

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

CANNON AIR FORCE BASE INSTRUCTION 32-201

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Civil Engineering



**FIRE PROTECTION OPERATIONS AND
FIRE PREVENTION PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 32-20, *Fire Emergency Services*, 10 July 2018. This base instruction establishes policies and procedures and assigns responsibilities and requirements to ensure a comprehensive Fire Prevention and Protection Program on Cannon Air Force Base. It applies to all military personnel, family members, civilian personnel, contractors, concessionaires, and tenants on Cannon AFB (CAFB). Violations may result in appropriate disciplinary action to include administrative action such as reprimand or criminal prosecution under applicable State and Federal statutes. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322 *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s through functional chain of command. The use of CAFB implies inclusion of Melrose Air Force Range (MAFR).

SUMMARY OF CHANGES

This instruction has been substantially revised and should be completely reviewed. This revision updates references and terminology to align with current policy.

1. Objective. The objective of the installation Fire & Emergency Services (F&ES) Fire Prevention Program is to eliminate the potential causes of fire and reduce the loss of life, property damage, and mission impact should fire occur. Accomplishing these objectives is vital

to the mission. To reach these objectives, it is necessary to reduce unsafe practices and conditions. This is accomplished through the education of all personnel, command support at all levels, and enforcement of safe practices. Fire prevention and fire safety will not be compromised for reasons of expediency or economy.

2. Responsibilities.

2.1. Functional Managers: The Functional Manager is the commander or senior operating official at any level who exercises managerial control of an activity or operation (usually the Squadron Commander). Functional Managers are responsible for administering the Fire Prevention program within their functional area and for initiating corrective action on fire hazards and fire deficiencies.

2.1.1. Functional Managers will:

2.1.1.1. Notify the Base Fire Prevention Office in writing of changes in facility managers and telephone numbers (notification and change to the Civil Engineer Facility Managers List will meet this requirement).

2.1.1.2. Notify the Base Fire Prevention Office 14 days prior to any situation or event that will temporarily change or alter the use of a facility from its approved occupancy and designation (i.e., overnight lock-in in youth facilities; billeting of troops in other than dormitories; formations, gatherings, parties in hangars, etc.).

2.1.1.3. Notify the Base Fire Prevention Office, in writing, at least 48 hours prior, of the location and building number of any facility where there are sleeping personnel, other than those designated as sleeping facilities.

2.1.1.4. Develop Risk Management (RM) Plans utilizing an AF Form 4437, *Deliberate Risk Assessment Worksheet (DRAW)*, for Fire Safety Deficiencies (FSD) that cannot be corrected immediately. The RM Plan must ensure the safety of all occupants to the satisfaction of the Fire Chief, and be approved by the commander at the appropriate level to assume the risk. The Base Fire Prevention Office is available to provide technical assistance in plan development. Refer to AFI 32-2001 for MAJCOM RM plan reporting and approvals for long-term deviations. Approved copies of RM Plans will be provided to the Base Fire Prevention Office. RM Plan status will be provided to the Fire Chief semi-annually and/or as changes occur.

2.1.1.5. Appoint an individual in the grade of Technical Sergeant (E-6) or higher, or civilian equivalent, to serve as the Unit Fire Safety Representative (UFSR). This individual serves as the focal point for fire safety education and fire prevention across the unit. Copies of UFSR appointment letters will be provided to the Base Fire Prevention Office within 15 days of appointment.

2.2. Unit Commanders, Supervisors, UFSRs, and Facility Managers are responsible for ensuring sound fire prevention procedures are established and practiced in each activity or facility under their jurisdiction. They will enforce this instruction as it pertains to the buildings, areas, and property under their control.

2.2.1. Unit Commanders will:

2.2.1.1. Ensure all newly assigned personnel receive unit specific Fire Prevention, Fire Safety, and Fire Extinguisher training within 30 days of assignment. This

training will be documented on the employee's AF Form 55, *Employee Safety and Health Record*, or individual training record.

2.2.1.2. Ensure facilities, rooms, or areas, which are under continuous lock and key are kept in a fire safe condition.

2.2.1.3. Review for completeness, the corrective actions required and the corrective actions taken on AF Form 1487, *Fire Prevention Visit Report*. The Unit Commander/Functional Manager must sign and date the reverse side of the form.

2.2.1.4. Initiate service requests and/or projects to correct identified fire safety deficiencies/hazards and apply appropriate organizational emphasis and advocacy for work accomplishment.

