BY ORDER OF THE COMMANDER
94TH AIRLIFT WING

94TH AIRLIFT WING INSTRUCTION
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Civil Engineering

THE FIRE PREVENTION PROGRAM

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This instruction establishes the Fire Chief's guidance for the operation of the 94th MSG/CEF Dobbins ARB Fire & Emergency Services Flight (DFES) Fire Prevention Program. This instruction implements Air Force Instruction (AFI) 32-2001, *Fire Emergency Services Program*; Air Force Instruction (AFI) 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*; AFI 32-7086, *Hazardous Materials Management*; AFI 91-202, *USAF Mishap Prevention Program*; Air Force Instruction (AFI) 91-203, *Air Force Consolidated Occupational Safety Instruction*; Unified Facilities Criteria (UFC) 3-600-01; Unified Facilities Criteria (UFC) 3-601-02; NFPA 1 *Fire Code*; NFPA 10, *Standard for Portable Fire Extinguishers*; NFPA 13, *Standard for the Installation of Sprinkler Systems*; NFPA 17A, *Standard for Wet Chemical Extinguishing Systems*; NFPA 30, *Flammable and Combustible Liquids Code*; NFPA 51B, *Standard for Fire Prevention During Welding, Cutting, and Other Hot Work*; NFPA 72, *National Fire Alarm and Signaling Code*; NFPA Standard 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*; NFPA 101, *Life Safety Code*; NFPA 409, *Standard on Aircraft Hangars*; NFPA 704, *Standard System for the Identification of the Hazards of Materials for Emergency Response*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and disposal in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/gcssaf61a/afrims/afrims**/.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

Major changes include added responsibilities for Fire Protection, establishes minimal requirements for training new employees and refresher training for all employees, updated procedures for commercial and/or restaurant facilities, updated emergency and fire reporting numbers, reconstructed procedures for Fire Inspections, Authentic Standards, Aircraft Hangar clear space, Fire Extinguisher program, added procedures for the Fire Safety Deficiency Program and procedures to obtain a space heater permit.

1. Overview.

1.1. Purpose. This instruction defines roles and responsibilities for effective implementation, utilization and supervision of the Fire Prevention program in the accomplishment of the DFES mission.

1.2. Fire Prevention Program Mission Statement. DFES will identify, mitigate and assist with managing and correcting all fire hazards and fire safety deficiencies to reduce the risk of injuries, loss of life and property damage due to fire.

1.3. Background. DFES primary objective of the fire prevention program at Dobbins Air Reserve Base is to eliminate or minimize loss of life and property by fire. This can best be accomplished if all personnel realize that fire prevention is not exclusively an assigned duty, but a shared responsibility of all personnel assigned, employed, or temporarily residing on this installation.

1.4. In the absence of specific Department of Defense or Air Force directives, policies, etc., on fire prevention criteria, the applicable NFPA criteria applies. Hazardous conditions of a peculiar nature for which a criterion has not been established or published must be assessed

and the Authority Having Jurisdiction (AHJ) makes a final decision. All requests for determination by the AHJ at Dobbins Air Reserve Base will be routed through the DFES.

2. Responsibilities:

2.1. **Installation Commander (94 AW/CC).** The Installation Commander is responsible for the fire safety of personnel and property under their control which is executed by the FES programs in this instruction. The installation commander may delegate this responsibility to the Base Fire Marshal (BFM), who may in turn delegate to the Installation Fire Chief (IFC).

2.2. **Base Fire Marshal (BFM).** The Base Civil Engineer (BCE) is the BFM and is responsible to the installation commander for oversight of FES programs and provides the IFC the resources available to execute the FES mission.

2.3. **Installation Fire Chief (IFC).** The IFC is directly responsible to the BFM for establishing, executing and maintaining FES programs; effective utilization of resources, determining additional resources required; conducting risk assessments; advising commanders regarding risk and capability, and implementing risk management actions. IFCs develop risk management plans which detail actions to take during periods of reduced FES capability for approval of the installation commander.

2.4. **Assistant Chief for Fire Prevention.** The Assistant Chief for Fire Prevention is responsible to the Installation Fire Chief for the overall management of the Fire Prevention program. Functions of the Fire Prevention section include, but are not limited to:

2.4.1. Base population education and training in fire and life safety.

2.4.2. Project construction reviews (as required).

2.4.3. Fire protection systems inspections (as required during the fire inspection process).

2.4.4. Annual fire extinguisher inspections.

2.4.5. Development of fire prevention training programs and fire publications.

2.4.6. Fire prevention promotional activities.

2.4.7. Inspection of base facilities.

2.4.8. Coordination with base safety, health, and functional managers for inclusion of fire hazards into the Hazard Abatement Program IAW AFI 91-202, *USAF Mishap Prevention Program*.

2.4.9. Fire prevention lectures and demonstrations.

2.4.10. Fire cause investigations and technical assistance to appropriate investigative agencies for fire and arson investigations.

2.5. **Fire Prevention Inspector.** The Fire Prevention Inspector is responsible to the Assistant Chief for Fire Prevention. The Fire Prevention Inspector inspects facilities for:

2.5.1. Violations of fire and life safety issues.

2.5.2. Fire hazards and fire safety deficiencies.

2.5.3. Self-help or new construction for inclusion of fire protection features.

2.5.4. Compliance with maintenance and inspection requirements of the fire extinguisher program.

2.5.5. Proper operation of installed fire protection systems, to include valves positions and reading of gauges.

2.5.6. Fire evacuation plans.

2.6. Unit Commanders, Functional Managers, Facility Managers and Supervisors at all levels are responsible for and must ensure sound fire prevention procedures are established and practiced in each facility under their jurisdiction.

2.6.1. Unit Commanders (Functional Manager). Appoint a facility manager and alternate for each building, or area under their jurisdiction. Personnel appointed must be an officer, noncommissioned officer, or civilian concerned with the area, and must notify Civil Engineers, 94 MSG/CER, at 5-3042, of the current facility managers, their alternates, and indicating their areas of responsibility.

2.6.2. Immediately inform the Fire Prevention Office at 5- 4840, of any installed fire protection systems that have been activated, damaged, or tampered with.

2.6.3. Develop a fire evacuation plan for each facility under their jurisdiction for personnel to follow when a fire is discovered. The fire evacuation plan must cover fire reporting, personnel evacuation, safeguarding classified information, first-aid firefighting utilizing fire extinguishers and closing of doors. Depending on type of activity, instructions also include such items as emergency removal of aircraft from hangars, protection of high value and critical items and incidents involving fuel handling. Submit completed fire evacuation plans to the Fire Prevention office for approval (94 MSG/CEF).

2.6.4. Ensures suspense dates in block 5 of AF Form 1487, *Fire Prevention Visit Report*, are met, signs in block 21 and returns the form to the fire prevention office within the specified time frames.

2.6.5. Monitor facility managers' activities to ensure required fire prevention duties are performed according to the requirements of this instruction.

2.6.6. Ensures a copy of this instruction is available to building occupants for familiarization.

2.6.7. Ensures participation and continued indoctrination of all personnel in fire prevention, fire extinguisher operation, emergency notification, and fire evacuation procedures. Ensure newly assigned personnel receive a facility fire prevention orientation within 30 days after assignment to the unit. Unit Commanders are responsible for ensuring their personnel are scheduled for this mandatory training.

2.6.8. Submits request for fire safety lectures and demonstrations to the fire prevention office.

2.6.9. Reports to the Fire Prevention Office any fire hazard or fire safety deficiency that cannot be corrected or eliminated by the facility manager or the unit.

2.6.10. Ensures that a comprehensive documentation file is maintained by each facility manager reflecting all activities supporting fire inspections. Included in this fire

prevention file will be any scheduled training that was accomplished; Fire evacuation plan, record of fire inspections, master fire extinguisher list, copies of all open work requests to correct fire hazards and fire safety deficiencies. A copy of this instruction will be maintained in the facility manager's folder.

2.7. Functional Managers are normally the senior-operating officials at all levels exercising managerial control of an activity or operation. This individual usually can acquire and commit resources for the abatement of occupational safety and health hazards. Functional Managers are designated by the Installation Commander IAW AFI 91-202. The functional manager is responsible for reviewing, acknowledging and signing the AF Form 1487 that describes fire safety deficiencies in facilities within their span of control.

2.8. Facility managers and supervisors are responsible to their functional managers for fire prevention and protection of each assigned building, area, or facility. Alternates assume this responsibility when the facility manager is absent.

2.8.1. Establish and maintain a training and certification system to ensure employees are trained and understand their fire prevention and protection responsibilities in their work areas. This training and certification system shall include documented annual training of employees, including fire extinguisher training and location of fire extinguishers, and immediate indoctrination of newly hired employees. This requirement may be fulfilled through the job safety training and documentation process IAW AFI 91- 202, *The US Air Force Mishap Prevention Program.*

2.8.2. Attends meetings conducted by the 94 MSG/CE to ensure an effective fire prevention program is in place.

2.8.3. Report all changes in facilities that affect the allocation of fire extinguishers or fire protection / suppression systems to the fire prevention office.

2.8.4. Maintain a master fire extinguisher list of all assigned extinguishers and ensure each extinguisher is inspected monthly.

2.8.5. Accompany fire prevention inspectors on inspections and promptly corrects fire hazards found during the inspection.

2.8.6. Conducts briefings, as required, to ensure all personnel within their facility understand and observe the requirements of this instruction, know how to report a fire, know their assigned evacuation area in case of fire, and know how to use all fire extinguishers in their area.

2.8.7. Ensures all personnel in their facilities are familiar with fire alarm and evacuation procedures as outlined in the facility Fire evacuation plan.

