

**BY ORDER OF THE COMMANDER  
ALTUS AIR FORCE BASE**

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



**5 NOVEMBER 2021**

**CIVIL ENGINEERING**

**FIRE PROTECTION AND  
PREVENTION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 32-20, Fire Protection, AFI 32-2001, Fire and Emergency Services (FES) Program, Unified Facilities Guides Specifications (UFGS), Unified Facilities Codes (UFC), National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), AFI 91-202, The US Air Force Mishap Prevention Program, and AFMAN 91-203, Air Force Consolidated Occupational Safety, Fire and Health Standards. This instruction provides a sound Fire Protection and Prevention Program by establishing responsibilities, procedures, and practices for effective control/elimination of fire hazards in Air Education Training Command (AETC) and 97th Air Mobility Wing (AMW)-assigned units. This instruction applies to all contractors, tenant units, contractor sites, concessionaires, and units assigned to or operating on property under the jurisdiction of Altus AFB. A copy of this instruction shall be maintained in each unit and compliance with this instruction cannot be waived. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication. Route the AF Form 847 through the appropriate chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, Records Management and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

## ***SUMMARY OF CHANGES***

This document is substantially revised and must be completely reviewed. Responsibilities have been updated and outdated publication references have been removed. Fire extinguisher guidance was updated to align with NFPA and OSHA guidelines to meet the UFC 3-600-01. Additionally, special event, vendor, fire protection engineering, and FSD corrective action plan process requirements have been clarified in this revision.

### ***Section A—Administrative and Enforcement.***

**1. Supplemental Publications.** The following authoritative publications are used as standards of reference for fire protection and prevention. DoDI 6055.6, Department of Defense Fire and Emergency Services Program; AFD 32-20, Fire Protection, AFI 32-2001, Fire Emergency Services Program; UFGS's; UFC's; NFPA codes and standards, and International Building Code (IBC). Hazardous conditions of a peculiar nature for which no criteria has been developed or published will be corrected by local actions based upon sound judgment and the professional opinion of the installation fire chief. This publication may not be supplemented at lower levels.

**2. Objectives.** Fire prevention is of prime importance to all commanders and supervisors alike. The successful accomplishment of fire prevention program objectives is a cooperative venture involving all personnel on this installation. The objectives of this program are: to prevent the loss of life and property by fire through effective motivation of installation personnel to develop good fire prevention practices, to recognize and eliminate fire hazards in their work and living environment, and improve awareness of proper fire reporting and building evacuation procedures. There are four basic principles to sound fire prevention.

- 2.1. Effective fire prevention must be well planned.
- 2.2. The fire chief manages the program.
- 2.3. Commanders enforce the program.
- 2.4. Installation personnel execute the program.

### **3. Scope:**

- 3.1. The provisions of this Instruction are applicable to:
  - 3.1.1. The inspection of buildings, processes, equipment, systems and other fire related life safety situations.
  - 3.1.2. The investigation of fires, explosions, hazardous materials incidents and other related emergency incidents handled by the fire department.
  - 3.1.3. The review of construction plans, drawings and specifications for life safety systems, fire protection systems, access, water supplies and processes, hazardous materials and other fire and life safety issues.
  - 3.1.4. The fire and life safety education of military, civilian employees, contractors, and the general public.
  - 3.1.5. The storage, use, processing, handling and transportation of hazardous materials and explosives.

3.1.6. Hazards from outside fires in vegetation, trash, building debris, and other materials.

3.1.7. The regulation and control of special events including but not limited to exhibits, air shows, haunted houses, and other similar special occupancies.

3.1.8. The interior finish, decorations, furnishings and other combustibles that contribute to fire spread, fire load, and smoke production.

#### **4. Authority Having Jurisdiction (AHJ):**

4.1. Air Force: AFCEC/CXF is the overall AHJ for Air Force fire protection policy and approval of permanent deviations to NFPA standards.

4.1.1. Deviation from established Fire Emergency Policy will be handled DoDI 6055.06 and AFI 32-2001.

#### ***Section B—Responsibilities.***

**5. Installation Commander.** The installation commander will execute comprehensive installation fire protection and fire prevention programs. These programs implement DoDI 6055.6, AFD 32-20, AFI 32-2001, and the National Fire Codes published by the NFPA.

**6. Base Fire Marshal (BFM).** The Commander, 97th Civil Engineer Squadron, is designated as the BFM and is responsible to the installation commander for oversight of the local F&ES program. Provides the IFC the resources to execute the F&ES mission.

**7. Installation Fire Chief (IFC).** The IFC is responsible to the Base Fire Marshal for establishing, executing, and maintaining F&ES programs, advocating for resources, conducting risk assessments and advising commanders regarding risk and mission capability. Develops and implements Risk Management Plans, which include detailed actions for periods of reduced F&ES capability for approval by the installation commander.

**8. CE Engineering Flight (CEN).** The chief of the engineering flight is responsible for ensuring that projects meet the requirements in UFC 3-600-01 and AFI 32-2001. The engineering flight chief also ensures that the fire protection engineering analysis using operational risk assessment processes is performed in accordance with AFI 32-2001.

**9. Functional Users or Functional Managers.** The organizational commander or director responsible for the care, custody, and protection of assigned real property will initiate the process to correct existing Fire Safety Deficiencies (FSDs) and assist in preventing the creation of new FSDs. Responsibilities also include ensuring compliance with fire prevention requirements in their areas of responsibility and providing workplaces that are free from fire safety deficiencies. Furthermore commanders or directors shall ensure to:

9.1. Immediately advise the 97 CES/CEFP of any fire hazard which cannot be corrected by unit personnel, fire extinguishers that have been discharged or willfully damaged, and any structural changes or alterations within their facilities or areas.

9.2. Ensure changes of facility managers and alternates are reported, in writing, to 97 CES/CEFP and 97 CE Customer Service (CEOER) within three workdays of the change.

9.3. Ensure sound fire prevention practices and inspections records are maintained in facilities, rooms, or areas which are under continuous lock and key. During scheduled fire prevention visits, supervisors will arrange access to these areas.