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

2.2.1.6. Make all rooms and areas available for inspection during scheduled fire safety visits. Those areas in which classified or sensitive materials and equipment are stored or handled will be sanitized prior to the visit and made available for inspection.

2.3. Facility Managers: Each Facility Manager is responsible to the Unit Commander and UFSR for the fire-safe condition of all facilities under their jurisdiction. Facility Managers will be in the grade of Staff Sergeant or higher, or civilian equivalent, and have the authority to affect required corrections to hazards and deficiencies.

2.3.1. Facility Managers will:

2.3.1.1. Accompany the Fire Inspector during the fire prevention visit and take immediate corrective action on fire hazards or discrepancies found during the inspection.

2.3.1.2. Accomplish those fire prevention duties outlined elsewhere in this instruction, Air Force and Cannon AFB directives, and as outlined in the *Facility Managers Handbook*, available from the 27th Special Operations Civil Engineer Operations Flight (27 SOCES/CEO) Customer Service.

2.3.1.3. Check all fire extinguishers, standpipes, specialized fire suppression systems and initiating devices (if applicable), fire doors, exits, exit lights, and emergency lights on a monthly basis to ensure proper operating condition and document this inspection. **Note:** Force Protection measures do not take precedence over life safety requirements or F&ES access to the facility. All discrepancies shall be reported via TRIRIGA for corrective action(s). Contact 27 SOCES/CEO Customer Service at 784-2001 to acquire access for emergency work. Discrepancies involving fire extinguishers may be referred to the Fire Prevention Office for assistance.

2.3.1.4. Ensure the Emergency 911 reporting number is affixed to every telephone.

2.3.1.5. Ensure all personnel are knowledgeable of fire and emergency reporting, evacuation, and installed fire suppression and alarm systems activation procedures.

2.4. Commander, 27th Special Operations Contracting Squadron will establish procedures to ensure the Fire Prevention Office is notified of all pre-construction, pre-performance conferences and pre-final construction inspections. A Fire & Emergency Services representative will attend these conferences and inspections to coordinate fire prevention requirements with contractors.

2.4.1. All equipment purchases or contracts which may have impact on fire safety, fire protection/suppression equipment/services, or involve the procurement of fire protection/suppression equipment will be reviewed for need and/or fire code requirements by Fire Prevention Office prior to contract award.

2.4.2. Contracts will contain a fire prevention clause requiring contractors to adhere to applicable Cannon Air Force Base, Air Force and National Fire Protection Association (NFPA) criteria.

2.5. United States Army Corps of Engineers: The senior official of the Corps of Engineers office will establish a procedure to ensure the Fire Prevention Office is notified of all pre-design, pre-construction, pre-performance conferences and pre-final construction inspections. A Fire & Emergency Services representative must attend these conferences and inspections to coordinate fire prevention requirements with contractors.

2.5.1. All construction designs, at each design phase, regardless of funding source, method of accomplishment, or programming type will be provided to the Base Fire Prevention Office for review to ensure fire protection operational requirements are met.

2.5.2. Contracts will contain a fire prevention clause requiring contractors to adhere to applicable Base, Air Force and NFPA criteria.

2.6. Commander, 27th Special Operations Civil Engineer Squadron will establish procedures to ensure the Base Fire Prevention Office is notified of all pre-design, pre-construction, and pre-performance conferences and pre-final construction inspections. A Fire & Emergency Services (F&ES) representative must attend these conferences and inspections to coordinate fire prevention requirements with contractors.

2.6.1. All DD Form 1391s, *Military Construction Project Data*, will be submitted to the Fire Prevention Office for review prior to submission to MAJCOM.

2.6.2. All construction designs, at each design phase, regardless of funding source, method of accomplishment, or programming type will be provided to the Base Fire Prevention Office for review to ensure fire protection operational requirements are met.

2.6.3. Contracts will contain a fire prevention clause requiring contractors to adhere to applicable Cannon Air Force Base, Air Force and NFPA criteria.

2.7. Concessionaires and contractors are responsible for fire prevention in their work areas, and will comply with Air Force directives, local supplements, and NFPA standards as they pertain to them.