2.8.8. Directs facility evacuation during drills or fire alarms and takes a head count at the assembly area; notifies first arriving fire unit of any missing personnel and their last known location within the facility; and directs first-aid firefighting efforts until the fire department's arrival. Ensures personnel do not re-enter the facility without the approval of the on-scene Fire Department Incident Commander.

2.8.9. Enforces designated smoking areas and ensures that noncombustible receptacles are provided and labeled to prevent misuse.

2.8.10. Ensures that emergency number decals are displayed on each base and commercial telephone. Telephone stickers are available from the Fire Prevention Office (Building 745), extension 5-4840.

2.8.11. Refers to the Haz Mat Management Process Team (HMMPT) IAW AFI 32-7086. Report all hazardous materials emergencies to Dobbins Fire Emergency Services (DFES) immediately at extension 911 or 678-655-3117.

2.8.12. Ensures hallways, corridors, stairwells, and exits are free of obstructions that would hinder expedient evacuation by building occupants during emergencies.

2.8.13. Ensures temporary decorations within all facilities are flame resistive in accordance with Underwriter Laboratories testing or other recognized testing laboratory. Contact the Fire Prevention office at extension 5-4840 for approval of temporary decorations. Manufacturers' literature on flame resistance must be available for review by the fire prevention office.

2.8.14. Ensures facility keys or access cards are placed in Knox boxes to expedite entry during emergencies. Contact the fire prevention office for assistance in gaining access to these boxes.

2.8.15. Ensures the appropriate fire/chemical symbol is posted at required facilities IAW NFPA 704, *Standard System for the Identification of the Hazards of Materials for Emergency Response*.

2.9. Contractors and Concessionaires. Fire prevention responsibilities of contractors and concessionaires are the same as required for all Dobbins Air Reserve Base personnel.

2.9.1. Contractors receive a briefing on fire prevention practices and are given instructions at the contractor's pre-construction performance briefing.

2.9.2. Ensures information presented at pre-construction briefings is given to sub-contractors.

2.9.3. Concessionaires are given a fire prevention briefing by the facility manager of the building where the concessionaire will be working.

2.10. Public Assembly Facilities. The potential for life and high property losses in places of public assembly and recreational facilities requires extraordinary actions be taken to prevent fire. Such facilities are defined in the NFPA Code 101, Life Safety Code.

2.10.1. Facility managers will ensure the occupant capacity is incorporated in their operating instructions for fire prevention procedures.

2.10.2. Aisles will be established in large open area rooms, aisles will be identified and will not be blocked.

2.10.3. Panic hardware on all exit doors shall be inspected and maintained in working order at all times.

2.10.4. Exit doors must not be locked or obstructed at any time.

2.10.5. Managers of assembly facilities or assistants conduct daily closing inspections. Delegation of this authority to housekeeping personnel is not authorized.

2.10.6. Establishes and maintains a certification system to ensure employees have been trained and understand their fire prevention responsibilities within the work environment. This certification system includes as a minimum; initial fire safety training of newly hired employees and annual refresher training for all employees. Submit training plan to the fire prevention office for review and assistance.

2.10.7. Managers of facilities in which commercial or restaurant type cooking is performed must establish and enforce the following procedures.

2.11. All installed grease filters and exposed surfaces of kitchen range hoods must be thoroughly cleaned daily or more often, if necessary, to prevent accumulation of grease. Spare filters must be available for systems that have a high usage rate. Kitchens with automatic wash down systems must be operated daily to ensure removal of grease.

2.11.1. Kitchen range hoods and exhaust ducts serving cooking equipment must be thoroughly cleaned every six months or more often, if necessary, to prevent accumulation of grease. This cleaning cycle includes grease accumulated on fans, roofs, louvers, exterior walls, cupolas, etc., where the system exhausts to the outside. The facility manager is responsible for coordinating with 94MSG/CEC to ensure the hood and duct systems are inspected and cleaned at the required frequencies. Specific guidance for cleaning is contained in NFPA Standard 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*.

2.11.2. Deep fat fryers must be equipped with a primary thermostat to limit temperatures to 400 degrees F. A secondary thermostat must be nonadjustable, fusible or manual resetting, with a maximum cutoff temperature of 475 degrees F. The facility manager must ensure testing of these thermostats is conducted annually. The date of test must be recorded on the appliance and a copy of the test results forwarded to the fire prevention office. Any defective equipment must be identified and immediately removed from service until necessary repairs are completed.

2.11.3. Installation and operation of restaurant cooking equipment must be in accordance with NFPA Codes 54, 70, 96, and the manufactures instructions.

2.11.4. All required fire suppression and detection systems must be operational or cooking will not be permitted. A Class K extinguisher (Wet Chemical) must be installed in commercial kitchens that are protected by wet chemical fire suppression system.

2.11.5. Approved grease filters must be installed whenever the range hood is operational.

2.11.6. Facility managers must provide a proper fitting metal or metal clad cover for each deep fat fryer and pre-position covers for immediate use in case of a grease fire.

2.11.7. The exhaust system must operate at all times while the cooking equipment is in operation.

2.11.8. If an exhaust fan motor is shut down or removed for repairs or replacement, Facility managers will discontinue use of the cooking equipment served by that exhaust system until the fan is restored to service.

2.11.9. Footlight electrical sockets in all buildings of assembly must be kept free of lint accumulation and other foreign matter by keeping a bulb in the socket at all times.

2.12. Decoration

2.12.1. Only flameproof decorations are authorized for use on Dobbins ARB. Special decorations or temporary arrangements for social events including, but not limited to, preparations for Christmas and New Years' Holidays, must be inspected by a representative from the Fire Prevention Office, ext. 4840, before actual installation to ensure such decorations comply with current fire safety directives.

2.12.2. The use of open flame decorations, including the use of candles, is prohibited without the specific approval of the Assistant Chief for Fire Prevention or his/her designated representative.

2.12.3. Combustible decorations, i.e., fishnets, parachutes, camouflaged netting, sheets, carpeting, curtains etc. will not be placed on ceilings or walls.

2.12.4. Live Christmas trees are not permitted in facilities where there is no fire suppression system. Live Christmas trees will be watered daily or more frequently if needed. Live Christmas trees will not be erected before 18 December and will be removed no later than 2 January.

2.12.5. Christmas tree lights shall be Nationally Recognized Testing Laboratory listed i.e., UL, FM Approval, LLC and will not be used on metal type Christmas trees.

2.12.6. All installed curtains and drapes must be made of flame-retardant material or be treated with a flame retardant solution. Re-treatment may be required after these materials are cleaned.

2.13. Public Assembly Facility Managers will:

2.13.1. Assign personnel authorized to perform closing inspections at the end of each workday or activity period to ensure the area is left in a fire safe condition. Closing inspection checklists include, but are not limited to:

2.13.2. All windows and doors are closed.

2.13.3. All unnecessary electrical appliances are unplugged.

2.13.4. Make sure the facility is in a fire-safe condition at the close of business.

2.14. Maximum Occupancy and Capacity.

2.14.1. Facility managers will maintain occupancy load information in their office and post information on the wall outside of each area. A copy will be maintained on file in the Fire Prevention office. The occupant load must not exceed the maximum allowed IAW NFPA Code 101, *Life Safety Code*.

3. Fire and Emergency Reporting.

3.1. The EMERGENCY reporting number from base telephone is 911. For commercial/cell phones the EMERGENCY reporting number is 678-655-3117. When reporting a fire/emergency, provide the dispatcher the following information: The exact location of the fire/emergency, address, building number, name and call back telephone number.

4. Supervising Firefighting Operations.

4.1. The Installation Fire Chief (IFC) or the Incident Commander (IC) at the scene of an emergency operation at Dobbins ARB is in complete charge of all firefighting and rescue operations. During these operations, persons outside the fire protection organization do not give orders or interfere with the IFC or with firefighters. Interfering with the official duties of fire fighters is illegal under the UCMJ.

5. Fire Department Access Roads.

5.1. Fire department access roads shall be provided for all buildings that are set back more than 150ft (45.75 m) from a public road or exceed 30ft (9.14 m) in height and are set back over 50 ft. (15.25 m) from a public road.

5.2. Fire department access roads will be provided to allow clear access for fire apparatus to connect to fire protection equipment (i.e. standpipe and sprinkler connections).

5.3. Fire department access roads shall be wide enough to accommodate all fire equipment; able to withstand fire apparatus live loads and have a minimum of 13ft 6 inch vertical clearance; shall provide for a turnaround or thru street.

5.3.1. Exception No. 1: T or Y turnaround arrangements are permitted.

5.3.2. Exception No. 2: When acceptable to the authority having jurisdiction, turnaround arrangements other than a cul-de-sac may be used.

5.4. Fire department access roads shall be marked with freestanding signs or marked curbs, sidewalks, or other traffic surfaces that have the words “FIRE LANE NO PARKING” painted in contrasting colors at a size and spacing approved by the authority having jurisdiction.

5.5. Parking is not allowed in fire lanes; fire lanes must be free from obstructions at all times. Should it be necessary to park in a fire lane for vehicle loading or unloading, the operator must remain with the vehicle.

5.6. Vehicles shall park no closer than 15 feet from any fire hydrant, standpipe, or sprinkler connection.

5.7. Motor vehicles will not park on streets, passageways or fire lanes in such a way as to block access of fire apparatus.

5.8. Streets will not be barricaded or otherwise obstructed without prior approval of the DFES.

6. Vehicle Traffic and Parking.

6.1. Fire Apparatus will be given the right-of-way over all other traffic. When the vehicle siren or red light is on, traffic must clear all intersections, pull to the right, and come to a complete stop. Under no circumstances will anyone other than ambulances, security forces, or authorized personnel follow any closer than 500 feet behind the fire apparatus responding to an emergency.