9.4. Ensure personnel leave their assigned facilities/areas in a fire safe condition at the end of each workday.

9.5. Ensure AF Form 1487, Fire Safety Deficiency Report, is uploaded in TRIRIGA with every FSD work request item and returned to 97 CES/CEFP within 7 business days of receipt by the facility manager.

9.6. Review the fire safety deficiencies identified in their area of responsibility and develop Risk Management (RM) plans and corrective action plans (CAP) required by AFI 32-2001.

9.7. Initiate appropriate administrative or disciplinary action when there is willful misconduct or negligence involving fire prevention/protection policies; fire loss; damage to government property; or tampering with installed fire detection, fire suppression systems, or fire extinguishers.

**10. Facility Manager (Building Manager).** Conducts self-inspections for fire safety hazards and defects. Responsible for submitting work request, or calling in work order to correct FSDs. The installation fire prevention office is available to assist the facility manager in completing the work request by identifying necessary corrective actions and the applicable design standard. Their duties include:

10.1. Inspection of all fire extinguishers, standpipe, fire doors, and exits to ensure proper condition and operation. Remove snow and ice from all exterior exits, hydrants, fire department connections, gas valves, mechanical rooms, fire escapes, and post indicator valves.

10.2. Accompany Fire Inspectors during fire prevention visits. Fire Inspectors will require access to the entire facility, including all locked rooms, storage areas, vaults, and security areas. This includes all unaccompanied personnel housing (UPH), visiting officer's quarters (VOQ), and temporary lodging facilities (TLF).

10.3. Ensure all personnel are familiar with activation of the fire alarm systems, location of exits, evacuation procedures, fire reporting procedures, and proper use of extinguishers.

10.4. Ensure all rooms are numbered either on the door or next to the door. All facilities will have a Knox Box, containing a facility master key, installed at a location designated by the fire department unless exempted by the CEFP.

10.5. Enforcing safe smoking practices and supervision of designated smoking areas.

10.6. Establish and maintain a building fire prevention folder, either hard copy or electronic. This information may also be kept with the facility manager's facility records, but must be complete and accessible. The folder will contain the following:

10.6.1. TAB A -- Copy of AAFBI 32-2001, Fire Protection and Prevention Program.

10.6.2. TAB B -- AF Form 1487, Fire Prevention Visit Report (3 years).

10.6.3. TAB C -- Fire Drill Record, Extinguisher Training, Fire Safety Training.

10.6.4. TAB D -- Facility Manager's Checklist and Memorandum.

10.6.5. TAB E -- Permits, Authorizations, or Waivers.

10.6.6. TAB F -- Fire and Life Safety related Work Orders.

10.7. Ensure emergency and exit lights are tested monthly for not less than 30 seconds.

10.8. Ensure personnel leave their assigned areas in a fire-safe condition at the end of each workday and utilize a daily closing checklist. Facility managers are required to maintain the daily closing checklist record for 30 days following the tracked month.

**11. Contractors and Concessionaires.** All contractors and concessionaire managers are responsible for enforcing procedures in this instruction, EM 385-1-1, AFMAN 91-203, NFPA, OSHA, and the Altus AFB Vendor Safety Guide.

11.1. Ensure all employees who issue hotwork permits attend an annual hotwork class. This class is given by the fire prevention section and must be received prior to commencing with any hotwork.

11.2. Comply with procedures in [paragraph 28](#) of this instruction and inspect work areas to ensure buildings are left in a clean and fire safe condition.

**12. Project Management.** Ensure the Assistant Chief, Fire Prevention, or a designated representative, is notified to attend all pre-construction performance meetings with the engineering project manager and R&O to coordinate fire prevention requirements. Additionally, any unit to include tenant units shall coordinate with the 97 CES/CEFP prior to starting any unit funded projects. Project manager or POCs will contact the Assistant Chief, Fire Prevention, or a designated representative, prior to bid of contracts to ensure all fire prevention requirements have been included.

12.1. The Assistant Chief, Fire Prevention, or a designated representative, will review all project designs, fire alarm and suppression shop drawings and associated equipment for all projects to include but not limited to; Army Corps of Engineers (USACE), Defense Commissary Agency (DeCA), and the Army Air Force Exchange Service (AAFES), at the pre-design, 35, 65, 95, and 100 percent levels of completion prior to contract bid. Simplified Acquisition of Installation Engineer Requirements (SABER), small business, and self-help projects will also be reviewed. The review will consist of verifying that designs (plans and specifications) comply with applicable codes and standards and identify areas of noncompliance to the design agency with recommendations for correction.

**13. Self-Help, Renovation and Modernization Projects.** An important factor in providing fire resistance is the selection of materials consistent with the value and use of the facility. Construction materials outlined in UFC 3-600-01, Fire Protection Engineering for Facilities, AFI 32-6002, Family Housing Planning, Design and Construction, adopted edition IBC, engineering technical letters (ETL), and NFPA standards are the minimum acceptable standards for adequate fire protection.

13.1. All installation self-help, construction, renovations, or modifications, to include: non-appropriated funded, and AAFES projects must be reviewed by CEFP for the inclusion of fire protection requirements. All construction projects will have formal plans for review and must be approved prior to the start of any project.

13.2. Paneling and carpets must be used only in accordance with requirements for individual classes of occupancy as specified in the current edition of UFC 3-600-01 and the adopted

edition Life Safety Code. Using agencies will obtain a certificate (or statement) from the manufacturer or supplier attesting to the flame spread rating of the material being used prior to installation of the material. A copy will be furnished to the 97 CES/CEN and CEFP.

13.3. All interior finish materials used will be in accordance with the current edition of UFC 3-600-01 and NFPA 101.

13.4. Holes made through floors, ceilings, or wall assemblies will be sealed to prevent the spread of fire. The opening will be fire stopped with a material capable of maintaining the fire resistance rating of the assembly.

