

**BY ORDER OF THE COMMANDER
341ST MISSILE WING**

**341ST MISSILE WING INSTRUCTION 32-2001
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Civil Engineering

FIRE PREVENTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction compliments AFI 32-2001, *Fire Emergency Services (FES) Program*, which establishes procedures for governing the fire protection program to prevent and reduce loss from fire. It provides guidance to assist commanders with the protection of the property and personnel under their control. It applies to all military and civilian personnel assigned or attached to Malmstrom Air Force Base, including all contractors, vendors and tenant organizations. If this Instruction conflicts with or is inconsistent with other governing documents, including but not limited to occupational safety and environmental regulations, this Instruction shall not be construed as waiving or relaxing the other governing documents. Ensure 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 the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Comply with AFI 33-332, *Air Force Privacy and Civil Liberties Program*, for documents containing privacy act information. Comply with DoDM 5200.01-V2, *DoD Information Security Program* and AFI 31-401, *Information Security Management* for documents containing For Official Use Only information. Violations of paragraphs 4.3.1. and 4.3.2. are punishable under Article 92 (1) of the UCMJ for military members. Civilian violations will be punished under applicable federal law. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendations for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This publication has significant changes and requires complete review. It incorporates changes from the Unified Facilities Criteria (UFC) and applicable Air Force Occupational Safety and Health (AFOSH) standards. It applies specifically to the 341 Missile Wing and associate tenants on Malmstrom AFB.

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Chapter 1

OBJECTIVES AND RESPONSIBILITIES

1.1. OBJECTIVE: The objectives of the Fire Emergency Services and Prevention program are to eliminate the cause of fires and reduce the potential loss of life, injury, and property damage if a fire occurs. Achievement of these objectives require commanders' support at all levels and the participation of all base personnel (military, civilian, dependents and contractors/concessionaires), thus ensuring accomplishment of our assigned military mission.

1.2. RESPONSIBILITIES:

1.2.1. **341st Mission Support Group (341st MSG) Commander:** The 341 MSG Commander exercises primary responsibilities through the Base Civil Engineer (BCE). The 341 MSG Commander will be notified when a fire hazard creating any dangerous situation cannot be resolved by concerned parties to determine if situation should be eliminated, discontinued or if implementation of interim controls will be necessary to reduce the risk posed by the situation.

1.2.2. **Base Fire Marshal:** The Base Civil Engineer (BCE) is designated to assist the 341 MSG Commander in discharging fire protection responsibilities.

1.2.3. **Installation Fire Chief:** The fire chief manages the fire emergency services organization and exercises those duties outlined in AFI 32-2001, *Fire Emergency Services (FES) Program*.

1.2.3.1. **Non-Emergency Contact:** The Fire Prevention Office (FPO) is the point of contact for all fire related concerns/requirements and shall be the final determination on such after review and coordination with applicable Subject Matter Experts (SMEs) unless already specified in another DoDI, AFI, regulation or standard.

1.2.4. **Unit Commanders, Supervisor's & Facility Managers:** Will ensure compliance of fire safety requirements in their area of responsibility per Chapter 2 of this document.

Chapter 2

UNIT COMMANDERS, SUPERVISORS AND FACILITY MANAGERS

2.1. UNIT COMMANDERS: Unit commanders will:

- 2.1.1. Annually review unit fire safety programs.
- 2.1.2. Contact the FPO to determine requirements for fire drills in their facilities. Ensure fire drills are conducted for personnel occupying their facilities as required.
- 2.1.3. Ensure all newly assigned personnel, both military and civilian, receive fire prevention training within 30 days of assignment and annually thereafter. Refer to Chapter 3 of this instruction for training requirements.

2.2. SUPERVISORS: Supervisors at all levels are responsible for fire safety in their work areas and during operations. This includes briefing personnel on the fire reporting procedures and enforcing safe smoking practices (from a fire hazard standpoint). Conduct daily fire inspection to ensure their area of responsibility is safe from fire. The supervisor is also responsible for providing annual fire safety training IAW AFI 91-203, *Air Force Consolidated Occupational Safety Standard* and chapter 3 of this instruction.