6.2. Vehicles will not be driven over fire hose unless directed to do so by fire personnel.

6.3. Vehicles will not be parked closer than 15 feet to a building except in designated parking spaces. Vehicles will not be parked within 15 feet of fire hydrants.

6.4. Motor vehicles will not be parked inside a building unless it is approved for that purpose. (This includes motorcycles and golf carts.)

7. Fire Protection Plan.

7.1. A plan for the protection of government equipment in the event of a fire or other emergency conditions must be prepared and ready to be placed into immediate action.

8. Fire Prevention Program.

8.1. The primary objective of the fire prevention program at Dobbins Air Reserve Base is to eliminate or minimize loss of life and property by fire. This can best be accomplished if all personnel realize that fire prevention is not exclusively an assigned duty, but a shared responsibility of all personnel assigned, employed, or temporarily residing on this installation. As in other activities, the best and most economical means of eliminating any problem is to anticipate and prevent its occurrence.

8.2. Commanders are responsible for fire prevention. Each functional manager, unit or squadron commander and facility manager is responsible for fire prevention within their functional area and for correcting fire hazards and deficiencies. Functional managers are defined in AFI 91-202, *USAF Mishap Prevention Program.*

8.3. All base facilities are provided a fire prevention visit on an annual basis to minimize incidents and losses. Each facility is systematically evaluated on its classification or occupancy. More frequent, unscheduled, inspections may be required according to the occupancy classification and fire vulnerability. Each visit is recorded on the AF Form 218, *Facility Fire Prevention/Protection Record* by the Fire Inspector. The fire prevention office will maintain an electronic facility folder for each facility requiring an inspection.

8.4. All inspections shall be scheduled/coordinated in advance with facility manager.

8.5. Facility manager(s) will establish and maintain facility fire prevention folder/binder.

8.6. Facility inspection should be approached in a systematic process. UFC 3-600-2, *Operations and Maintenance, Inspection, Testing, and Maintenance of Fire Protection Systems;* NFPA 13, *Automatic Sprinkler Systems Handbook;* NFPA 72, *National Fire Alarm and Signaling Code;* NFPA 17A, *Standard for Wet Chemical Extinguishing Systems NFPA 25, Water-Based Fire Protection Systems Handbook;* shall be referred to for inspecting installed fire alarm/suppression systems. Systems that appear to have problems or identified as being out of service will require appropriate corrective action, i.e., work orders.

8.7. Complete the necessary documentation for an official report when fire hazards/fire safety deficiencies (FSD) are not corrected on the spot, AF Form 1487. Review violations with the Assistant Chief for Fire Prevention to see if FSDs will require entry into the Hazard Abatement Program (HAP) and development of a Risk Management (RM) Plan. The AF Form 1487 shall be signed by the Fire Prevention Inspector and the Installation Fire Chief (IFC) prior to submitting to the facility manager for correction.

8.8. If equipment is considered to be faulty, and a hazard exists during an inspection, the workplace supervisor must post notices to alert employees to the hazardous condition. Use AF Form 979, *Danger Tag*, for equipment. IAW AFI 91-203, *USAF Safety Instruction*. Remove notices only after verification by the issuing authority the identified hazard has been corrected.

8.9. Notice of delivery of the inspection report to the facility manager will be forwarded to the Assistant Chief for Fire Prevention electronically and entered into the Suspense file for tracking.

9. Delinquent Inspection Reports.

9.1. Each inspection report has a *Suspense Date* of ten (10) business days after the report has been issued to the facility manager when it's due back to the Fire Prevention Office for tracking and processing. If a report is not received back from the agency by the due date, the A/C Prevention will send out a delinquent letter to the facility and functional manager(s) reminding them of the overdue report.

9.2. The report is due back to the fire prevention office within five (5) working days after being sent out to the agency. If the inspection report is not received back during that time, the IFC will be notified and a letter will be sent to the functional manager from the IFC advising of the delinquency.

9.3. If the second letter that was sent out by the IFC is not complied with, then the Installation Commander is notified of a failure to comply with the fire prevention program and subjects the facility to closing.

10. Fire Safety Deficiency and Risk Assessment Codes Program.

10.1. Fire Prevention Office is responsible for the fire safety deficiency program and enforces compliance through facility fire inspections IAW AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*. Fire safety deficiencies (FSD) require a subjective analysis to determine the priority required for correction. They are prioritized according to their seriousness. FSD codes are used in the same manner as risk assessment codes as outlined in AFI 91-301.

10.1.1. Assistant Chief of Prevention is responsible for FSD Program management.

10.1.2. All FSDs will be managed by the Fire Prevention office in accordance with AFI 32-10141. Less serious FSD's will be managed through the 94 CES Work Order Review Board.

10.1.3. FSDs I & IIs will be entered into the Wing Hazard Abatement Program.

10.1.4. FSDs III will be managed internally through CEC only if the work order process or facility user issue will not resolve the hazard. Prioritization will be determined by the Work Order Review Board with final approval from the Base Fire Marshal on FSD IIIs.

10.1.5. Fire Prevention Deviations. Risk Management (RM) plans will be utilized when fire prevention requirements fail to comply or FSDs are entered into the Hazard Abatement Plan. It is the responsibility of the facility manager to complete a RM for their facilities. Deviations will be submitted in the form of a RM plan that fully addresses the proposed non-compliance and alternative measures at the installation. RM plans will be coordinated with wing agencies and processed for Authority Having Jurisdiction (AHJ) approval IAW AFI 32-2001. **(See Attachment 1)**

10.1.6. Corrective Action Required Block of the AF Form 1487 shall have the following statements:

10.1.6.1. *FSD I*: This violation shall be corrected within 24-hours IAW AFI 32-10141. If it cannot be corrected within that timeframe, you are required to prepare a written Risk Management (RM) Plan approved by the Installation Commander or the facility may not be permitted to be occupied.

10.1.6.1.1. During the 24-hour period, interim measures must be taken by the facility manager to alleviate the hazard until it can be corrected.

10.1.6.2. *FSD II*: This violation shall be corrected within 72-hours IAW AFI 32-10141. If it cannot be corrected within that timeframe, you are required to prepare a written Risk Management (RM) Plan approved by the Installation Commander or the facility may not be permitted to be occupied.

10.1.6.2.1. During the 72-hour period, interim measures must be taken by the facility manager to alleviate the hazard until it can be corrected.

Figure 1. Fire Safety Deficiency I.

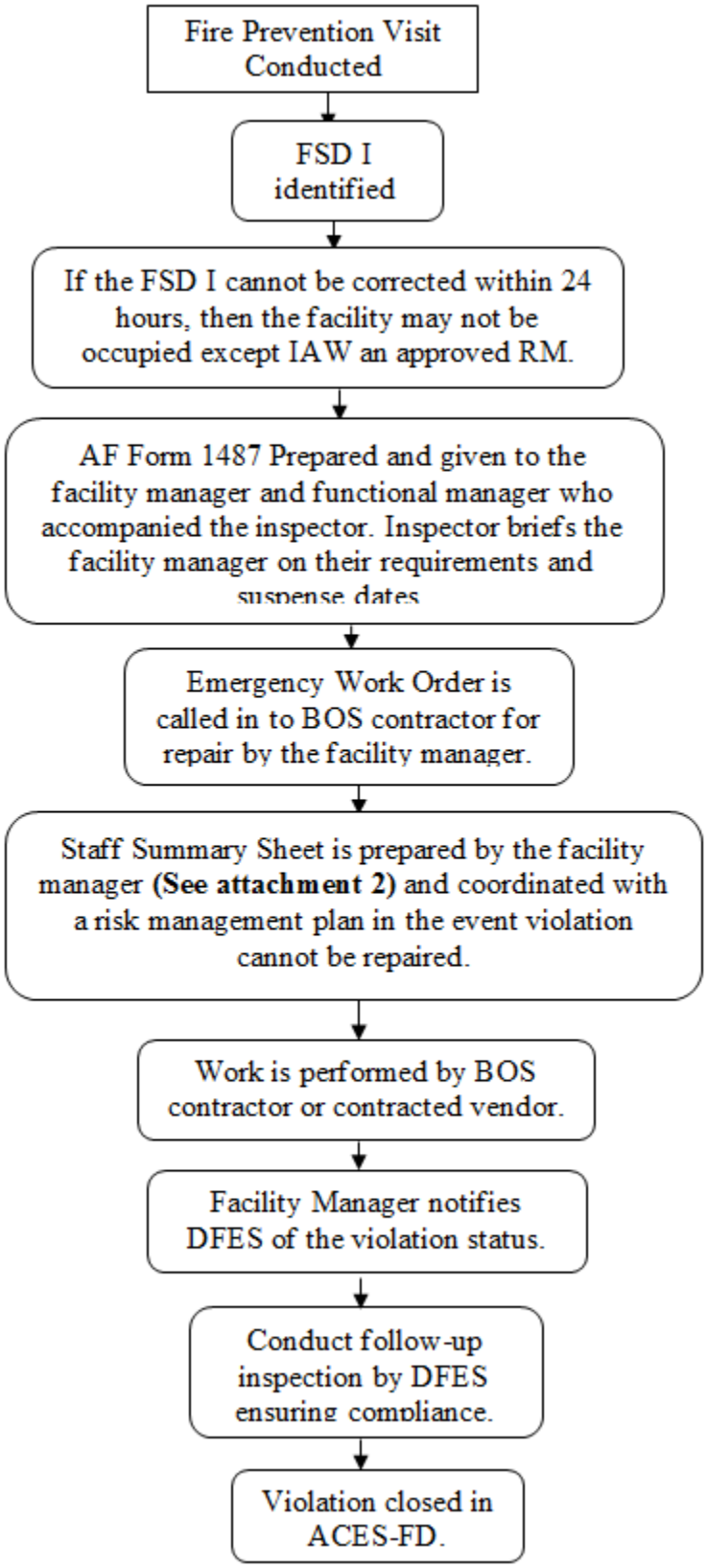


Figure 2. Fire Safety Deficiency II.