13.5. Wall and ceiling finishes, and movable partitions must conform to the requirements of NFPA 101 for interior finishes.

13.6. Self-help partitions will be constructed in accordance with the construction types outlined in the UFC 3-600-01.

**14. Military Family Housing.** Occupants of privatized military family housing will comply with the fire prevention and safety guidance provided by the property owner.

#### ***Section C—Fire Prevention Practices.***

**15. Inspection and Prevention.** The primary responsibility of 97 CES/CEFP is to monitor and evaluate unit commander's or director's fire prevention program to ensure compliance with established guidelines. Fire inspectors will visit all facilities at least annually to ensure prompt detection of deficiencies and elimination of fire hazards. These visits do not relieve the commander, or the facility manager, of the responsibility of identifying deficiencies and hazards in assigned work centers. At the end of each fire prevention visit, an AF Form 1487, Fire Prevention Visit Report, will be issued if a fire safety deficiency is identified. If an AF Form 1487 is issued to your organization, the following corrective actions will be taken by the facility manager.

15.1. If hazards cannot be spot corrected, implement interim control measures to reduce the risk to an acceptable level.

15.2. Fire safety deficiencies (FSD) will be identified on AF Form 1487 and corrected through direct schedule work-order or programmed for correction submitted in TRIRIGA.

15.3. AF Form 1487 will be sent through the chain of command, whenever the following deficiencies are noted:

15.3.1. When correctable hazards or deficiencies are recurring.

15.3.2. When an effective fire prevention program has not been established or enforced.

**16. Fire Reporting Procedures.** Quick and accurate fire reporting is essential to minimize damage and injuries. All fires, regardless of size (even if extinguished) must be reported to the fire department via 9-1-1. Should a fire occur, take the following actions:

16.1. **SOUND THE ALARM** (verbal or mechanical) **AND EVACUATE THE BUILDING!**

16.2. **CALL THE FIRE DEPARTMENT** by dialing 9-1-1 from any on-installation, family housing or cellular phone. **NOTE:** If you dial 9-1-1 from a cellular phone and it is answered by the city of Altus' 9-1-1 center, tell the dispatcher that you are on base and they will transfer

you to Altus AFB Fire and Emergency Services. If the building's fire alarm system has been activated, reporting by phone is still required.

16.3. When the emergency communication center operator answers the phone, remain calm and provide the following information:

16.3.1. Name and call back number.

16.3.2. Building number or location involved; room number or area.

16.3.3. Nature of the fire or emergency if known. Do not hang up until instructed to do so by the operator.

16.4. Try to extinguish fires if evacuation is underway, if you feel you are not endangering yourself, and the fire department has been contacted.

16.5. If time permits, close the doors and windows in the fire area, but do not lock the doors. Post someone outside of the facility to direct the responding firefighters to the fire scene.

16.6. Willful transmission, or reporting of a false fire or emergency alarm, is prohibited. This action may be punishable under federal law and the Uniform Code of Military Justice (UCMJ).

**17. Fire and Emergency Evacuation Drills.** Fire drills will be scheduled and conducted by 97 CES/CEFP during your annual facility fire inspection. Fire drills for dormitories will be conducted once a quarter begin each calendar year. All other emergency evacuation drills shall be conducted by a responsible facility manager or designated representative in accordance with a unit's specified instructions, technical orders or regulations.

**18. Emergency Response of Fire Vehicles.** Fire department access shall meet the requirements of UFC 3-600-01. Persons who are authorized to repair and/or block streets, or fire lanes, shall coordinate with IFC. Once approved, notification will be made to the emergency communication center operator (481-6333) at least 24 hours before such restriction takes effect, and when removed.

**19. Assembly and Recreational Facilities.** These facilities require special precautions to prevent fires due to the potential for high loss of life and property.

19.1. Managers of assembly facilities or assistants (designated in writing) are responsible to ensure these facilities are left in a fire-safe condition at the close of business. Designated personnel will conduct and document daily closing inspections using a daily closing checklist. This requirement will not be delegated to janitorial personnel.

19.2. Managers of assembly occupancies will provide a minimum of one trained crowd manager IAW NFPA 1 and 101. This individual is responsible to direct personnel to exits in an orderly manner in the event of an emergency. Where the occupant load exceeds 250, additional crowd managers will be assigned at a ratio of one manager for every 250 occupants, unless otherwise permitted by the CEFP.

19.3. Occupant load information for public assembly facilities will be kept in the manager's fire prevention folder and posted on a durable sign in a conspicuous place at the main entrance to the room.

19.4. Fire prevention inspectors will inspect places of assembly before all major social events. It's the responsibility of assembly managers to notify the CEFP at least two weeks prior to any

special event to obtain a permit. All special events over 50 patrons, including Haunted Houses, require a pre-approval from CEFP and must receive a pre- event fire and life safety inspection.

19.5. Managers of facilities where commercial or restaurant type cooking is performed must establish and enforce the following procedures when grease filters and other grease removal devices are used.

19.5.1. Installation of restaurant cooking equipment exhaust systems must be in accordance with NFPA 96, Standard for Ventilation and Fire Protection of Commercial Cooking Operations. Caster positioning safety sets must be used to ensure cooking equipment is aligned properly underneath the exhaust hood and suppression system.

19.5.2. All installed grease filters and exposed surfaces of kitchen hoods must be thoroughly cleaned by the operator daily, or more frequently, to prevent grease accumulation. Spare filter sets are required in kitchens that are operated continuously.

19.5.3. Hoods and exhaust ducts serving kitchen equipment must be thoroughly cleaned every 6 months, or more frequently, to prevent grease accumulation. Base hood and duct cleaning contract shall be maintained in the facility manager book.

19.5.4. Cooking is not permitted under kitchen hoods without all filters installed. Filters must be of an approved baffle type meeting Underwriters Laboratory (UL) ® 1046 and be maintained in a good state of repair.

19.5.5. The exhaust system must be in operation whenever cooking equipment is being used.

19.5.6. If an exhaust fan motor is shut down or removed for repair or replacement, equipment served by that exhaust system will not be used until the fan is restored to service.