2.3. FACILITY MANAGERS: Facility managers will develop fire protection and prevention procedures and maintain their facilities for their respective units per AFI 91-203, *Air Force Consolidated Occupational Safety Standard*, chapter 6 and the following:

- 2.3.1. Ensure emergency 9-1-1 telephone stickers obtained from the FPO are placed on each telephone in their organization.

2.4. FIRE SAFETY INSPECTIONS, AND LECTURES:

2.4.1. Annual Fire Inspections. The FPO conducts annual fire prevention visits to all base facilities and FPO personnel have the authority to identify/direct corrections of any fire safety issues/deficiencies that pose a risk to facility personnel's safety.

2.4.2. Fire Prevention Briefings and Demonstrations. The FPO will conduct fire prevention briefings and demonstrations at the request of functional managers or social groups.

- 2.4.2.1. Request briefings and demonstrations at least 10 days prior to the desired date, to include the approximate number of personnel to attend, to ensure enough materials are available/provided for the date requested. Requesters should try to obtain the largest audience possible to maximize the effects of the briefing or demonstration.

Chapter 3

WORKPLACE FIRE PREVENTION TRAINING REQUIREMENTS

3.1. FIRE PREVENTION TRAINING: Supervisors are responsible for ensuring required training is provided to new personnel upon assignment to the installation within 30 days of arrival and as directed by AFI's 91-202 & 91-203. The training shall be given as required to ensure all employees remain familiar with fire safety and prevention requirements or when there is a change in equipment, procedures, processes, safety or fire prevention requirements. Training guides are available from the FPO upon request.

3.1.1. Fire extinguisher training is conducted by one of two methods, a PowerPoint presentation or hands-on by the supervisor.

3.1.2. Annual hands-on fire extinguisher training using the propane gas fire simulator is also provided by the FPO during the month of October every year or as requested.

3.2. DOCUMENTATION: Fire prevention training shall be documented on the AF Form 55, *Employee Safety and Health Record*, in Sections I and III or in an automated computer tracking program/system.

Chapter 4

FIRE REPORTING AND FALSE ALARMS

4.1. USE OF 9-1-1: Fire alarm detection systems are installed in facilities to notify facility occupants and the fire department of a possible hazardous situation. Due to the limitations of these systems, occupants should **ALWAYS** use the telephone as the primary means of reporting fire emergencies by dialing 9-1-1.

4.1.1. All known fires, extinguished or not, shall be reported to the fire department regardless of size or type for statistical data collection and trend analysis. Additionally, any condition that could result in a fire or create a hazardous situation must be reported immediately to the FPO for recommendations as well as mitigation/corrective actions.

4.2. THE SPEED SYSTEM. The **SPEED** system must be used during emergencies involving a potential/actual fire or hazardous material situation. “**SPEED**” utilizes the following sequence of actions:

4.2.1. ***S –Sound the alarm.*** Activate the fire alarm system by pulling a pull station or alert people within the facility or area to evacuate immediately.

4.2.2. ***P –Phone the fire department from a safe area.*** Speak clearly, remain calm, dial 9-1-1 and provide the following information (Do not hang up until told to do so):

4.2.2.1. Building number.

4.2.2.2. Building title, e.g. club, theatre, etc.

4.2.2.3. Location of emergency in building.

4.2.2.4. Nature of emergency if known, e.g. trash fire, flammable gas, etc.

4.2.2.5. Your name, phone number and your location you are calling from.

4.2.3. ***E –Extinguish if possible.*** For small fires, additional personnel in the area should be directed to use fire extinguishers to control the fire until the fire department arrives. If there is doubt about the capability to control the fire with available resources, do not attempt to fight the fire.

4.2.4. ***E –Ensure Evacuation.*** Alert all personnel and ensure the building is evacuated. Close all doors to offices or rooms as they are exited. Evacuated personnel will assemble at a predesignated point to be accounted for. **NOTE: Evacuate the building immediately and do not re-enter until cleared to do so by the Senior Fire Official (SFO) on-scene.**

4.2.5. ***D –Direct the fire department.*** Upon arrival of the fire department, direct them to the emergency situation/location.

4.3 FALSE ALARMS AND TAMPERING WITH FIRE SAFETY EQUIPMENT: Willful misconduct or negligence involving fire prevention policies, turning in false alarms, tampering with or the misuse of fire protection systems or devices, is subject to punishment under the Uniform Code of Military Justice (UCMJ) and appropriate civilian laws.