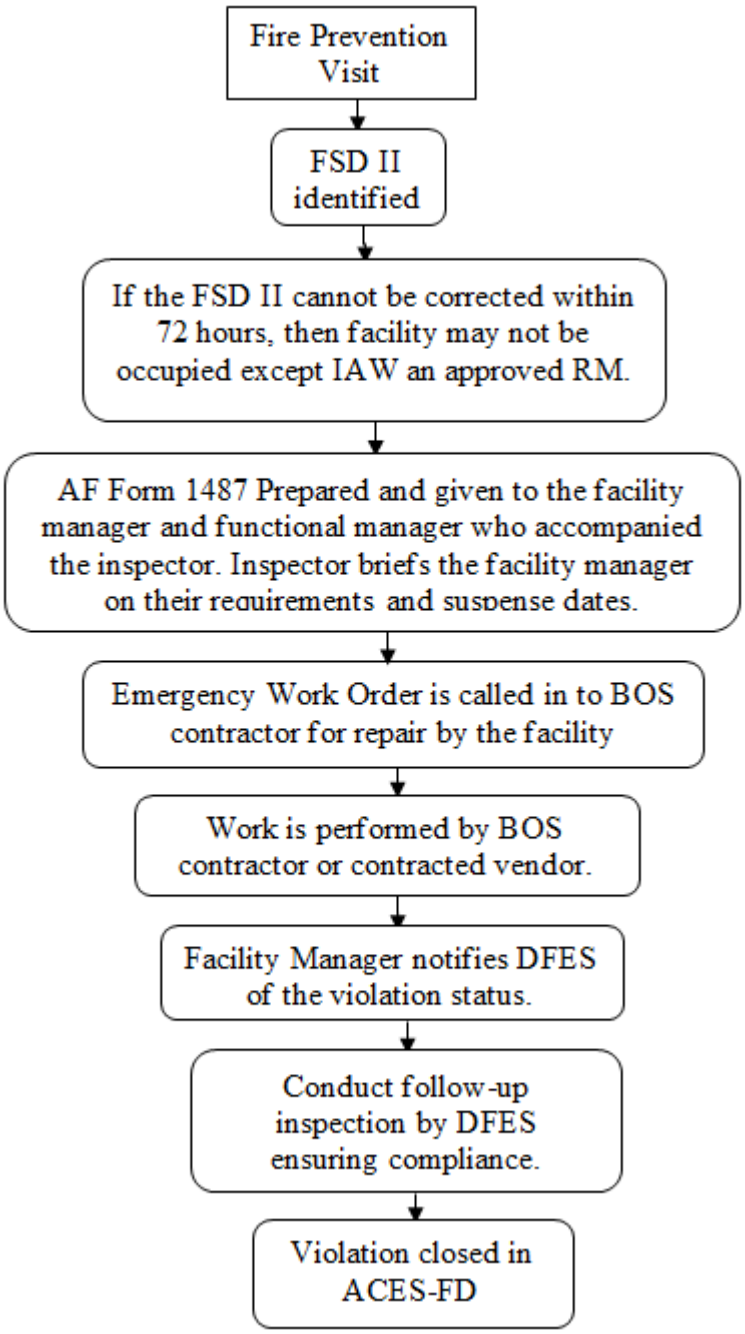
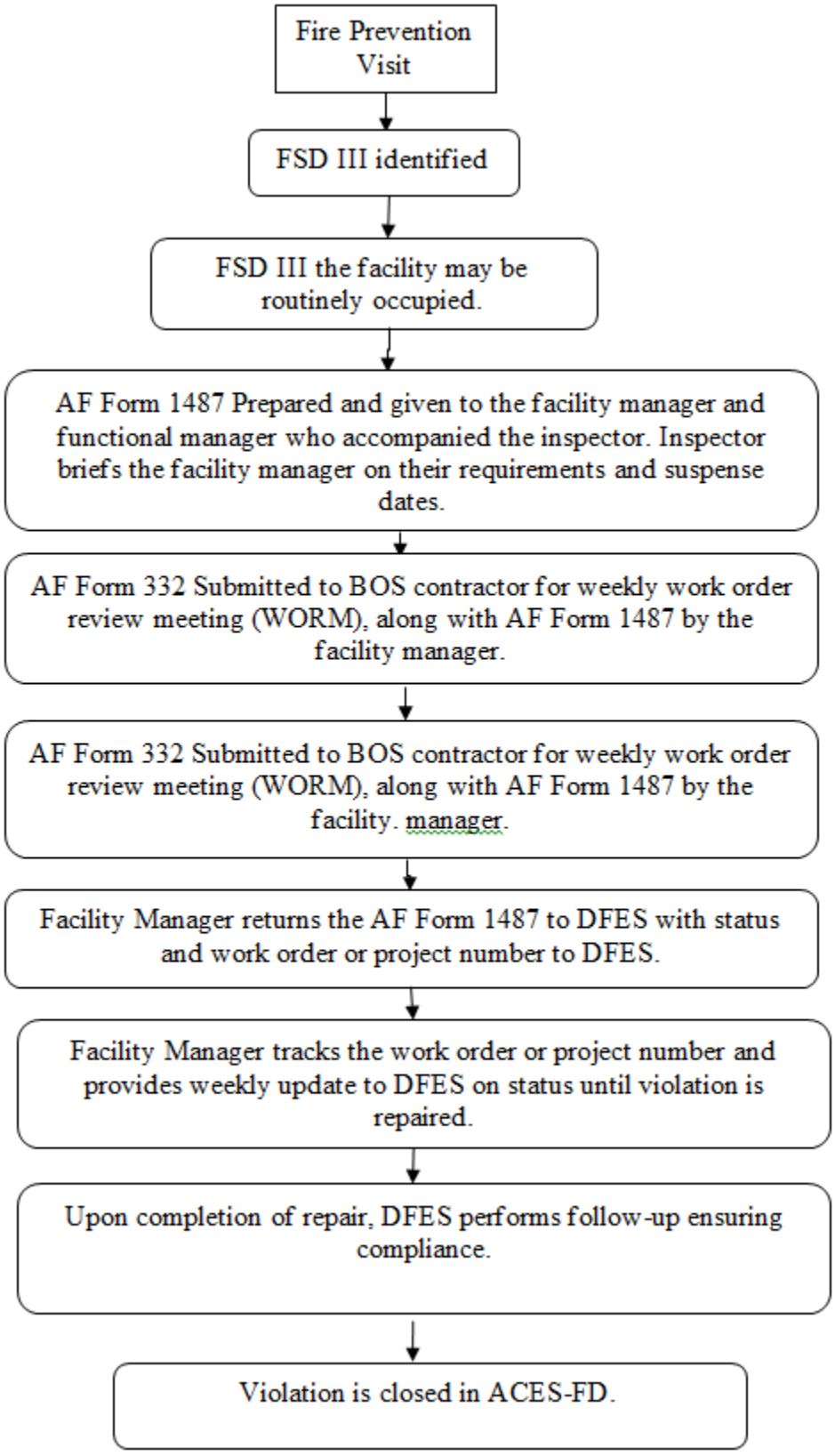


Figure 3. Fire Safety Deficiency III.



11. Hazard Abatement Program.

11.1. Hazards with Risk Assessment Codes (RAC) 1 and 2 hazards that require more than 30 calendar days from the date identified for correction will be entered into the installation's formal hazard abatement plan using AF Form 3, *Hazard Abatement Plan* as outlined in AFI 91-203. All appropriate documents will be prepared IAWAFI 91-203 by the facility manager with assistance from the fire prevention element.

11.2. Risk Assessment Code (RAC) process: Only top two FSD codes will be utilized for entry into HAP with the equivalency of the top two RACs.

11.3. The fire inspector will prepare AF Form 1118 *Notice of Hazard*, for issuance to the facility manager who will then post the Notice of Hazard form in the facility.

11.3.1. The facility manager will prepare an AF Form 3 for each hazard noted using the information provided by the fire inspector on the AF Form 1487. The functional manager will sign the form before posting.

11.3.2. The completed AF Form 3 will be sent to 94 MSG/CEF for validation and to 94th AW/SEG for addition into the installations master hazard abatement plan.

11.3.3. The functional manager, 94 MSG/CEF and 94 AW/SEG will maintain a copy of the AF Form 3 on file. The functional manager will review the AF Form 3 at least quarterly.

12. Fire Prevention Training.

12.1. Upon request, DFES personnel will conduct fire prevention training for any organization or social group. This training is available on any fire safety related subject and may consist of lectures, films and demonstrations.

12.2. Fire extinguisher education is required for all personnel upon assignment, and annually thereafter. This education will include general principles of fire extinguisher and extinguishing systems use, and the hazards involved with initial stage firefighting. Hands-on training will be conducted upon request or during scheduled extinguisher classes.

12.3. Fire extinguisher training (initial hands-on) is required for all newly assigned aircraft maintenance and servicing personnel on the use of the 150-pound Halon 1211 flight line fire extinguisher. After initial training, personnel will receive annual refresher education on the proper use of these extinguishers.

12.4. Personnel who work in areas protected by installed fire suppression systems will receive initial education, and annual refresher education thereafter. The facility manager, alternate facility manager or their designated representative is responsible for conducting or scheduling the training.