19.5.7. Deep fryers will be equipped with a separate high-limit control in addition to the adjustable operating control (thermostat) to shut off fuel or energy when the cooking oil temperature reaches 475 degrees Fahrenheit. These devices will be tested annually unless specifically not permitted by the manufacturer.

**20. Vehicle Parking/Storage.** Vehicles and/or trailers will not be parked in any manner that would preclude access by fire department vehicles to all sides of buildings, fire lanes, or within 15-feet of fire hydrants or fire department connections.

20.1. Vehicles will not be parked within 50 feet of any hangar, munitions storage area, or fuel storage area, except in designated parking spaces or for the purpose of loading and unloading. Vehicles will not be parked unattended in front of hangar doors.

20.2. Vehicles will not be parked near any building or structure except in designated parking areas or while loading or unloading.

20.3. Motor vehicles will not be parked or stored inside any building unless the area is designated for that purpose. Personnel requesting designated areas must submit a written request, including a drawing of the proposed parking area, to the CEFP. All requests must specifically identify the reason, location, number, and type of vehicles. Convenience parking requests will not be considered. Approved parking requests will be reviewed annually during facility fire inspections or when the conditions change.

20.4. Fuel or oil trucks (loaded or empty) will not enter or park in any building, unless the structure is designated for that purpose.

## **21. Smoking and Disposal of Smoking Materials.**

21.1. Smoking is not permitted in installation facilities to include lodging and dormitories.

21.2. An adequate number of metal containers either with self-closing lids or other enclosed containment dispenser and labeled "Smoking Material Only" will be distributed where smoking is permitted. Paper will not be discarded these receptacles. Smoking materials will not be discarded in waste baskets or other containers used for trash.

21.3. These containers will be emptied on a weekly basis or more often as needed. Smoking materials will be thoroughly extinguished with water before being disposed of in dumpsters.

21.4. Smoking is prohibited at gas stations; petroleum, oil, & lubricant (POL) facilities, liquid oxygen plants, and flightline areas (including in vehicles), except in areas designated in writing by the wing commander and negotiated with the designated bargaining labor unit.

21.5. For issues concerning smoking near entrances, ventilation intakes or other health issue consult AFI 48-104, Tobacco Free Living.

**22. Electrical.** Installation, adjustments, or alterations of electrical wiring or installed appliances will be accomplished only by qualified licensed electricians or authorized contractors in accordance with National Electric Codes (NEC).

22.1. All receptacles, switches, outlet boxes, electrical boxes and the like, will have required cover plates.

22.2. Access to electrical power panels will not be blocked. A 3-foot access clearance is required for electrical equipment (panel boxes and switch boxes), unless otherwise required by the NEC.

22.3. No device will be installed which interferes with the normal operation of circuit breakers or fuses. All electrical switches in light and power panels will be correctly labeled to show which circuits or devices they control.

22.4. Electrical appliances will bear UL ® or other recognized testing laboratory certification. Reference AFMAN 91-203 for the use of appliances and heaters.

22.5. Extension cords will not be used in lieu of permanent wiring. Extension cords are for temporary use and will be rated for the capacity of the equipment being served.

22.6. Surge protectors are only authorized for sensitive electrical equipment (printers, computers, monitors). Surge protectors and uninterruptible power supply (UPS) units will not exceed amperage or be plugged into other surge protectors/UPS and must be plugged directly into properly rated outlet.

22.7. Electrical equipment used in areas where flammable gases, vapors, or dust are present must be approved for the particular hazard.

22.8. Permanent electrical wiring will not be exposed anywhere within the facility.

22.9. Flexible cords will be continuous in length without splices or taps.

22.10. Multiple plug adapters are prohibited.

22.11. All heat producing devices and major appliances will be plugged directly into a wall outlet. Examples: coffee pots, microwaves, toasters, and refrigerators.

**23. Fire Extinguishers.** Fire extinguishers will not be used for any purpose other than fire protection. No person will render any portable fire extinguisher inoperative or inaccessible. Any proven abuse may subject personnel to disciplinary action. Facility managers/supervisors shall inspect, document and maintain the location of all their facility fire extinguishers.

23.1. Facility managers or designated competent person shall be responsible for conducting a monthly visual inspection of all fire extinguishers within their facilities to ensure they are in their designated location and are serviceable. Extinguisher tags, hard or electronic copy sign off sheet will be signed off monthly.

23.2. Fire extinguishers will be kept clear and accessible at all times. A 36-inch clearance is required in all directions.

23.3. Signs, directional arrows, targets, red backgrounds, or other means of showing the location of fire alarms and extinguishers are not required, unless the equipment is hard to find without such signs; for example, signs may be needed in warehouses, but would not normally be needed in dormitories.

23.4. New facilities will not be occupied before fire prevention personnel inspect them for suitable fire extinguisher coverage. Fire prevention personnel will provide guidance on fire extinguisher requirements and placement IAW AFMAN 91-203.

23.5. Using organizations are responsible for the purchase, maintenance, and proper disposal of extinguishers. All purchases of fire extinguishers will be coordinated with the 97 CES/CEFP.

23.6. Daily inspection of flightline fire extinguishers (150-pound halon) shall be the responsibility of the maintenance supervisors for their unit's assigned extinguishers. Any discharge of halon from a fire extinguisher must be immediately reported to the emergency communication center 481-6333.

**24. Fire Protection Systems.**

24.1. Fire alarm pull boxes will be readily visible.

24.2. Heat/smoke detectors, notification devices, manual pull stations, and sprinkler heads will not be painted, taped over or rendered inoperative.

24.2.1. Heat/smoke detectors will be mounted securely in place. Disconnection or tampering of these detectors by occupants is prohibited.

24.3. Fire alarm pull boxes, standpipe systems, and fire protection alarm systems and devices will be kept clear and accessible at all times. A minimum access clearance of 36 inches is required.