2.8. Contractor Operations: Employees of private contractors performing work under government contracts are required to comply with this Instruction, Air Force directives, and NFPA Standards as applicable to the work being performed. Prime contractors will be provided with a copy of the Contractors Fire Prevention Guide by F&ES during pre-

performance conferences to be used as a reference for fire safety during construction operations. Additional copies will be made available for sub-contractors upon request.

3. Fire and Emergency Reporting.

3.1. Immediate and accurate reporting of a fire or emergency is essential to minimize life and property loss. Any person discovering a fire, potential fire, or emergency situation must report it immediately to F&ES. This includes any fire, even when it has burned itself out or has been extinguished without the aid of F&ES.

3.2. Fire and Emergency Reporting Telephone Numbers. Report all fires or emergencies to F&ES by dialing 911. **DO NOT HANG UP** until released by the 911 Dispatcher. The sequence of procedures should be:

3.2.1. Sound the alarm, both mechanically and verbally. In buildings equipped with fire alarm systems, activate the nearest fire alarm pull station. In buildings not equipped with fire alarm systems, sound the alarm verbally.

3.2.2. Call the Fire Department by dialing 911:

3.2.2.1. When reporting a fire or emergency from a **base phone or on-base military housing**, give your name and telephone number, your location and address, and the location and nature of the emergency. Remain on the telephone until told to hang up by the 911 Dispatcher.

3.2.2.2. When calling 911 from a **cellular phone**, you will be connected to the Clovis City Dispatch Center. Inform the dispatcher immediately that you are on Cannon Air Force Base to ensure that the call is transferred to the CAFB F&ES Dispatch Center. Remain on the telephone until told to hang up by the 911 Dispatcher.

3.2.2.3. When reporting a fire, hazardous materials, rescue, or medical emergency, do not contact the Command Post (CP) or Base Defense Operations Center (BDOC) directly as it will increase response time and delay responders. In the event an emergency is received via the CP or BDOC, the CP or BDOC operator will contact F&ES 911 Dispatch and relay all pertinent information necessary to initiate a Fire and/or Medical response.

3.2.3. Ensure all personnel are evacuated from the facility and assemble at a designated area at least 75 feet from the facility. Supervisors must account for all personnel; report missing persons immediately to first arriving F&ES units.

3.2.4. Attempt to extinguish the fire, if possible, using available portable fire extinguishers. Do not place yourself in unnecessary danger or risk. When in doubt, Get Out!

3.2.5. Designate one individual outside the building to direct the arriving emergency vehicles to the location of the emergency.

3.3. False Fire Reporting: Any person involved in malicious or deliberate transmission of false information pertaining to a fire or emergency, including falsely initiating a F&ES response, will be subject to disciplinary action.

3.4. Tampering, or Disabling of Fire Detection and Suppression Systems: Any person involved in the malicious or deliberate disabling, tampering, or making of any fire detection or suppression system inoperative or unresponsive will be subject to disciplinary action.

4. Fire Lanes and Fire Hydrants.

4.1. All planned road closures and road blocking must be coordinated with and approved by the Base Fire Prevention Office at least 24 hours prior to the blocking action. Unplanned and emergency road closures must be reported to the CAFB F&ES Dispatch Center at DSN 681-2578 or Commercial 575-784-4852 upon taking the blocking action.

4.2. Fire Lanes and Restricted Parking: Vehicle parking is prohibited in fire lanes. They must remain unobstructed at all times. Other restricted parking areas may also be marked. In addition to fire department access areas, vehicles will remain at least 25 feet away from buildings and building exits in compliance with installation Anti-Terrorism Force Protection guidance.

4.3. Fire Hydrants: Fire hydrants will not be used by any person other than F&ES, except when permission is granted by the Fire Chief or a designated representative.

4.3.1. Vehicle parking, material storage, and ornamental vegetation is not permitted within 15-feet of fire hydrants, post indicator valves, standpipes, and fire suppression sprinkler system connections.

4.3.2. Out-of-Service fire hydrants will be affixed with a red, metal ring to the 4 ½” discharge with the words “OUT-OF-SERVICE” in 2” white lettering. 27 SOCES/CEO is responsible for notifying the CAFB F&ES Dispatch Center of out-of-service hydrants, placement of the ring, ring removal when returned to service. Notification to the Dispatch Center of the hydrant’s return to service.