12.5. Coordinate this fire prevention and protection training program with the installation FES Flight. **Note:** Building evacuation procedures in Services facilities may be practiced without actual participation of patrons, with the prior approval of the Installation Fire Chief (IFC).

13. Commander, 94 Maintenance Group will:

13.1. Ensure maintenance officers for all assigned units and tenants develop plans to stop the spread of fire on or around aircraft, including the removal of aircraft from areas involved.

13.2. Inform all maintenance personnel of their responsibility to immediately report fuel spills to the DFES, at extension 911.

13.2.1. When a fuel spill occurs under an aircraft, all maintenance must be stopped and heat-producing devices must be turned off. Operating aircraft must be shut down immediately. One person is designated by the aircraft crew chief to stand by with a portable, wheeled-type, fire extinguisher until the DFES arrives on scene.

13.2.2. Inform all personnel to comply with the Spill Prevention, Control and Countermeasures Plan (SPCC) for all fuel and oil spills on Dobbins Air Reserve Base. These products must be cleaned up and disposed of by each squadron in accordance with the Dobbins hazardous material emergency planning response plan.

14. Commander, 94 Security Forces will:

14.1. Dispatch patrols to the scene of fires and emergencies to provide traffic control, security, and personnel control.

14.2. Notify the DFES Emergency Communication Center (ECC) when streets are blocked.

14.3. Prohibit parking within 15 feet of any fire hydrant, fire department connection (FDC), fire lane, or area that blocks the path of emergency vehicles.

14.4. Ensure scheduled security patrols routinely observe buildings and facilities during the night and other extended closed periods. Report any observation of potential fire hazards to the Fire Department Dispatch Center.

14.5. Escort the base photographer or requested off base support agencies to the fire scene.

15. 94 MSG/CER will:

15.1. Notify the Fire Prevention Office of any changes to building designation, use, occupancy change, or disposal, prior to the actual change or disposition.

15.2. Ensure building numbers are assigned and located adjacent to each base facility.

16. 94 MSG/CEO/BOS-RPM will:

16.1. Establish priorities for work requests identified in the Hazard Abatement and Fire Safety Deficiency programs.

16.2. Notify the Emergency Communications Center (ECC) dispatch center at extension 5-4840, when fire suppression, detection, reporting systems or fire hydrants must be placed out of service or returned to service, and when streets or roads are closed or blocked.

16.3. Process fire safety hazards as emergency service calls.

16.4. Notify the DFES ECC anytime the water supply drops below minimum standards for fire protection, i.e., lines shut off, tanks shut off, etc.

16.5. Provide support, as required, for heavy equipment at the scene of a fire or emergency.

16.6. Provide an updated facility managers list to the Fire Prevention Office.

16.7. Ensure craftsmen respond with the proper tools and equipment for support requested by the Senior Fire Official or Incident Commander.

17. 94 MSG/CE will:

17.1. Civil Engineer Engineering (CEC) Flight is responsible for the installation Fire Protection Engineering (FPE) Program, including ensuring all projects are designed and constructed IAW UFC 3-600-01, *Fire Protection Engineering for Facilities*, Engineer Technical Letters (ETLs), and NFPA standards.

17.2. CE is responsible for ensuring all O&M projects including repair, modification, and modernization correct identified Fire Safety Deficiencies (FSDs) in any area involved IAW UFC 3-600-01, sections 1-3.1 and 1-3.2.

17.2.1. Fire prevention office will review plans to ensure all required features are present and local emergency response elements are incorporated (i.e., accessibility to facility, location of fire hydrants, etc.) IAW UFC 3-600-01, but they do not conduct the required Fire Protection Engineer (FPE) reviews of technical designs.

17.2.2. The IFC will provide plans review comments to the CEN Flight Chief for incorporation in projects. Upon completion of work on projects involving fire suppression or detection systems notify the Fire Prevention Office in advance of the pre-final and final acceptance test.

17.2.3. Notify the Fire Prevention Office three (3) working days in advance of pre-design meetings. Upon request from the Engineering Flight Chief, the Fire Prevention Office will review designs for operational requirements and provide operational expertise. Design reviews are conducted at the following frequencies: pre-design, 15%, 35%, 65%, 95%, and 100% design, and upon completion of design. If a review is required allow five working days for each facility, project or plans review.

18. Ordnance Equipment Maintenance Personnel will:

18.1. Notify the DFES Dispatch Center when the fire symbol changes on any storage or operational facility within the munitions storage or holding areas.

18.1.1. Notify the DFES Dispatch Center when commercial carrier transports munitions on base or when they are transported to and from storage areas and munitions holding areas or the hot cargo pad.

19. Commander, 94 Communication Flight will:

19.1. Ensure personnel installing communications cables properly seal any breach of any fire, smoke walls or partitions. These walls are extremely important to the fire safety of all facilities.

20. Fire Extinguisher Program

20.1. The DFES authority manages the overall installation fire extinguisher program and is the authority for all matters involving fire extinguishers. Unit commanders/functional managers, and facility managers are responsible for all first-aid firefighting equipment located within their specific areas of responsibility.

20.2. Facility managers to include tenant organizations must budget for the purchase, maintenance and disposal of fire extinguishers.

20.2.1. Relocation or removal of portable fire extinguishers located in base facilities without prior coordination with the facility manager and Fire Prevention Office is prohibited.

20.2.2. Facility managers will perform monthly inspections of fire extinguishers within their assigned facilities. Annotate the inspection on the individual fire extinguisher tag attached to each extinguisher. The inspection will include their proper locations, accessibility, and serviceability. Loss of air pressure or broken seals, are justifications to remove a fire extinguisher from service. Contact the Fire Prevention Office to obtain extinguisher tags and seals. Extinguishers determined to be beyond economical repair will be removed from service and turned in to local fire extinguisher vendors for disposal.

20.3. Aircraft maintenance personnel will check halon flight line extinguishers used for the protection of aircraft daily. The fire inspector will conduct a monthly and annual inspection of all flight line extinguishers and annotate the date of the inspection on the flight line extinguisher log. Defective flight line extinguishers will be immediately removed from the flight line area and turned in to the Fire Prevention Office for maintenance.

20.4. Fire extinguishers must not be used for any purpose other than control of fires. Supervisors must ensure all personnel under their jurisdiction are familiar with the location and use of all fire extinguishers. Fire extinguishers are hung or placed at least four inches off the floor and no higher than five feet to the top of the extinguisher.

20.5. Hand held halon fire extinguishers are not authorized for use on Dobbins ARB except aircraft.

21. Fire Evacuations:

21.1. Occupants of any building alerted to the possibility or presence of a fire must evacuate to a safe distance and do not re-enter until the Incident Commander or the Senior Fire Officer declares the area safe.

21.2. Fire evacuation drills will be conducted annually in base facilities that are occupied by 10 or more people. The Fire Prevention Office will provide assistance in conducting these drills.

21.3. 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.

22. False Alarms.

22.1. Any individual, military or civilian, tampering with installed fire suppression or detection systems, to include resetting fire alarm systems, tampering with fire hydrants or fire extinguishers, or turning in a false alarm may be prosecuted under Georgia laws and/or disciplined according to the Uniform Code of Military Justice, appropriate Federal Statutes, AFI's, etc.

23. Control of Smoking.

23.1. Smoking, striking of matches, use of mechanical lighters, or other flame producing devices is prohibited on the flight line. Smoking is prohibited in all government buildings.

23.2. Designated smoking areas are permitted and must be established IAW AFI 40-102, *Tobacco Use in the Air Force.*

23.3. The facility manager supervises controlled smoking areas. Matches and cigarettes must be disposed of in an approved noncombustible receptacle located in the controlled smoking areas.

23.4. Smoking, striking of matches or operation of mechanical lighters is prohibited within 50 feet (100 feet if so indicated) of:

23.4.1. Hangars.

23.4.2. Aircraft repair docks.

23.4.3. Paint shops.

23.4.4. Petroleum, oil, and lubricants storage and dispensing areas (100 feet).

23.4.5. Fuel dispensing vehicles or fueling and refueling operations (100 feet).

23.4.6. Flammable liquids/gases.

23.4.7. Explosive storage areas.

24. Open flame devices:

24.1. Candles, incense burners, or any other devices that burns with an open flame or smolders is strictly prohibited in all facilities without specific permission from the Installation Fire Chief (IFC) or designated representative.

24.2. When using LPG or charcoal grills, a minimum of 15 feet will be maintained from facilities.

25. Housekeeping.

25.1. All rags, clean or soiled, must be stored in separate metal containers with self-closing lids when not in use. Rags contaminated with petroleum products or chemicals will be separated from clean rags and will be stored in a plainly marked metal container that has a self-closing lid.

25.2. Only approved trash receptacles will be used to dispose of ordinary combustible waste.

25.3. Debris, paper, dry grass, and other combustible waste materials shall not be allowed to accumulate under and around any buildings or areas.

25.4. Trash containers and dumpsters must be located in such a manner as to prevent the spread of fire to any nearby facility. Trash pickup points will be established at least 20 feet from any facility.

25.5. Facilities such as carpenter shops and metal working shops that are subject to excessive accumulation of dust must be cleaned daily to reduce the possibility of dust explosions.

25.6. All paths must remain clear of combustibles, flammable, and other materials that could contribute to fire or cause an obstruction to the exit access.

25.7. Combustible materials, supplies, gasoline powered equipment, and flammable liquids used for self-help projects or regular use must not be stored or used in mechanical rooms,

boiler rooms, attics, and other areas of the facility unless specifically designed for that purpose.