4.3.1. No person shall render any portable or fixed fire extinguishing system, fire device or warning system inoperative or inaccessible. Violations are punishable under the UCMJ and appropriate civilian laws. Exception: As necessary during emergencies, maintenance, drills, prescribed testing, alterations or renovations.

4.3.2 No person shall operate/initiate any fire warning device or warning system without just cause. Violations are punishable under the UCMJ and appropriate civilian laws. Exception: Maintenance, fire drills, prescribed testing, alterations or renovations by trained personnel.

Chapter 5

CLASSES OF FIRE AND FIREFIGHTING EQUIPMENT

5.1. FIRE CLASSIFICATION: Fires are classified according to one or more fire classifications that designate what types of fuel supply (i.e. solid type fuel, liquid type fuel) or electrical energy (i.e. presence or absence) are involved and so by what manner of extinguishing agent will be effective to contain the fire or put it out.

5.1.1. Class "A" Fires. Wood, paper, rags, and similar ordinary materials should be extinguished with water type or dry chemical type extinguishers. Garden hoses, buckets or cans of water, and dirt can also be used effectively.

5.1.2. Class "B" Fires. Lubricants, gasoline, diesel, paint thinner, solvents, and other flammable or combustible liquids should be extinguished with dry chemical type extinguishers, directed at the base of the fire.

5.1.3. Class "C" Fires. Electrical fires should be extinguished with chemical type extinguishers designed specifically for all these type fires. **CAUTION: Do not use water on electrical fires.**

5.1.4. Class "D" Fires. Combustible metals such as magnesium, titanium, etc., should be extinguished with extinguishers designed specifically for these type fires. Do not attempt fire extinguishment with any form of liquid or vaporizing agent.

5.1.5. Class "K" Fires. Fires involving cooking oils should be extinguished with wet chemical extinguisher also used in commercial cooking equipment systems.

5.2. FIREFIGHTING EQUIPMENT AND ACCESSIBILITY:

5.2.1. Fire extinguishers and installed firefighting equipment:

5.2.1.1. Standard facility fire extinguisher is 10lb, ABC multipurpose dry chemical type, with a minimum 4A, 60BC rating unless otherwise directed by FPO.

5.2.1.2. Personnel will not occupy any building prior to the installation of fire extinguishers if required. The 341st CES Engineering & Missile Engineering Flight project managers will ensure fire extinguishers are included in design of new facilities IAW National Fire Protection Agency (NFPA) standards and supplied by the contractor per contract specifications as required.

5.2.2. Accessibility

5.2.2.1. Do not tamper with, remove or block access to firefighting equipment from within installed locations, or use equipment for other than the purpose of combating fires, i.e., fire extinguishers, fire detection, pull-stations and alarm systems.

5.2.2.2. Do not block or obscure fire extinguishers, fire detection or fire alarm systems.

5.2.2.3. Facility fire extinguishers will not be moved from their designated location except to extinguish a fire. Extinguishers may not be added or subtracted from any facility without prior approval from the FPO. If an extinguisher is found unserviceable

during a monthly inspection, contact the FPO for service coordination.

5.2.3. Facility Knox Boxes. The facility manager can purchase and have a Knox-Box installed on the exterior of the building at a location directed by the FPO, normally by the front entrance door. A Knox-Box will allow FES personnel to access the building quickly without causing property damage in the event of an emergency within the facility. Contact the FPO for information on how to order Knox Boxes and how to have them mounted on a building.

5.2.4. Fire Escape Ladders, Stairways and Fenced Areas. The facility manager will ensure:

5.2.4.1. Fire escape ladders and stairways are unobstructed and maintained in a good state of repair.

5.2.4.2. Storage or use of vending machines in stairwells is prohibited unless approved by the FPO.

5.2.4.3. Adequate means of escape shall be provided for all fenced-in areas. Local procedures for such areas will include provisions for opening a secondary gate in case of fire, for the evacuation of personnel and for entrance of fire department personnel and equipment.

5.2.5. Fire Hydrants. Base fire hydrants will not be used for any other purpose other than firefighting without prior coordination/approval from the FPO.

