

**BY ORDER OF THE COMMANDER
21ST SPACE WING**

**21ST SPACE WING INSTRUCTION
32-2001**



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Civil Engineering

FIRE AND EMERGENCY SERVICES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Instruction 32-2001, *Fire and Emergency Services Program*. This instruction applies to all personnel and activities occupying or utilizing property on Peterson AFB and Cheyenne Mountain AFS, including tenant units, vendors, concessionaires, contractors, and their employees. Should any existing contract requirement or statement of work conflict with guidance contained in this instruction, a request to modify that provision to comply with this instruction be forwarded to the Contracting Officer for inclusion in the next modification accomplished on the contract. Failure to observe the prohibitions and mandatory provisions in **paragraph 3.2.** of this publication or noncompliance may result in a violation of Article 92 of UCMJ. Civilian and Contractor personnel who violate the punitive publications may also be subject to disciplinary action. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN33-363, *Management of Records*, and disposed of in accordance with the *Air Force Records Disposition Schedule* (RDS). This publication may not be supplemented. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. See AFI 33-360, Table 1.1 for a description of the authorities associated with the Tier numbers.

SUMMARY OF CHANGES

This instruction has been substantially revised and needs to be completely reviewed. A major change includes identifying the associated unit compliance requirements as specified under [paragraph 4.16.1](#) and the authorities to waive unit level requirements in this publication is identified with tier “T-3”.

1. Overview. The objective of the Fire Prevention Program is to prevent fires, facilitate early intervention at fires that do occur, and ensure the safety of exposed personnel during fires. The direction contained establishes and assigns fire prevention and fire protection engineering standards, procedures, and responsibilities on Peterson Air Force Base (AFB) and Cheyenne Mountain Air Force Station (AFS). It provides guidance to assist commanders in protecting courtesy copy property and personnel under their control. This requires commanders' support at all levels and the active participation of all personnel.

2. Responsibilities:

2.1. Unit Commanders. Unit Commanders are responsible for overall fire safety within their unit.

2.1.1. Appoints a Facility Manager (FM) and alternate for each building, facility, or area within a facility under his or her jurisdiction.

2.1.2. Conduct annual reviews of the fire safety programs.

2.1.3. Ensure all newly assigned personnel, both military and civilian, receive unit fire prevention and flightline extinguisher training, if applicable, within 30 days of assignment and annually thereafter.

2.1.4. Develop an operating instruction for each facility under their jurisdiction for personnel to follow when fire is discovered. Instruction is required to cover fire reporting, personnel evacuation, first-aid firefighting using fire extinguishers, closing doors, etc . *Note:* Depending on type of activity, instructions also include such items as emergency removal of aircraft from hangars, protection of high value and critical items, fuel handling procedures, and the safe handling of classified material.

2.1.5. Initiate action against personnel who willfully damage or tamper with fire protection systems and devices, initiate false reports (telephonic or electronic), or fail to comply with the fire prevention policies or practices through misconduct, disregard for fire directives, or negligence.

2.1.6. Ensure suspense dates are met with corrective actions documented on the AF Form 1487, *Fire Prevention Visit Report*.

2.2. Facility Managers. Facility Managers are responsible to the unit commander for the fire-safe conditions of the facilities under their control. Facility Managers:

2.2.1. Check all fire extinguishers.

2.2.2. Exit lights, and emergency lights on a monthly basis to ensure proper operating condition and document these inspections in the facility fire prevention folder, and on attached cards for extinguishers. .

2.2.3. Emergency lights and exit lights are tested for no less than 30 seconds once a month.

2.2.4. Report all discrepancies either via telephone or on AF Form 332, *Base Civil Engineer Work Request*, to 21st Civil Engineer Squadron Customer Service for corrective action.

2.2.5. Ensure access to facilities and its secure areas for fire prevention personnel to perform scheduled inspections.

2.2.6. Attend scheduled Facility Manager Training conducted by the 21st Civil Engineer Squadron and the Fire Prevention Office to ensure an efficient fire prevention program is in place.

2.2.7. Direct facility evacuations and take a head count at the evacuation area, notifying the first arriving fire unit of any missing personnel and their last known location within the facility, and direct first-aid firefighting efforts until the fire department's arrival. Ensure personnel do not reenter the facility without the approval of the Senior Fire Official.

2.2.8. Enforce compliance with Designated Tobacco Areas IAW AFI 40-102, *Tobacco Free Living* and ensure that noncombustible receptacles are provided and labeled to prevent misuse.