25.7.1. Storage of any type in attics is prohibited.

25.8. Combustible materials must have a minimum clearance of at least six inches from steam pipes.

25.9. Janitorial supply rooms will be kept clean and free of debris at all times. Mops must be hung up to prevent the head from resting on the floor.

25.10. Mechanical and equipment rooms are off limits to all but authorized Civil Engineer personnel. Storage in these rooms, with the exception of air handling unit filters, is prohibited.

26. Warehouses and Buildings Used for Storage, Packing Materials, and Waste.

26.1. A minimum of 18 inches below fire sprinkler heads must be maintained from stacked supplies, when materials are stacked up to 10 feet. When materials are stored at a height higher than 10 feet, the required clearance is 36 inches.

26.2. A clearance of 18 inches must be maintained from all light fixtures.

26.3. Materials must not be stacked or placed within 24 inches of fire doors, fire extinguishers, fire alarm boxes, sprinkler valves, or electrical panels.

26.4. Doors in storage buildings or warehouses must not be blocked unless written approval is granted by the IFC or designated representative.

26.4.1. All such blocked doors must be conspicuously marked on the inside and outside by a sign with 4-inch letters stating "DOOR BLOCKED."

26.5. Combustible materials used as packing materials such as excelsior, shredded paper, etc. must be stored in a fire resistant location.

26.5.1. To reduce the fire hazard, only a minimum of combustible packing materials will be kept on hand in storage areas.

26.6. Fire doors will not be locked or blocked in the open position at any time, IAW NFPA 80.

27. New, Modified, and Self-help Construction.

27.1. All buildings are given a fire resistance classification of combustible or noncombustible. The modification of a building or installation of combustible ceilings, walls, etc. downgrades the building classification; therefore, the IFC must approve the installation or erection of combustible structures inside noncombustible rated buildings.

27.2. Written permission must be obtained from DFES before making any modification to existing buildings. The 94 MSG/CE will coordinate with the DFES on all modifications to all facilities.

28. Aircraft Style Heaters and Air Conditioners.

28.1. The use of aircraft style heaters/ac, used primarily for warming aircraft engines, is prohibited for space heating or cooling within or adjacent to a combustible structure in which combustible materials or equipment are stored or used. Exception to this rule is when the

Installation Commander considers heating the structure vital to the mission or health of personnel. This will be authorized only when the following procedures are accomplished:

28.1.1. Before a heaters/air condition is used, a fire prevention inspector inspects the building and area. Heaters/air condition must be protected by strategically located fire extinguishers.

28.1.2. Heaters/AC must be located at least 25 feet from the structure and supervised by fully qualified operators while in use.

28.1.3. Cool heaters/air condition before refueling. Never refuel heaters/air condition while still in operation.

29. Electrical.

29.1. Electrical installation, alterations, and repair must be done only by qualified electricians assigned to or authorized by the Base Civil Engineer.

29.2. Only fused or breaker type, multi-outlet extension cords are authorized for use. Multi-outlet adapters for wall outlets and small gauge wire multi-outlet extension cords, commonly sold in stores, are prohibited.

29.3. Frayed, broken, or otherwise faulty electrical wires or extension cords must be replaced immediately or removed from use. Splices are not permitted in any electrical cords or wires.

29.4. Extension cords must be the proper gauge and one continuous length. Extension cords must be protected against mechanical damage and not permanently affixed with nails or tacks. They will not be run through walls, windows, ceilings, floors, under rugs or carpets, or through or across doorways and shall not be used in place of permanent wiring.

29.5. Circuit breaker switches will not be taped or tied to prevent tripping. When a circuit continuously trips, the source of the problem must be determined and corrected before resetting the circuit.

29.6. Exit lights must conform to NFPA 101. It is the responsibility of the using organization facility manager to ensure these lights are inspected daily and are in operating condition.

29.6.1. Emergency lighting with battery backup will be strategically located in buildings, where applicable, to provide adequate illumination for rapid and safe evacuation of building occupants in the event of power failure or other emergencies. Candles will not be used for emergency lighting purposes.

29.6.2. Light bulbs used in small closets must not exceed 40 watts, and light bulbs in lamps must not exceed the wattage specified on the lamp. Lamps will not be used without shades attached.

29.7. Only approved explosion-proof electrical appliances and equipment will be used in areas where flammable vapors may exist. This requirement includes spark and dust producing equipment such as grinders, drills, saws, sanders, lathes, etc.

29.8. Radios, stereos, TV equipment, and other such appliances must be properly cased during operation, unless they are in an authorized repair shop.

29.9. Electrical receptacles of higher voltage that permit the plugging in of a standard 110/115 volt plug will be marked with the higher voltage output designation. Electrical motors and appliances will be properly grounded and kept free of lint, grease, and other foreign materials.

30. Space Heater Permits.

30.1. All requests for an initial/renewal permit must be submitted by the facility manager on AF Form 332 to the weekly Work Order Review Meeting (WORM). An assessment will be conducted to determine if available electrical support, space heater requirements and compliance with the Base Energy Conservation Program are adequate. Permit approval will only be granted if all requirements are met. The permit is only valid for the heater that has been inspected. Replacing a heater with another heater requires issuance of a new permit. A permit expires two years from the date of issue. The space heater must meet the following criteria: Maximum wattage cannot exceed 1500 watts, Nationally Recognized Testing Laboratory listed, and equipped with tip over protection.

30.2. Space heaters will not be placed within 36-inches combustibles materials.

30.3. Heaters will not be left unattended and must be shut off at the end of each workday.

30.4. Oil filled; exposed filament, kerosene or flammable fuel heaters are prohibited.

31. Cooking.

31.1. Hot plates or cooking appliances other than microwave ovens are prohibited in transient quarters.

31.2. Coffee makers must be Nationally Recognized Testing Laboratory listed and placed on a noncombustible surface, at least 12 inches away from combustible materials. Automatic timers shall not be used in conjunctions with coffee makers or any type of cooking appliance.

31.3. Microwave ovens are permitted in break rooms of facilities.

31.4. Care must be exercised to ensure that cooking vessels are not filled above a safe capacity with cooking liquids, oils, or grease. Cooking oil must be changed frequently to prevent it from reaching a lower flash point. Stoves and microwave ovens must not be left unattended while cooking.

31.5. Range top cooking surfaces must be equipped with an approved residential range top extinguishing system.

32. Use and Storage of Flammable Liquids and Gases.

32.1. Gasoline or other highly flammable liquids shall not be used for starting fires.

32.1.1. Flammable liquids such as gasoline, jet fuels, kerosene, alcohol, paint, acetone, and ether will not be stored in any area except those areas approved for such storage.

32.1.2. Flammables must be kept in approved safety containers when in storage and dispensed only in areas where adequate ventilation is available. Do not use glass containers for storage, handling, or transporting flammable liquids.

32.1.3. Gasoline or diesel powered vehicles or equipment, such as lawnmowers, motorcycles, power units, etc., will not be stored in any building unless the building is

designated as a garage or authorized vehicle storage area. Do not refuel gasoline-powered engines while running, hot or inside buildings.

32.1.4. Flammables such as paints, varnishes, lacquers, and other finishing materials, when being used in a building, must be limited to one day's supply, except in authorized designated storage areas.

32.1.5. Buildings used for storage of paints and other flammables must be separated from other structures by a fire rated wall and conform to other requirements as designated by National Fire Codes.

32.1.6. Vats containing flammable or combustible solvents used for cleaning purposes must be equipped with a fusible link, and self-closing lid. Only approved solvents listed in Air Force directives will be used in these vats.

32.1.7. Only explosion proof type heating or electrical devices will be used in fuel system pump houses, hangars, aircraft docks, or similar facilities where the possibility of dangerous concentrations of flammable vapors may exist.

32.1.8. Flammable or combustible liquids must not be poured or drained into any manhole, sewer, drainage ditch, or any other location that could result in increased potential for fire or pollution of the environment. Immediately contact the DFES, by calling 911 if you suspect combustible or flammable liquids have been placed in sewers, drainage systems or drainage ditches.

32.1.9. Aircraft fuel, benzene, gasoline, and other flammable or combustible liquids will not be used for cleaning purposes. Only authorized cleaning solvents will be used.

32.2. Maintenance personnel will be knowledgeable of their responsibility to immediately report all fuel spills to DFES. If a fuel spill occurs under an aircraft, all maintenance must be stopped and heat-producing devices turned off. Operating aircraft must be immediately shut down. If safety permits, one person is designated by the aircraft crew chief to stand by with a portable, wheeled-type, fire extinguisher until DFES arrives on the scene.

32.3. All personnel must conform to the Spill Prevention, Control and Countermeasures Plan (SPCC), for their fuel and oil spills. Spilled materials must be cleaned up and disposed of by each unit in accordance with the Dobbins Waste Management for Shops Manual for disposal directions.

32.4. Maintenance will not be performed on fuel trucks, storage devices and facilities, or in tanks until drained, vented, and properly purged of flammable vapors. After purging, work must not be started until an explosive vapor test is performed and annotated on the permit issued by the Confined Space Entry Team, Bio-environmental, Safety, and DFES, and then only when adequate safety precautions are observed. New confined spaces must be immediately reported to DFES by Base Safety in order to determine rescue capability.

32.5. The fuel servicing of vehicles, tugs, forklifts, motor powered vehicles, or aircraft is not permitted inside buildings or while engines or electrical equipment are in operation.

32.6. Portable ground power heating units must not be refueled until properly cooled in accordance with the applicable technical order.

33. Aircraft.

33.1. The number and type of fire extinguishers prescribed by current directives for a particular aircraft must be present before engines are started. The power unit should use the full length of the cable, but never less than 30 feet. Power units should not be placed downwind of fuel vapors. At no time will running power units be positioned under wings or other overhanging parts of the aircraft.

