hazard pending completing of permanent corrective action.

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

## Attachment 2

## SAMPLE OPERATING INSTRUCTION

Figure A2.1. Sample Operating Instruction.

<b>FACILITY OPERATION INSTRUCTION</b>	
Organization: _____ Wright-Patterson AFB OH 45433	Fire Prevention
Facility: _____	Date: _____
This operating instruction establishes procedures for proper protection for all personnel and equipment within the assigned building.	
<b>1.0. Fire Reporting Procedures.</b>	
1.1. All fires must be reported, even those, which have been extinguished. In the event of a fire, such as smoke, odor, or unusual heat conditions, take the following actions:	
1.2. <b>SOUND THE ALARM</b> , alert all personnel thru verbal or alarm system activation, <b>EVACUATE THE BUILDING.</b>	
1.3. <b>CALL THE FIRE DEPARTMENT</b> to report the emergency by dialing 9-1-1 throughout the base and housing areas. If you dial 9-1-1 from your cell phone you will reach a county public safety answering point. You must request to be transferred to WP Emergency Communications Center to report your emergency. To call WP Emergency Communications Center directly from your cell phone you must dial 937-257-9111. Provide Building number, where the fire is located (i.e., room number, basement), your name and contact phone number.	
<b>1.4. Building Evacuation Procedures.</b> When notified of a fire by word of mouth or alarm system, all personnel must evacuate the facility by the most direct route.	
1.4.1. If time allows close all doors, windows, secure safes (or hand carry classified material) and shut off any unnecessary equipment. This deters the spread of fire and reduces possible injury to other personnel.	
1.4.2. Once clear of the building, all employees and visitors should meet at the designed assembly areas outside the facility. If practical, someone can meet and guide responders to the fire location.	
1.4.3. Supervisors will ensure the accountability of their employees and report to the emergency response coordinator or back-up coordinator.	
1.4.4. Supervisors will establish procedures to assist handicapped personnel during building evacuation. Remember Facility elevators may not be available, and designate shelter-in-place spaces.	
<b>1.5. Facility Manager Roles and Responsibilities</b> (reference WRIGHTPATTERSONAFBI 32-2001, <i>Fire Prevention Program</i> for complete list)	
1.5.1. The Facility Manager's core duty is to inspect the facility, ensure fire hazards are eliminated, check emergency lights, exit light battery back-up mode, ensure fire extinguishers have been accounted for and ready for use. Monthly documentation of extinguishers, exit and emergency lighting inspections are required.	
1.5.2. The Facility Manager or alternate must accompany the Fire Prevention Specialist during fire inspections.	
1.5.3. Ensure all smoking waste containers are servable and contents are properly disposed of regularly.	
1.5.4. Ensure occupants do not modify any installed life safety features in the facility without approval (CEG).	

1.5.5. Initiate corrective action for deficiencies identified during the fire inspection visit on (AF Form 1487).

1.5.6. Do not allow inside storage of fuel powered equipment or vehicles without approved storage letter.

1.5.7. For impaired life safety systems initiate Fire Watch procedures in affected areas in the facility.

1.5.8. Consult with Fire Prevention to determine requirements for practicing fire evacuation drills.

1.5.9. Request general Public Education Programs from your Fire Prevention Specialist (937-257-4075).

1.6. **Work center/Shop Supervisors**, will provide and document work area specific safety, fire protection and health on-the-job training to all AF military and civilian employees before assigning them duty tasks requiring this specific training. The mandatory work center safety training will be tracked on employee AF Form 55 or other automated product.

1.6.1. Facilities with Special/High Hazard Suppression Systems, supervisors will develop specific operating instructions and provide specific training for the employees working in the area/facility. The mandatory work center safety training, aka Job Safety Training Outline (Job Specific) will be tracked on employee AF Form 55 or other automated product. (Examples: commercial kitchen, foam systems, halon systems, CO2 systems, other specialized systems and Public Assembly occupancies).

1.6.2. Emergency Plans, will be developed for high hazard classified occupancies according to NFPA 101 occupancy chapters. Support with plan requirements and development contact Fire Prevention (257-4075).

1.7. **Change of use**, before modifying current facility space to higher hazard occupancy a review process must be accomplished and approved from the authority having jurisdiction AHJ (CEG).

**1.8. Site Specific Instructions:**

**1.9. Signatures**

1.9.1. Sign below to acknowledge understanding of responsibilities as directed in WRIGHTPATTERSONAFBI 32-2001, *Fire Prevention Program*.

**PRIMARY:** **Signature**

**Work Phone:** **Cell/Home Phone:**

**ALTERNATE:** **Signature**

**Work Phone:** **Cell/Home Phone:**

**DIRECTOR / COMMANDER / FUNCTIONAL MANAGER:**

**Office Symbol:** **Work Phone:**

**FIRE INSPECTOR:** **Signature**

Attachment 3

FIRE WATCH PROCEDURES

Figure A3.1. Fire Watch Procedures.

<b>FIRE WATCH FOR IMPAIRED SYSTEMS</b>	
<b>Unit:</b> _____	<b>Emergency work/task #:</b> _____
<b>Facility Number:</b> _____	<b>Affected Areas:</b> _____
<b>Facility Manager:</b> _____	<b>Phone:</b> _____
<b>Fire Watch</b>	
<p>The <b>facility manager</b> shall be responsible for verifying the following actions have been conducted.</p> <p><b>Purpose:</b> Fire watch is a form of mitigation measures to reduce potential hazardous conditions or reduction in life safety features due to type of performance, display, exhibit, occupancy, or activity, an impairment to fire protection feature. <i>(Example, stop certain processes in buildings, stop the flow of fuel to machines, no hot work)</i></p> <p><b>Roles and responsibilities:</b> Recommendations for organizations; personnel shall continuously patrol the affected areas (halls and corridors) each hour observing for signs of fire, odors, or other hazards. Verify other life safety features of the building are functioning properly (egress routes, other protection systems), have access to fire extinguishers and the ability to promptly notify the FES Flight in case of an emergency.  <b>Dial (9-1-1) or for cell 937-257-9111</b></p>	
Fire Watch Guidelines	Completed
When a system impairment will exceed <b>72 hours</b> a mitigation measures shall be developed between FES Flight, Safety Flight, and occupants. It shall address personnel safety, emergency evacuation, activating 9-1-1 system, and facility mission continuation during normal and after duty hours	
Determine the extent and expected duration of the impairment; notify all facility occupants of the conditions	
The area of the building involved has been inspected, increased risks have been determined and high hazard ops have be suspended	
Notify the commander/functional manager in all of the affected areas of impairment	
Commanders/functional manager have determined what/if any building operations must be limited until impairments have been restored	
Commanders/functional managers have determined if evacuation of the building or workspace will be necessary during the impairment	
Establish an approved fire watch: Names:	

Post life safety warning signs in conspicuous locations throughout affected area and on all exterior doors leading into facility	
Fire Inspector notes: Signature _____ Date: _____	
Contact Fire Prevention Office (257-4075) and notify an inspector when all guidelines are completed. <b>Inspector contacted name:</b>	

## Attachment 4

## WARNING SIGNAGE

Figure A4.1. Warning Sign.