5.2.5.1. Parking is prohibited within 5 feet of any fire hydrant connection.

5.3. EMERGENCY MEDICAL SERVICES:

5.3.1 EMS Run reports. FES personnel will use the "341 MW Form 224, Malmstrom Emergency Services EMS Response Form" to document medical responses on Malmstrom AFB.

5.3.1.1. The Form 224 will be used to document information on the health history and care given to a patient and passed on to advanced medical care personnel when they arrive on-scene as well as forward to the base clinic for inclusion into the patient records, if they are cared for by the base clinic.

5.3.1.2. Filled out reports will also be forwarded to Flight Medicine for patient care review and statistical analysis.

Chapter 6

FIRE PREVENTION—GENERAL

6.1. OPEN FLAME OR FIRES. No open fires or flames, such as campfires, bonfires, fire pits, chimneys, trash fires, vegetation fires, and so forth, regardless of size, are authorized on this installation unless inspected by the FPO and approved in writing by the fire chief, or designated representative. Contact the FPO for the current inspection requirements. **Exception:** Privatized housing. Housing residence will comply with the requirements of the housing contractor as outlined in the agreement that the residence signed when they moved in.

6.2. CANDLES AND OTHER TYPES OF FLAME PRODUCING DEVICES. The use of open flame devices such as candles, liquid, or solid fuel burner, incense, and so forth, are prohibited in all base facilities to include billeting unless approved by the FPO. Exceptions: Privatized housing, base club, and facilities using open flame devices for religious services in designated facilities are exempt.

6.2.1. The use of candle warmers is strictly prohibited for use in dormitories. Occupants in base facilities must ensure that candle warmer devices are turned off at the end of the duty day.

6.3. BARBECUE GRILLS/PORTABLE TURKEY DEEP-FAT FRYERS: Barbecue grills and turkey deep-fat fryers will not be used inside or within 10 feet of any Air Force facility. Special events will require inspection/approval by the FPO.

6.4. COOKING IN AIR FORCE FACILITIES: These events will be coordinated with the FPO by the facility manager at least 48 hours in advance. Cooking is strictly prohibited in facilities or areas not specifically approved/created for that purpose, with the exception of special events approved by the FPO.

6.5. DUMPSTERS: Dumpsters used for trash and other waste shall be located at least 10 feet from facilities unless written approval by the fire chief or designated representative. Exception: The temporary use of roll-off type dumpsters during clean-up or renovation projects are exempt.

6.6. FIREWORKS. The possession or use of fireworks is prohibited in all base areas to including privatized housing unless approved by the MW/CC.

6.7. FACILITY HOOD & DUCT SYSTEMS: These facilities extraction/suppression systems shall be operated and maintained IAW AFI 91-203, chapter 6 requirements.

Chapter 7

FIRE PREVENTION—UNACCOMPANIED HOUSING (DORMITORIES)

7.1. RESPONSIBILITIES: Unaccompanied housing occupants are responsible for fire prevention in their quarters. Occupants must be familiar with fire prevention instructions.

7.2. PROHIBITIONS.

7.2.1. Do not use open flame lighting devices or candles in unaccompanied housing. Candles may be used for decoration; however, they may not be lit, ever.

7.2.2. Burning incense is strictly prohibited.

7.2.3. Cut live Christmas trees are prohibited.

7.2.4. Any type of automotive or motorcycle equipment, including internal combustion engines, batteries, or major sub-assemblies such as bumpers, removable tops, hoods and fenders are prohibited, except in authorized storage areas.

7.2.5. The use of radiant heat element cooking appliances, i.e., toasters, skillets, electrical frying pans, hot plates, and hibachi grills are only authorized in kitchenettes.

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Commander

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

AFI 32-2001, *Fire Emergency Services Program*, 27 February 2014

AFI 91-203, *Air Force Consolidated Occupational Safety Standard*, 15 June 2012

Prescribed Forms

341 MW Form 224, *Malmstrom Emergency Services EMS Response Form*

Adopted Forms

AF Form 847, *Recommendations for Change of Publication*

AF Form 55, *Employee Safety and Health Record*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

BCE—Base Civil Engineer

DoD—Department of Defense

FES—Fire Emergency Services

FM—Facility Manager

FPO—Fire Prevention Office

IAW—In Accordance With

UCMJ—Uniformed Code of Military Justice

UFC—Unified Facilities Criteria