33.2. At no time will ground power units be located closer than 50 feet from aircraft during refueling or oxygen operations while power equipment is running.

33.3. Power units, when operating and connected to aircraft, should be observed by a qualified attendant at all times.

33.3.1. Maintenance of aircraft fuel cells requires special safety precautions. The possible danger of fire or explosion exists at all times. Repairs must be made by qualified personnel and then only in an area where spark or flame producing devices are prohibited. Fuel cell repair on open fuel lines must be authorized in approved fuel cell repair hangars and nose docks only. Confined space rescue procedures will be adhered to at all times when maintenance personnel are located inside of the fuel cells.

33.4. Safety precautions, as set forth in applicable technical orders and confined space entry procedures must be strictly followed when performing internal fuel tank repairs. Workers physically entering tank cells shall be required to wear appropriate protective clothing. Protective clothing must not have pockets and will not be secured with metal fastening devices. Jewelry is prohibited in fuel cell repair areas.

33.5. Equipment used in aircraft fuel cell repairs must be of the approved type authorized for hazardous locations, and must be used in accordance with applicable directives.

33.6. Aircraft on parking ramps or in hangars will be grounded to a low resistant static ground wire during maintenance operations, weapons loading and unloading, washing, or oxygen servicing.

33.7. Fueling and de-fueling operations will not be conducted within a 100-foot radius of aircraft that have radio or radar transmitting equipment in operation. Aircraft must not be de-fueled or serviced with fuel, alcohol, or liquid oxygen (LOX) inside or within 50 feet of hangars (measured from the servicing or de-fueling points or vents). Fueling or de-fueling operations will be suspended by fuel supply officers when winds are 30 knots or greater, or when electrical storms are in the immediate area (within five miles). All fueling and de-fueling operations must be stopped upon detection of fuel leaks or spills. Maintenance operations will be discontinued and the DFES notified immediately. Aircraft will not be moved in a spill area without the senior fire officer's approval.

33.8. Aircraft component parts, aft section, engines, fuel cells, tanks, or reservoirs, containing flammable liquids, when separated from the aircraft, must be purged and certified to be vapor free by a qualified quality control specialist in their respective organization. All component parts, when separated from the aircraft, must be statically grounded.

33.9. The following procedures must be followed at all times when servicing an aircraft with LOX:

33.9.1. Service areas must be well ventilated and free from oil, grease, and fuel vapors.

33.9.2. Drip pans must be placed under outer overflow vents of aircraft to prevent contact of LOX with any oil or grease.

33.9.3. Drip pans must be kept clean and not used for any other purpose.

33.9.4. Aircraft and oxygen charging equipment must be grounded at all times.

33.9.5. Oxygen hoses and other equipment must be kept free of oil, grease, and organic material.

33.9.6. Combustible material such as boxes, paper, and rags must not be left in aircraft, parking areas, or on aprons.

33.9.7. Open containers of flammable liquids are not allowed in the vicinity of aircraft.

34. Hangars.

34.1. Aircraft will not be painted, and paint will not be removed from aircraft in hangars unless the hanger or building is specifically designed for this purpose or written approval waiving standard requirements has been obtained from the IFC, Chief of Ground Safety, Bio-environmental Engineer, and the 94 MSG/CEV Environmental Management Flight.

34.2. Gasoline engine powered vehicles and maintenance equipment must not be positioned in hangars at any time without the written approval of the IFC.

34.3. Aircraft located inside hangars must be effectively grounded at all times to a low resistance static ground. Fire Department Access will be established in hangars and shop areas, and must be kept clear at all times. Fire lanes must be a minimum of six feet wide.

34.4. Parking of vehicles or equipment of any type, such as ground power and support equipment or component parts for maintenance purposes, is prohibited in the area bordered on either side of the door encasement of all hangars.

34.5. Vehicles or equipment without approved spark arrestors will not be operated inside high hazard buildings such as hangars, etc.

34.6. Vehicles or equipment must not be parked within five feet of an aircraft in hangars as specified in the *National Electrical Code* (NFPA 70). Vehicles or equipment should enter hangars only to accomplish an activity, and then exit upon completion.

34.7. Precautions shall be taken to ensure ready access to hangars from all sides. Separation shall be provided to reduce fire exposure between buildings. The clear space is 50 feet and shall not be used for the storage or parking of aircraft or concentrations of combustible materials, nor shall buildings of any type be erected therein.

35. Refueling Areas.

35.1. A "No Smoking" rule is strictly enforced within 100 feet of any fuel pump house, metering pit, or in any area where the accumulation of flammable vapors might occur, including hot or cold pit refueling operations.

35.1.1. The driving of vehicles within 50 feet of any aircraft fuel pit in operation is strictly forbidden unless the vehicle is equipped with an approved spark arrestor.

35.1.2. Operators must inspect refueling vehicles and equipment daily for fuel leakage. Deficient or leaking equipment must be repaired immediately. Refueling vehicles must be

parked in single rows so they may be driven out of the parking lot in any single turn. A minimum distance of 25 feet (on center) must be maintained between each parked refueling vehicle.

35.1.3. Fuel servicing trucks will not be driven into hangars.

35.1.4. Fuel will not be transferred into or out of aircraft that are parked inside hangars.

36. Hot Work.

36.1. All welding, acetylene cutting, or open flame operation will be in accordance with AFI 91-203, *Air Force Consolidated Occupational Safety Instruction* and NFPA 51B, *Standard for Fire Prevention During Welding, Cutting, and Other Hot Work.*

36.2. Before any operation that produces sparks or open flames, (such as welding, acetylene cutting, and grinding or open flame operation outside the authorized shop area); DFES must be notified in advance to inspect the work area for safeguards and restrictions.

36.3. IAW AFI 91-203 Bio-Environmental Engineering (BE) must be contacted for coordination if the hot work is to be performed inside a facility. If an attempt to contact them goes unanswered then document on the form that an attempt to contact was made but was unsuccessful. If the work is to be performed on the exterior of a facility, then Bioenvironmental Engineering is not required to be contacted for coordination.

36.4. When the requirements for a safe operation have been satisfied then an *AF Form 592, USAF HOT WORK PERMIT* will be issued to the requesting agency.

37. Water Distribution System.

37.1. Fire hydrants will not be used for any purpose other than fire protection unless approval is granted by the IFC or designated representative and coordinated with the 94th MSG/CE.

37.2. Any hydrants placed out of service must be reported via telephone service call to the Fire Department at extension 4840, and to the Base Civil Engineer service call desk at extension 4810.

37.3. Civil Engineering is responsible for ensuring that out-of-service fire hydrants are placarded with a round placard, 12 inches or larger in diameter, painted red, visible from all directions of travel, for outage identification. Civil Engineering will ensure the responsible party removes the placard when the hydrant is returned to service.

38. Roofing Processes.

38.1. All roofing operations must comply with NFPA 1, chapter 16, and NFPA 241, chapter 7, for placement and safe operation of tar kettles.

38.2. Operation of tar kettles requires a permit issued by the fire prevention office.

39. Explosives Safety.

39.1. The storage, handling, or discharging of fireworks of any type is strictly prohibited unless specifically approved, in writing, by the Installation Commander. A copy of the approval will be filed with the DFES and ground safety.

39.2. Each organization possessing explosives, either in storage, holding areas, or loading sites will:

39.2.1. Prepare a fire protection site plan for their area outlining first aid and firefighting procedures before arrival of fire vehicles.

39.2.2. Notify the DFES of all explosive areas by type and category so each area can be properly identified on the fire department response map.

40. Recreational Vehicle/Campground Fire safety.

40.1. 94 MSG/FSS will brief all patrons and provide them a copy of the fire safety rules upon checking in. The briefing shall cover emergency reporting telephone numbers, location of nearest reporting telephone and evacuation.

40.2. 94 MSG/FSS will perform routine grounds maintenance to ensure underbrush and vegetation are controlled to prevent accumulation within 3 feet of the recreation vehicle parking and storage areas and stationary grills.

40.3. Open burning with wood burning appliances/outdoor fireplaces is strictly prohibited.

40.4. Portable gas or propane grills are authorized however when use they must be placed in areas where they will not constitute fire hazards to vegetation, underbrush, trees, or recreational vehicles.

40.5. When using charcoal, ensure coals are thoroughly soaked to prevent re-ignition. Do not discard in trash receptacles.