2.2.9. Notify Fire Emergency Services when keys are changed so they may be added to the facility Knox Box.

2.2.10. Conduct briefings, as required, to ensure all personnel within their facility are familiar with the facility fire prevention operating instruction, extinguisher locations and use, evacuation procedures, etc.

3. Fire and Emergency Reporting and Evacuation Procedures.

3.1. On-Base Reporting. The primary means of reporting a fire or emergency from any phone, including housing and cell phones, is by dialing 911. **NOTE:** Personnel using cell phones to report emergencies should advise the dispatcher of the location of emergency i.e. Peterson AFB, CMAFS, etc. This ensures appropriate Emergency Responders are dispatched to emergency.

3.1.1. Installed fire alarm systems in buildings alert the Emergency Control Center (ECC) but occupants should call 911 to ensure notification and provide any additional pertinent information.

3.1.2. Individuals discovering a fire or evidence of a fire, regardless of how minor in nature or whether it has been extinguished, are required to report it. **NOTE:** When a fire is discovered, the primary objective is to begin evacuation by initiating the fire alarm system then notifying the Fire Department.

3.2. False Alarms. Willful misconduct or negligence involving fire prevention policies, reporting or causing a false alarm to be transmitted, tampering with or the misuse of fire protection systems or devices, are subject to punishment under the Uniform Code of Military Justice. Civilian employees, contractors, etc., are subject to legal action under applicable federal and state laws.

3.3. Fire Exit Drills. Fire exit drills are required to be conducted in all facilities, in intervals outlined in **Table 1**, and are the responsibility of the Facility Manager to conduct and track Fire drills that encompass the entire facility. When more than one unit occupies one facility, these drills are required to be coordinated. In some facilities, such as places of public assembly i.e. theater, club, etc., special training is required for employees only and practice drills are required separately from fire exit drills. Workplace specific training is available from the Fire Prevention Office.

Table 1. Fire Evacuation Drill Schedules.

Occupancy	Frequency	Notes
Day Care Centers/Youth Centers	Monthly while in session	May be deferred one month due to inclement weather.
All Other Facilities	Annually	All personnel is required to participate
NOTE: The Installation Fire Chief or designated representative can, in the interest of life safety, conduct fire evacuation drills in any facility or area at his or her discretion.		

4. General Fire Prevention Practices.

4.1. Extension Cords. Extension cords are not used as a substitute for permanent wiring. Follow below instructions:

4.1.1. Cords cannot be attached to structures, run through doors, doorways, windows, holes in walls, ceilings, etc.

4.1.2. Do not place under rugs, carpet, or other items that conceal damage and insulate conductors that may cause wires to overheat.

4.1.3. Need to be in serviceable condition and approved by a recognized testing agency or laboratory.

4.1.4. Frayed, deteriorated, spliced, or otherwise degraded cords cannot be used.

4.1.5. Multi-outlet assemblies require having a built-in surge protector. **NOTE:** The use of surge protectors and extension cords, in combination (daisy-chaining), is prohibited.

4.2. Mechanical Rooms. Mechanical rooms, including communication rooms, are not used to store items other than those necessary for the function of installed equipment and not to be utilized for general storage.

4.3. Flammable Liquids. All flammable liquids need to be stored in approved flammable storage cabinets or lockers unless the facility is specifically designed for flammable liquids storage.

4.3.1. Flammable storage cabinets in places of public assembly cannot be located in areas readily accessible by the general public nor located near primary escape routes designed for occupant egress.

4.3.2. Keep flammables in approved safety containers when in storage and dispensed only in areas where adequate ventilation is available.

4.3.3. Gas powered equipment such as lawnmowers, motorcycles, etc., should not be stored in any building unless the building is designated as a garage or authorized vehicle storage area. Do not refuel gas powered engines while hot or inside a facility.

4.3.4. Equipped vats containing flammable or combustible solvents used for cleaning purposes be equipped with a fusible link and self-closing lid.

4.3.5. Do not pour flammable or combustible liquids into any manhole, sewer, drainage ditch, or any other location that could result in increased potential for fire or pollution of the environment.

4.3.6. Do not perform maintenance on gasoline trucks, storage devices and facilities, or tanks until drained, vented, and properly purged of flammable vapors. After purging, do not work until an explosive test is performed and permit issued by Confined Space Entry Team, Bioenvironmental, Safety, and the Fire Department.