24.4. No person will render any portable or fixed fire extinguishing system, or fire alarm warning system, inoperative or inaccessible. Any proven abuse may subject personnel to disciplinary action.

**25. Hydrants.**

25.1. The use of fire hydrants for any purpose other than firefighting is prohibited without authorization from the IFC.

25.2. Parking within 15 feet of a fire hydrant is prohibited and may subject the vehicle to a traffic citation from law enforcement.

25.3. Fences or barriers will be at least 5 feet from any hydrant and will not block or obstruct them. A minimum of a 3 foot clearance around fire hydrants must be maintained, including during winter months where snow accumulation may prevent access.

25.4. The emergency communication center (481-6333) will be notified of any hydrants out of service and given 24 hour notice of any proposed water shut off which will affect the installation's water distribution system.

**26. Housekeeping.** Facility managers must ensure buildings are kept in a fire safe condition at all times. Facility users will maintain all areas in accordance with safe housekeeping practices.

26.1. Storage under stairs and in stairwells is prohibited.

26.2. Waste receptacles will be emptied at the end of the workday or as often as necessary to prevent hazardous combustible accumulation. Dumpsters and other central disposal units will be placed at least 10 feet from combustible structures and 5 feet from noncombustible structures.

26.3. Metal containers with automatic, self-closing lids will be used to store oily or paint-soaked rags, steel wool, and other hazardous waste materials. Each container will be plainly marked for its intended use. The metal lid will be kept closed and never wedged or blocked open.

26.4. Ensure vegetation around the building is maintained at all times.

26.5. Furnace, boiler, mechanical, fan and sprinkler riser rooms in installation facilities will not be used for storage of any type except that required for maintenance.

26.6. Maintain a minimum 36-inch distance between any heat-producing appliance and combustibles (for example, unit heaters, boilers, and furnaces).

26.7. Aisles of at least 36 inches will be maintained for access to exit doors and electrical equipment, or fire safety equipment such as fire extinguishers, standpipes, and fire alarm pull stations.

**27. Warehouse and Storage Practices.** The combustibility and concentration of stored materials directly influence the fire hazards in warehouses and storage areas. The following will apply to all warehouses, supply rooms, or other structures used for the purpose of storing materials:

27.1. Compressed gas cylinders must be separated by at least 20 feet and that distance can only be reduced if one or both of the gases is enclosed in a gas cabinet or if secured on a welding cart for regular use. All compressed gas cylinders will have safety caps installed and be secured to prevent toppling.

27.2. When clearance between materials is needed to maintain stock limitations, the following will apply:

27.2.1. For areas between 2,000 and 8,000 square feet of floor space containing hazardous materials, aisles four feet wide will be maintained.

27.2.2. For more than 8,000 square feet of floor space of stock with moderate or low combustibility, aisles six feet wide will be maintained.

27.2.3. Materials will not be stored within 36 inches of fire door openings.

27.2.4. Hazardous commodities. A 36-inch clearance is required around all flammable and hazardous chemical storage areas.

27.2.5. Clearance of stock items below beams, ceilings, roofs and sprinklers will be 18 inches. If the material is stacked more than 15 feet high, clearance will be 36 inches.

27.3. Storage buildings larger than 120 square feet will not be constructed or placed any closer than 10 feet to the nearest structure, unless otherwise permitted by the IBC.

27.4. Packaging material will be stored in self-closing non-combustible containers.

**28. Flammable/Combustible Liquids.** POL facilities include any area or building used for storage, dispensing, or handling of any type of flammable/combustible liquids.

28.1. Flammable storage cabinets/rooms in buildings must be approved in writing by the 97 CES/CEFP and authorization will be posted on the front of the cabinet/room. Requests will be submitted to the fire prevention office and include a floor plan showing the proposed storage location.

28.2. All drums or tanks used for the dispensing of flammable/combustible liquids will be properly bonded and grounded in accordance with technical order (TO) 00-25-172, Ground Servicing of Aircraft and Static/Grounding Bonding.

28.3. Storage of flammable/combustible liquids will be in accordance with AFMAN 91-203 and NFPA 30. Only approved areas, cabinets, and containers will be used.

28.4. When flammable/combustible liquids are stored in metal cabinets, the cabinets will be labeled "FLAMMABLE KEEP FIRE AWAY." Flammable storage cabinets will not be altered and all new cabinets will have self-closing devices.

28.5. Liquid petroleum gas (LPG) tanks will be stored in a 1-hour fire rated enclosure designed for flammable gas storage, 20 feet from flammable liquids and solids, or stored outside a facility. Outside storage must not be closer than five feet from doorways or windows, NFPA 58, Liquefied Petroleum Gas Code, and will be labeled —Flammable Gas.

28.6. All fuel spills will be reported to the fire department immediately. Efforts will be made to prevent spills from entering sewer systems, ditches, or drains.

28.7. All dip tanks or cleaning vats which use flammable liquids will be equipped with an automatic, self-closing cover, or lid. Each will have fusible links installed in such a manner that it will close automatically in case of fire. When tanks are not in use, the covers or lids will be kept closed. Dip tanks will only be located in motor pool and maintenance facilities.

28.8. Weapons cleaning/parts washers shall meet the requirements in AFMAN 91-203.

28.8.1. The location will be of enclosed 1-hour construction, with a self-closing 1-hour rated fire door.

28.8.2. Positive ventilation must be available. (A window at minimum, but an exhaust fan is preferred.).

28.8.3. A serviceable, 40BC portable extinguisher will be mounted outside the room.

28.8.4. No modifications will be made to the weapons cleaning/parts washers.

28.8.5. Only solvent recommended by the manufacturer and approved by the authority having jurisdiction will be used.

28.8.6. Only small arms weapon parts will be cleaned in the device.

28.8.7. Weapons cleaners/parts washers will be operated and maintained in accordance with the manufacturer instructions. The room and the device will be secured when not in use.