BRETT J. CLARK, Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DOD 6055.06, *DOD FIRE AND EMERGENCY SERVICES PROGRAM*

UFC 3-600-01 *FIRE PROTECTION ENGINEERING*

UFC 3-601-02 *OPERATION AND MAINTENANCE: INSPECTION, TESTING, AND MAINTENANCE OF FIRE PROTECTION SYSTEMS*

ENGINEERING TECHNICAL LETTERS (ETLs)

AFI 32-2001, *FIRE EMERGENCY SERVICES PROGRAM*

AFI 32-10141, *PLANNING AND PROGRAMMING FIRE SAFETY DEFICIENCY CORRECTION PROJECTS*

NFPA LIFE SAFETY CODE 101, 2015 Edition (3-yr update)

AFI 91-203, *USAF SAFETY INSTRUCTION*

AFMAN 33-363, *MANAGEMENT OF RECORDS*

Abbreviations and Acronyms

AFCS—Air Force Civilian Service

AFI—Air Force Instruction

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information System

AHJ—Authority Having Jurisdiction

BE—Bioenvironmental Engineering

BFM—Base Fire Marshal

CEC—Civil Engineer Engineering Flight

DFES—Dobbins Fire Emergency Services

DOD—Department of Defense

ECC—Emergency Communications Center

ETL—Engineering Technical Letters

FPE—Fire Protection Engineer

FSD—Fire Safety Deficiency

HAP—Hazard Abatement Program

IC—Incident Commander

IFC—Installation Fire Chief

LOX—Liquid Oxygen

LPG—Liquid Petroleum Gas

LSC—Life Safety Code

NFPA—National Fire Protection Association

OSC—On-Scene Commander

RAC—Risk Assessment Code

RDS—Records Disposition Schedule

RM—Risk Management

SFO—Senior Fire Officer

UFC—Unified Facilities Criteria

UL—Underwriters Laboratory

Attachment 2

STAFF SUMMARY SHEET

Figure A2.1. Staff Summary Sheet

STAFF SUMMARY SHEET

	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	94th MSG/CEF	Coord	Click to sign	6	94th AW/CCE	Coord	Click to sign
2	94th MSG/CE	Coord	Click to sign	7	94th AW/CC	Appr	Click to sign
3	94th AW/SEG	Coord	Click to sign	8			Click to sign
4	94th MSG/CCE	Coord	Click to sign	9			Click to sign
5	94th MSG/CC	Coord	Click to sign	10			Click to sign

SURNAME OF ACTION OFFICER AND GRADE	SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE
Manager, Functional	org/ofc sym	678-655-XXXX	XXX	

SUBJECT	DATE
Fire Alarm System is out of service	YYYYMMDD

SUMMARY

BLUF: Fire Alarm System is out of service in building ____.

1. During an annual fire prevention visit to facility XXX, it was discovered that the condition of the fire alarm system is not adequate for the current condition in the facility.

2. This fire alarm system condition is rated an Fire Safety Deficiency (FSD) I on the decision matrix. IAW AFI 32-10141 paragraph 4.1 An FSD I indicates a deficiency with the greatest risk to life and mission continuity. Facilities with an identified FSD I should not be occupied except in accordance with an approved action plan.

3. IAW AFI 32-10141 paragraph 3.4.1.4 Impairments of fire safety features required for existing occupancies in accordance with NFPA 101 Paragraph 9.6.1.6* where a required fire alarm system is out of service for more than 4 hours in a 24-hour period, the authority having jurisdiction shall be notified, and the building shall be evacuated, or an approved fire watch shall be provided for all parties left unprotected by the shutdown until the fire alarm system has been returned to service.

4. INTERIM MITIGATION ACTIONS. A fire watch will be utilized throughout the facility every 30 minutes and document his/her findings. Additionally, the fire watch will be required to notify the occupants in the facility upon discovery of a fire by yelling "fire, fire, fire" and then safely evacuate the facility and gather at their designated rally point in accordance with their respective evacuation plan.

5. PERMANENT CORRECTIVE ACTION:

RECOMMENDATION: 94th AW/CC approve the risk management plan above allowing continued mission operations at Bldg. XXX until the required project work is completed.

Signature
NAME, rank/grade
Title

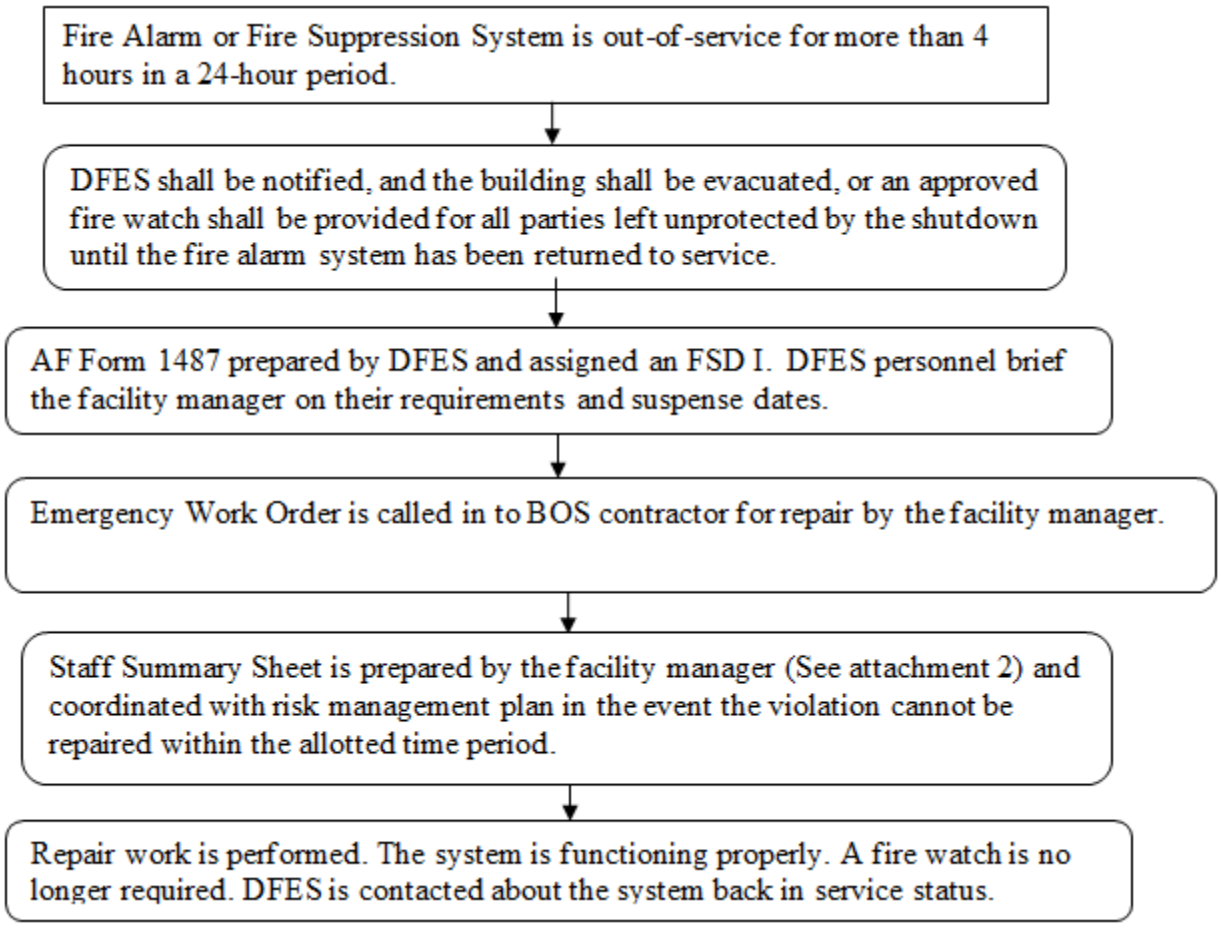
x Tabs
1.
2.

AF IMT 1768, 19840901, V5 PREVIOUS EDITION WILL BE USED.

Attachment 3

FIRE ALARM SYSTEM OUT-OF-SERVICE

Figure A3.1. Fire Alarm System Out-of-Service.



Attachment 4

FIRE SAFETY DEFICIENCY CODE DECISION MATRIX

Table A4.1. Fire Safety Deficiency Code Decision Matrix.

Rule	If the deficiency is a result of	then the FSD code is
1	failure to meet the minimum NFPA 101 requirements for an **existing** building occupancy	1
2	failure to meet a fire or life safety requirement of a UFC or other document for an **existing** building and not covered under Rule 1	2
3	any deficiency in fire safety features resulting from new construction which does not meet the minimum construction requirements of UFC 3-600-01, paragraph 1-3.2.1.	1
4	any deficiency in fire safety features which results from a modernization, renovation, repair, restoration, upgrade, or change of occupancy project which does not meet the minimum construction requirements of UFC 3-600-01, paragraphs 1-3.2.2 through 1-	1
5	any out-of-service or impaired means of egress feature required by NFPA 101 for an **existing**	1
6	any out-of-service or impaired means of egress feature and not covered under Rule 5	2
7	an out-of-service or impaired fire alarm and notification system required by NFPA 101 for an **existing** occupancy	1
8	a facility fire alarm system which does not report fire alarm signals to the fire alarm receiving center or other constantly attended location operated by trained personnel and protecting any facility used for sleeping or command, communications and control (C^3) facility (excludes battery-operated smoke detectors and similar alarms that are not part of	1
9	an out-of-service fire alarm and notification system and not covered under Rules 7 and 8.	2
10	a facility fire alarm which does not report fire alarm signals to the fire alarm receiving center or other constantly attended location operated by trained personnel and not covered	2
11	an out-of-service or impaired fire detection system required by NFPA 101 for an **existing** occupancy.	1
12	an out-of-service or impaired fire detection system and not covered under Rule 11.	2
13	an out-of-service or impaired fire suppression system required by NFPA 101 or UFC 3-600-01 for an **existing** occupancy.	1
14	an out-of-service or impaired fire suppression system and not covered under Rule 13.	2
15	any impairment which would prevent a fire suppression system, fire detection system or fire alarm/notification system from automatically responding to a fire event not covered by Rules 3, 7, 11, or 13	2
16	an air compressor or supplementary air supply either out of service or out of automatic service serving any type of dry-pipe or pre-action sprinkler system.	1
17	two (2) or more fire pumps either out of service or out of automatic service in a fire protection water pump system/facility required by NFPA 101 for an **existing**	1
18	a fire pump either out of service or out of automatic service and not covered under Rule 17.	2

19	one (1) or more pressure booster fire pumps is either out of service or out of automatic service providing supplementary pressure to fire suppression systems required by NFPA 101 for an **existing** occupancy.	2
20	a fire protection system pressure maintenance (jockey) pump out of service, out of automatic-service, or constantly running.	2
21	all other FSDs	3