4.4. Welding, Cutting, and Brazing. Welding, cutting, and brazing are not accomplished until a valid AF Form 592, *USAF Welding, Cutting, and Brazing Permit*, has been issued. Fire and Emergency Services issues welding, cutting, and brazing permits following an inspection of the area where the operation is to take place. In certain, limited circumstances, the permit may be issued for an extended period of time, generally not to exceed 30 days. Civil Engineer shops may be certified to issue routine welding permits. Certifications are valid for one year from date of issue and training is provided by appointment and can be scheduled by contacting fire prevention at 556-4242, 556-7774, 474-3095 or 474-3355 in advance of operation. Permits are not required for authorized welding shops. Shop supervisors are required to establish operating instructions for welding, cutting, and open flame work.

4.5. Open Flame or Fires: No open fires such as campfires, bonfires, trash fires, vegetation fires, (regardless of size) are authorized on Peterson AFB or Cheyenne Mountain AFS.

4.6. General Storage Practices. Storage of items is required to be a minimum of 18 inches clearance between ceilings, lights, smoke or fire detection devices or appliances, circuit panels, and fire sprinkler heads.

4.6.1. Combustible materials, supplies, gas powered equipment, flammable liquids, etc., are not stored in Heating, Ventilation, Air Conditioning (HVAC), mechanical, electrical, or boiler rooms, nor in attics or under stairs unless specifically designed for that purpose.

4.7. Candles and Other Types of Flame-Producing Devices. The use of open flame devices such as candles, liquid or solid fuel burners, incense, etc., are prohibited in all base facilities to include dormitories and Temporary Lodging Facilities (unless specifically approved by the Fire Prevention Office in advance).

4.8. Fireworks. Fireworks are forbidden on Peterson AFB and Cheyenne Mountain AFS to include the housing area.

4.9. Barbeque Grills. BBQ grills are not used inside or within 10 feet of any facility or inside the fenced area of the flightline.

4.9.1. Thoroughly soak charcoal before disposal.

4.9.2. Gas grills are not to be stored inside facilities.

4.10. Cooking in Air Force Facilities. As a general practice, cooking is prohibited in all buildings except those areas specifically designated for kitchen use and be supervised at all times. **EXCEPTION:** Coffee makers and microwave ovens are authorized for use.

4.10.1. Toasters may only be operated in designated break room and kitchen areas.

4.10.2. Coffee makers and microwaves need to be Underwriters Laboratory (UL) or Factory Mutual listed and placed on a noncombustible surface.

4.10.3. The use of any type of hot plate, microwave convection oven, or noncommercial deep fat fryers are strictly prohibited. Turkey fryers or similar open flame cooking appliances are not to be operated indoors, on combustible decking, or within 10 feet of any structure.

4.11. Fire Hydrants. Fire hydrants are tested, maintained, and serviced by 21 CES/CEO.

4.11.1. When fire hydrants are out of service, 21 CES/CEO will identify equipment with a metal or plastic placard no smaller than 12 inches in diameter with weatherproof white letters on a red background reading "OUT OF SERVICE." **NOTE:** Out of service conditions include water outages that cause fire hydrants to become non-operational.

4.11.2. When fire hydrants are placed in or out of service, the CECC is notified immediately at 556-7354 or 474-3030.

4.11.3. The use of fire hydrants for other than fire protection purposes is required to be coordinated with Fire and Emergency Services.

4.12. Fire Extinguishers. Fire extinguishers are placed in specific locations as required by national consensus standards. Building occupants or users do not relocate extinguishers without prior coordination with the Peterson Fire Prevention Office at 556-6574 or the Cheyenne Mountain Fire Prevention Office at 474-3355.

4.12.1. Once installed, fire extinguishers become the responsibility of the unit to which they are assigned. These responsibilities include, but are not limited to:

4.12.1.1. Performing visual inspections of extinguishers on a monthly basis and documented on the extinguisher tag.

4.12.1.2. Confirming extinguishers are visible and accessible for use at all times.

4.12.1.3. Ensure extinguishers requiring maintenance, servicing, or those that have been damaged or discharged are reported to the appropriate Fire Prevention Office. Peterson Fire Prevention Office at 556-7774 or 556-4242. Cheyenne Mountain Fire Prevention Office at 474-3095 or 474-3355.

4.13. Decorations and Furnishings. All special event decorations and furnishings are noncombustible, fire retardant, or treated with fire retardant. Decorations, including curtains, drapes, etc., may not obstruct or hang from installed fire protection devices and not block or otherwise obstruct egress routes or exits.