**29. Hotwork.** Welding, cutting, or brazing will not be accomplished until a valid AF Form 592, USAF Welding, Cutting, and Brazing Permit, has been issued by a fire department representative or an individual trained by the 97 CES/CEFP. Compliance with the requirements in NFPA 51B and AFMAN 91-203 is mandatory. Personnel certified by the 97 CES/CEFP and have obtained the appropriate documentation or MOU may issue welding permits for work in non-hazardous areas.

29.1. Permits are not required in welding shops/areas authorized and approved by the 97 CES/CEFP, Bioenvironmental Engineering and Wing Safety.

29.2. A fire watch is required for all hotwork operations. Fire watches will have fire extinguishing equipment readily available and be trained in its use. A fire watch will be maintained for at least 30 minutes after the completion of any hotwork operation to detect and extinguish possible smoldering fires.

29.3. Oxygen and acetylene cylinder valves will be turned off when not in use. Acetylene cylinders must always be stored in the upright position.

29.4. Electrical connections, cables, and plugs on arc welding equipment will be kept in good working condition. Frayed or damaged connections will need to be repaired or replaced before it will be approved for use.

29.5. Facility managers must be informed of hotwork operations prior to starting, and any hotwork permits for hazardous areas are required to be issued by the 97 CES/CEFP.

**30. Open Burning, Recreational Fires, and Fireworks.** Open burning, including the burning of rubbish and similar material, is strictly prohibited on this installation without written approval from the IFC or their designee.

30.1. All open fires, including, but not limited to: bonfires, campfires, and burn barrels, require a burn permit from the 97 CES/CEFP.

30.1.1. No open burning is permitted when wind speed exceeds or is forecasted to exceed 15 mph.

30.1.2. Permitted fires will not be located any closer than 50 feet from any structure.

30.1.3. Open campfires and cooking will be constantly attended by a competent person until such a fire is totally extinguished.

30.2. Fireworks (including bottle rockets, roman candles, sparklers, firecrackers, etc.) are prohibited.

30.3. The burning of candles, incense, or use of candle warmers is prohibited (to include dormitories) with the following exceptions:

30.3.1. During religious services in installation chapel.

30.3.2. Special events held in the Altus Club or FCC may use small tea cup candles only when used in conjunction with a sturdy noncombustible holder approved by the 97 CES/CEFP.

30.3.3. The annual Chief Master Sergeant Induction ceremony enlisted tier candles. Candles must be extinguished upon completion of the lighting ceremony and fire watch provided.

30.4. Barbecue grills, outdoor fireplaces, smokers, and other open flame cooking appliances will not be operated indoors, on a combustible deck, or within 25 feet of any combustible structure. Charcoal will be thoroughly soaked with water before disposal. Pavilions constructed of Non-Combustible material i.e. metal may be used for barbecuing. Those pavilions meeting the criteria shall be allowed to grill and grills must be equipped with manufacture covers.

**31. Decorations.** Decorative materials such as streamers, crepe paper, scenery, cotton batting, straw, and hay must be flame resistant. Decorations may be seasonal in nature. Long term decorations are prohibited. Decorations shall not obstruct or interfere with any fire or life safety feature within the facility.

31.1. Holiday lighting and wiring must bear the UL® seal of approval and be in good condition. Outdoor lighting and extension cords used for that purpose will be weatherproof and will be specifically designed for use outdoors.

31.2. Fresh holiday trees are prohibited from use inside facilities. Artificial trees will not obstruct egress to exits and must be kept away from sources of heat.

31.2.1. Artificial trees will be certified as flame retardant by the manufacturer.

31.2.2. Powered/lighted decorations will not be left plugged-in when the facility or rooms are unoccupied.

31.3. Persons living in dormitories, including individual rooms may display holiday decorations to include small artificial trees only. All previously listed fire-safety requirements apply.

**32. Heat Producing Appliances.** Only qualified repair personnel are permitted to install and perform maintenance on heating systems.

32.1. Portable electric space heaters must be UL® listed/labeled, be equipped with tip-over protection and only used in areas for which they are listed. Heaters will only be plugged into approved receptacles and shall be turned off when not attended. Use of extension cords with these heaters is not permitted. Electric heaters shall not be operated within three feet of any combustible materials.

32.2. Kitchen ranges (whether electric or open flame) and portable heaters will not be left unattended at any time while in use.

32.3. Gasoline operated, or open-flame equipment, will not be used in any type of structure or shelter without written approval of the IFC. The use of fuel-fired salamanders is prohibited without written approval of the fire chief.

32.4. Solid fuel fireplaces will be of masonry or factory built construction. They will be installed in accordance with the manufacturer's instructions and the appropriate NFPA standards.

32.4.1. Screens will be installed and used on fireplaces.

32.4.2. The use of flammable liquids to start or rekindle a fire is prohibited.

32.5. Dryer vents will be inspected at least once per year and cleaned as required to prevent lint build up.

**33. Exit and Exit Access.** Exit doors in facilities will be kept unobstructed and unlocked at all times while the facility is occupied. Draperies, decorations, or placards will not block exit signs or doors.

33.1. All emergency exit doors in places of public assembly and other facilities, as outlined in the Life Safety Code, will be equipped with panic hardware. No lock, padlock, hasp, bar, chain, or other devices will be installed or maintained on any exit door equipped with panic hardware.

33.1.1. Panic hardware will be kept in good operating condition.

33.1.2. Fire rated doors will be kept closed at all times, with the exception of those equipped with magnetic releases. No doorstops or other non-approved devices will be installed on fire rated doors.

33.2. Illuminated exit signs will be operational at all times and tested monthly. Exit sign lighting found unserviceable must be restored to service as soon as possible. If the facility manager cannot obtain the appropriate bulbs/batteries, a work order will be established to have the lights repaired or replaced, as necessary.

33.3. Facility emergency lighting will be operational at all times. Facility manager will test the lighting monthly. If the lights are inoperable, a work order will be established for repairs.

33.4. Readily visible signs will mark access to exits. If signs are not visible from all points in a corridor or hall, directional signs will be conspicuously located to direct occupants to exits. Exit-ways will not be used for storage of any type.

33.5. Blocking any door or exit is prohibited. If a door is too decommissioned, the facility manager will contact 97 CES/CEFP for approval.

33.6. All portions of an exit discharge must be of required width and size to provide occupants with safe access to a public way.

33.7. Fire escape stairways and landings must be kept free of stored items. Storage under stairs and in stairwells is prohibited.

33.8. Hangings or draperies will not be placed over exit doors or otherwise be located to conceal or obscure any exit. Mirrors will not be placed on exit doors. Mirrors will not be placed in or adjacent to any exit in such a manner as to confuse the direction of exit.

**34. Cooking.** Cooking is prohibited in all buildings except those specifically designated with kitchen facilities. Cooking must be supervised at all times.

34.1. Coffee makers, soup warmers, hot air popcorn poppers, microwave ovens, croak/instapots, air fryers, and toasters are permitted for use in offices, shops, day rooms and unaccompanied personnel quarters. These items must be supervised while in use. All appliances must bear the UL® label or other recognized testing agency seals of approval. These appliances will not be plugged into systems furniture or extension cords. External timers are not authorized on coffee pots.

34.2. The use of open-coil hot plates and noncommercial deep-fat fryers inside facilities is prohibited in other than commercial facilities. Oil-type popcorn poppers may only be used in facilities with an automatic sprinkler system in the area of use.

**35. Aircraft Hangars/Flight Line Areas.**

35.1. Fueling or de-fueling of aircraft in hangars not specifically designed for that purpose is prohibited.

35.2. All electrical equipment will be of an approved type, as prescribed in the current Engineering Technical Letter on aircraft hangars.

35.3. Vehicles will not be left unattended while blocking fire lanes.

35.4. Aircraft will be parked to permit rapid removal or relocation in the event of an emergency.

35.5. Appropriate cables and tow bars will be kept in sufficient quantities and readily available to facilitate removal of aircraft from hangars in case of emergency.

35.6. An area, three feet in all directions, will be kept clear around permanently installed firefighting equipment.

35.7. Areas around and under the aircraft will be kept free of flammable liquids and combustible waste.

35.8. Aircraft servicing using ground power units inside hangars will comply with TO 00- 25-172 and NFPA 410.

35.9. Smoking on the flightline is strictly prohibited unless in accordance with Section 20.

***Section D—Training Requirements.***

**36. Fire Prevention Training.** Supervisors are required to conduct fire prevention training for all newly assigned military and civilian personnel (including temporary over-hires) working on this installation within 30 days of arrival. Coordinate this training with facility managers.

**37. Additional Training.** Additional fire prevention training is required for personnel who work in areas such as public assembly, dining facilities, fuel storage and handling areas, and flightline areas.

37.1. Training requirements are as follows:

37.1.1. Fire extinguisher training is mandatory for all flightline personnel and for those individuals who work with commercial cooking, flammable and combustible storage/work areas, and welding areas.

37.1.2. Fire prevention training for public assembly employees, child care-givers, and home day care is mandatory.

37.1.3. Employees working in commercial cooking facilities with in-hood suppression systems will be trained semi-annual.

37.1.4. Crowd manager training is mandatory for managers of assembly occupancies and for individuals tasked with coordinating a special event where the projected occupant load will be 50 or more.

37.2. Fire prevention training is available for all others upon request.

***Section E—Altus AFB Fire Protection Engineering and Life Safety Requirements.***

**38. Fire Protection Engineering and Life Safety.** All fire protection and life safety construction and installs shall meet the requirements of the appropriate UFGS, UFC, IBC, NFPA, ABA or ADA. These requirements will be identified during preconstruction meetings and within the project specifications. UFC 3-600-01, Fire Protection Engineering shall be utilized on all projects.

38.1. Fire Alarm and Mass Notification Systems. The following are required for install of fire alarm and mass notification installs:

38.1.1. Monaco MAAP-X panels (FACP/FMCP).

38.1.2. Monaco Local Operating Consoles (LOC).

38.1.3. Class A or X wiring with the appropriate survivability.

38.1.4. All alarm devices must report to the installations central D21 console through the fire alarm control panel uniquely without any intermediary devices.

38.2. All piping size for fire suppression systems shall be installed using Schedule 40 steel piping.

38.3. 97 CES/CEFP shall conduct final acceptance testing and inspection on all fire and life safety systems to include but not limited to fire alarm, mass notification, fire suppression, emergency lighting, GFCI, and, fire and smoke barriers. Agencies requiring final inspections and testing shall schedule no later than 5 business days prior.

**39. Construction Site Safety.** Each site shall maintain either hard or electronic copy of the most current edition of US Army Corps of Engineers Manual (EM) 385-1-1, Safety and Health Requirements Manual and NFPA 241, Standard for Safeguarding Construction, Alteration, and Demolition Operations.

**40. KNOX Box.**

40.1. KNOX Boxes are required on all facilities.

40.2. KNOX Boxes shall be mounted 4 to 5 feet of linear distance from the main entrance. If there is no main entrance 97 CES/CEFP will determine the location.

40.3. KNOX Boxes shall be black or red in color. Any changes of color shall be coordinated and approved by 97 CES/CEFP prior to purchase.

40.4. To purchase a KNOX Box for your project or facility, send your request through KNOX Box. When prompted, type in the company name "Altus AFB Fire & EMS."

40.5. For new construction projects the Knox Box shall be the Remote Power Box Series. Those projects past 35% design contact 97 CES/CEFP for KNOX Box type.

**41. High Volume Low Speed (HVLS) Fans.** The installation of HVLS fans in buildings equipped with sprinklers, including Early Suppression, Fast Response sprinklers, shall comply with the following:

41.1. Maximum fan diameter shall be 24 feet.

41.2. The HVLS fan shall be centered approximately between four adjacent sprinklers.

41.3. The vertical clearance from the HVLS fan to sprinkler deflector shall be a minimum of 3 feet.

41.4. All HVLS fans shall be interlocked to shut down immediately upon activation of the fire alarm system. Where the building is protected with a fire alarm system, this interlock shall be in accordance with the requirements of NFPA 72.