4.13.1. Holiday tree lighting and wiring needs to bear the UL seal of approval and be in good condition.

4.13.2. Outdoor lighting and extension cords used for that purpose are required to be weatherproof and specifically designed for use outdoors.

4.13.3. Live holiday trees are not permitted in base facilities with the exception of the privatized housing area. Permits may be issued by Fire Emergency Services for Base Chapel.

4.13.3.1. Use of artificial trees are required to be certified as flame retardant by the manufacturer and be kept away from heated sources and do not obstruct egress routes or exits.

4.13.4. Unplug powered/lighted decorations when the facility or room is unoccupied.

4.13.5. Combustible decorations, i.e., fishnets, parachutes, sheets, carpeting, curtains, camo netting etc., are not placed on ceilings or walls.

4.14. Occupant Load. The Fire Prevention Office provides maximum occupant load information for any facility, upon request.

4.14.1. In places of Public Assembly, the occupant load is displayed near the exit of each room/area and is enforced by the facility manager.

4.14.2. If it is anticipated that the occupant load exceeds the maximum occupant load for a special event, obtain written approval from the Fire Chief prior to the event.

4.14.2.1. The approval request needs to include a floor plan (single line drawing) which includes the layout of the room for the event and assignments of qualified Crowd Managers at levels outline in National Fire Protection Association (NFPA) 101.

4.15. Exit and Exit Access. Exit doors in facilities remain unobstructed and unlocked at all times while the facility is occupied. **NOTE:** Do not set draperies, decorations, or placards on exit signs or doors.

4.15.1. Keep exits and entryways free of snow and ice accumulation by the using organization.

4.15.2. All emergency exit doors in places of public assembly and other facilities, as outlined in the NFPA 101, are equipped with panic hardware. **NOTE:** No lock, padlock, hasp, bar, chain, or other devices are installed or maintained on any exit door equipped with panic hardware.

4.15.3. Keep panic hardware in good operating condition. **NOTE:** The force required to fully open any door cannot exceed 30 pounds.

4.15.4. Keep fire rated doors closed at all times with the exception of those equipped with magnetic releases.

4.15.5. No doorstops or other non-approved devices are installed on fire rated doors.

4.16. Aircraft Hangars.

4.16.1. Units involved with aircraft develop contingency plans that address containing fire on and around aircraft and removal of aircraft. **(T-3)**

4.16.2. Do not place gasoline engine powered maintenance equipment in hangars, nose docks, corrosion control, or fuel cell repair facilities at any time IAW (National Fire Protection Association (NFPA) 30, *Flammable and Combustible Liquids Code*).

4.16.3. Establish fire lanes in front of hangars and shop areas, and keep them clear at all times. **NOTE:** Lanes need to be a minimum of 20 feet wide.

4.16.4. Vehicles or equipment without approved spark arrestors are not operated inside high hazard buildings such as hangars, etc.

4.17. Housekeeping.

4.17.1. Steel wool and rags, clean or soiled, are stored in separate metal containers with self-closing lids when not in use. Label containers as to their contents.

4.17.2. Do not allow rubbish and paper to accumulate inside or outside of facilities.

4.17.3. Facilities such as carpenter shops and metal shops that are subject to excessive dust accumulation are cleaned from ceiling to floor at regular intervals to reduce the possibility of dust explosions.

4.17.4. Report holes in walls to the Civil Engineer Squadron service desk for repair to maintain the fire resistant integrity of the wall.

4.17.5. Combustible material is required to have a minimum clearance of at least six inches from steam pipes.

4.17.6. Janitorial supplies and equipment rooms are to be kept in order at all times. Hang mops and dust mops to prevent the head from resting on the floor.

4.18. Storage of Propane Cylinders: Comply with NFPA 58, *Liquefied Petroleum Gas Code*.

4.18.1. Outside storage of cylinders awaiting use (including barbecues) must be located at least 20 feet from any doorway or opening of a building.

4.18.1.1. Do not store cylinders larger than 1 lb. (small cylinder used for camping or soldering) indoors.

4.18.1.2. Do not store small cylinders near exits, stairways, or areas intended to be used for egress.

4.18.2. Protect cylinders by either an enclosure or a lockable ventilated metal locker or rack that prevents tampering with valves and pilferage of the cylinder.

4.18.3. Protection against vehicle impact will be provided in accordance with good engineering practice where vehicle traffic normally is expected at the location.

4.18.4. Storage locations will be provided with a 20-lb B:C rated portable fire extinguisher and be mounted within 30 feet of the storage area in accordance with NFPA 10, *Portable Fire Extinguisher Standard*.

4.18.5. Cylinders in storage are situated or placed to minimize exposure to excessive temperature rise (+125F), physical damage, or tampering.

4.18.6. Cylinders in storage must be positioned so that the pressure relief valve is in direct communication with the vapor space of the cylinder.

4.18.7. It is not permissible to store propane gas cylinders, or any other compressed gas cylinders, with flammable or combustible liquids, within 20 feet of flammable materials.

4.18.8. For further information regarding the safe storage and handling of compressed gas cylinders, see Occupational Safety and Health Administration (OSHA) [29CFR 1910.101(b)] and Compressed Gas Association (CGA) Pamphlet P-1-1965, *Safe Handling of Compressed Gases*.

5. Peterson Privatized Housing and Temporary Lodging Facilities.

5.1. Family Sponsors. Residents are responsible for fire prevention in their homes. Ensure dependents are familiar with the fire prevention instructions outlined in this publication.

5.2. Flammable Liquids. Gasoline and other flammable or combustible liquids may be stored in the shed or garage and in the house.

5.2.1. Storage of gasoline is limited to 5 gallons and be stored in an approved UL or Factory of Mutual (FM) safety container.

5.3. Combustible Storage. Storage is required to be at least 36 inches from the furnace, water heater, and other heat-producing devices.

5.4. Smoke and Carbon Monoxide Detectors. Detectors are inspected and tested at least monthly by the occupant. **NOTE:** If the detector has batteries, replace at least annually.

5.5. Cooking Safety. Cooking appliances are never left unattended when in use. Lids are to be readily available for the control of grease fires when cooking. **NOTE:** Do not attempt to remove a burning pan from the stove. Place a lid on the pan, turn off the heat, then call the Fire and Emergency Services at 911.

5.6. Special Needs Family Members. It is the responsibility of the resident to notify Fire and Emergency Services (556-7354) of any family members who may require assistance or special needs in exiting the quarters during an emergency situation. Resident is required to notify Fire Emergency Services immediately upon initial move in and again upon moving out of the home.

5.7. Outside Open Flame Appliances. Outside open flame devices such as chimeraes, wood-burning stoves, etc., may be used, provided the device contains a spark-arresting device. **NOTE:** These types of appliances must be positioned at least 10 feet from any structure to include housing and away from combustible items. During periods of high fire danger, residents discontinue use of these appliances. **NOTE:** All personnel on the premises of Peterson AFB and Cheyenne Mountain AFS will adhere to fire restrictions implemented within El Paso County.

6. Dormitories. The following are specific requirements for dorms in addition to the general requirements in this document:

6.1. Cooking Appliances. Cooking appliances in the dorm room are limited to coffee makers and microwave ovens. **EXCEPTION:** Toasters may be used in the kitchen area only.

6.2. Decorations. Combustible materials such as parachutes, canopies, etc., may not be hung from the ceiling or walls.

6.3. Extension Cords. Refer to [paragraph 4.1](#) of this instruction, Extension Cords.

6.4. Personal Appliances. Appliances with heating elements, such as clothes irons and hairdryers are not left unattended and ensure unit is disconnected from electrical outlets when not in use.

TODD R. MOORE, Colonel, USAF
Commander

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

AFI32-2001, *Fire Emergency Services (FES) Program*, 28 Sep 2018

AFMAN33-363, *Management of Records*, 1 Mar 2008

AFI 40-102, *Tobacco Free Living*, 4 Mar 2015

National Fire Protection Association (NFPA) 30, *Flammable and Combustible Liquids Code*, 6 Sep 2017

NFPA 58, *Liquefied Petroleum Gas Code*, 24 August, 2017

Occupational Safety and Health Administration (OSHA) [29CFR 1910.101(b)], 7 March, 1996

Compressed Gas Association (CGA) Pamphlet P-1-1965, *Safe Handling of Compressed Gases*, 23 May, 2008

NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 1 December, 2016

NFPA 10, *Standard for Portable Fire Extinguishers*, 21 August, 2017

Prescribed Form

None

Adopted Form

AF 55, *Employee Safety and Health Record*

AF Form 332, *Base Civil Engineer Work Request*

AF 1487, *Fire Prevention Visit Report*

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

Abbreviation and Acronym

LSC—Life Safety Code

NFPA—National Fire Protection Association

UL—Underwriters Laboratory