**42. Special Events and Vendor Inspections.** The 97 CES/CEFP shall inspect all special events and vendors for fire and life safety prior to events or operations. All food vendors shall trained, inspected, and obtain a permit from the 97 CES/CEFP prior to operation. Food vendors training and permit shall be renewed annual from date of issue. Food vendor shall be inspected randomly but no less than quarterly for continued compliance. For all requirements, contact the fire prevention office at (580) 481-5845 or 5848.

BLAINE L. BAKER, Colonel, USAF  
Commander

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

**AFPD 32-20**, *Fire Protection*, 12 June 2012.

**AFI 32-2001**, *Fire and Emergency Services (F&ES) Program*, Current Edition 2021.

**AFI 33-322**, *Records Management and Information Governance Program*, 23 March 2020

**AFI 48-104**, *Tobacco Free Living*, 11 July 2019.

**AFMAN 91-203**, *Air Force Occupational Safety, Fire and Health Standards*, 8 September 2020.

**DOD Instruction 6055.6**, *Department of Defense Fire and Emergency Services Program*, 21 December 2006.

**TO 00-25-172**, *Ground Servicing of Aircraft and Static/Grounding Bonding*, 6 September 2019.

**NFPA 13**, *Standard for the Installation of Sprinkler Systems*, Current Edition.

**NFPA 30**, *Flammable and Combustible Liquids Code*, Current Edition.

**NFPA 51B**, *Fire Prevention during Welding, Cutting, and other Hot Work*, Current Edition.

**NFPA 58**, *Liquefied Petroleum Gas Code*, Current Edition.

**NFPA 72**, *National Fire Alarm and Signaling Code*, Current Edition.

**NFPA 96**, *Standard for Ventilation and Fire Protection of Commercial Cooking Operations*, Current Edition.

**NFPA 101**, *Life Safety Code*, Current Edition. **NFPA 410**, *Aircraft Maintenance*, Current Edition.

**UFC 3-600-01**, *Fire Protection Engineering for Facilities*, 24 September 2020.

***Adopted Forms***

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

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

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

***Abbreviations and Acronyms***

**AAFES**—Army Air Force Exchange Service

**ABA**—American Barriers Act

**ADA**—American Disabilities Act

**AHJ**—Authority Having Jurisdiction

**CAP**—Corrective Action Plan.

**CFR**—Code of Federal Regulations

**DeCA**—Defense Commissary Agency  
**ETL**—Engineering Technical Letters  
**FSD**—Fire Safety Deficiency  
**HVAC**—Heating, Ventilation, Air Conditioning  
**IBC**—International Building Code  
**LPG**—Liquid Petroleum Gas  
**MOI**—Maintenance Operating Instruction  
**NEC**—National Electric Codes  
**NFPA**—National Fire Protection Association  
**OPR**—Office of Primary Responsibility  
**OSHA**—Occupational Safety and Health Administration  
**POL**—Petroleum, Oil, and Lubricant  
**RAC**—Risk Assessment Code  
**RM**—Risk Management  
**SABER**—Simplified Acquisition of Base Engineer Requirements  
**SFO**—Senior Fire Officer  
**TLF**—Temporary Lodging Facility  
**UPH**—Unaccompanied Personnel Housing  
**UL**—Underwriters Laboratory  
**UCMJ**—Uniform Code of Military Justice  
**UPS**—Uninterruptible Power Supply  
**USACE**—United States Army Corps of Engineers  
**VOQ**—Visiting Officer's Quarters

### *Terms*

**Area of Responsibility**—All buildings and adjacent open areas assigned to an organization or individual.

**Facility/Building Manager**—A person who is on file with the real property office for any facility under his/her control. Facility/building managers are responsible to their unit commanders for the fire safe condition of their facility.

**Fire Door**—A rated door installed to separate sections or certain areas to prevent the spread of fire.

**Fire Hazard**—An unsafe condition or act which may cause a fire.

**Fire Prevention**—Measures directed toward avoiding the inception of fire. See Occupational Deficiency.

**Fire Prevention Element (CEFP)**—The section of the fire protection flight, which is charged with the responsibility of implementing and monitoring the installation's fire prevention, education and inspection programs.

**Fire Protection**—Includes all aspects of engineering, prevention, suppression and related rescue operations.

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

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

**Functional Manager**—The senior-operating official 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. Major command (MAJCOM) or installation commanders designate functional managers.

**Hotwork**—Any work involving burning, welding, or similar operations that is capable of initiating fires or explosions.

**Installed Fire Protection System**—Systems installed in facilities for the purpose of fire detection, alarm, or fire extinguishment.

**Occupational Deficiency**—Conditions, procedures, and practices that are in noncompliance with Occupational Safety and Health Administration (OSHA), but do not, in themselves, create a potential for producing an occupational injury or illness mishap. Deficiencies may; however, create a potential for secondary injuries or illnesses or may contribute to the severity of an injury or illness that has already occurred. Examples include lack of fire detection or suppression equipment and systems, broken smoke alarm, lack of exit signs, and railings, which are two inches below standard height. A clear distinction between hazards and deficiencies may not always be possible; therefore, the judgment and experience of qualified safety, fire protection, and health personnel must be relied upon.

**Occupational Hazard**—Conditions, procedures and practices directly related to the work place that can create a potential for producing occupational injuries, property or equipment damage, or illnesses. These hazards are normally assigned risk assessment codes (RAC) 1, 2, 3.

**Occupational Hazard Abatement**—The elimination or permanent reduction of an occupational hazard or deficiency by bringing it into compliance with applicable safety, fire prevention, and health requirements, or by taking equivalent protective measures.

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

**Local SharePoint**—Altus AFB F&ES Fire Prevention SharePoint—Fire Prevention inspection checklists and training. <https://usaf.dps.mil/teams/aetc-alt-97msg-ces/CEF/CEFP/SitePages/Home.aspx>