5. Fire Evacuation Drills.

5.1. Unit Commanders may conduct fire evacuation drills at their discretion. Fire evacuation drills are the responsibility of the UFSR and Facility Manager to ensure the safe evacuation of personnel in case of fire. The intent of the fire drill is to expose occupants to the sound of the fire alarm system, test capacity of the fire exits, and to practice organizational fire reaction plans. **Note:** Fire drills will not be used as a pretext for wellness inspections, contraband raids, bed checks or other non-fire reaction type activities.

5.2. Fire alarm systems will not be used to conduct fire evacuation drills without prior coordination with F&ES. F&ES will be on site prior to the evacuation drill to reset the system.

5.3. The Fire Chief may direct fire drills in any facility as necessary.

6. Facility Fire Extinguishers.

6.1. The Base Civil Engineer and Installation Fire Chief, as the Office of Primary Responsibility (OPR), oversee facility fire extinguisher placement. F&ES Fire Prevention Staff will perform site visits as part of their regularly scheduled Annual Fire Inspections to determine which facilities on Cannon AFB and Melrose Range are required to have portable fire extinguishers.

6.2. Unified Facilities Criteria (UFC) 3-600-01, 8 August 2016, *Fire Protection Engineering for Facilities*, Change 4 (7 Feb 2020), Chapter 9-17 clarified the requirements for portable fire extinguishers in Air Force facilities. General purpose portable fire extinguishers must be provided where required by National Fire Protection Association (NFPA) Standard 101, *Life Safety Code*.

6.3. When required, portable fire extinguishers must be located in accordance with NFPA Standard 10, *Standard for Portable Fire Extinguishers*. Units may not install or remove any fire extinguishers in or from their facilities without prior coordination with F&ES.

6.4. All questions may be directed to the OPR at 784-4852 or 784-4077, or F&ES Dispatch at 784-2578.

7. Electrical Installations, Appliances, and Heating Equipment.

7.1. All electrical services and installations will conform to NFPA Standard 70, *National Electrical Code*, NFPA 101, *Life Safety Code*, and NFPA 1, *Fire Code*. Unauthorized and improper wiring will be removed at the performing organization's expense, as determined by the Base Fire Marshal. The following clarifies common sections of NFPA 70, 101 & 1:

7.1.1. All switches, outlets, receptacles, fuse boxes, circuit breaker panels, and junction boxes must have suitable cover plates.

7.1.2. Electric switches and circuit breakers will not be taped or altered as to prevent or restrict their operation or tripping.

7.1.3. Extension cords shall not be used as a substitute for permanent wiring.

7.1.4. Extension cords and non-permanent electrical wiring will not be spliced or taped, nor draped over nails or metal objects, run through windows or doors, run under rugs, or in any way be placed or fixed in a way that may subject the wiring to physical damage.

7.1.5. Extension cords will be of single, continuous length and not interconnected (daisy chained) with other extension cords.

7.1.6. Surge protectors and battery uninterruptible power supply (UPS) provide additional circuit protection, and may be used if connected directly to the wall outlet, and have a rated ampacity higher than the items plugged into it. Surge protectors may not be plugged into another surge protector or extension cord.

7.2. In addition to the requirements of NFPA 70, the following electrical concerns apply to CAFB facilities and operations:

7.2.1. The use of excessive extension cords by means of multiple outlet plugs from a single outlet is prohibited, unless the multiple outlet is fused at 15 or more amperes. Surge protectors meet this requirement.

7.2.2. Worn or deteriorated electrical cords will be removed from service and replaced immediately.

7.2.3. All extension cords must be of sufficient gauge to carry the ampere load of the attached equipment, without heating the extension cord, plugs, or other components.

7.2.4. Extension cords will not operate high amperage and heating appliances, such as portable space heaters, coffeepots, refrigerators, microwaves, frying pans, broilers, and other similar appliances. These appliances will be plugged directly into wall outlets.

7.2.5. Explosion proof electrical equipment will be used in hazardous locations where flammable gases or vapors are present and as required by the *National Electric Code*.

7.2.6. Cooking with conventional high heat producing appliances, such as ovens or stoves, is prohibited in all buildings except those having specific areas designated as kitchen facilities. These areas must be designated in writing by the Unit Commander, approved by the Fire Chief and Public Health, and comply with the requirements of AFMAN 91-203 and UFC 3-600-01. Microwave ovens are permitted in all facilities when approved by the Unit Commander.

7.2.7. The use of portable space heaters is permitted, providing the heater is Underwriters Laboratory (UL) or Factory Mutual (FM) listed, equipped with an operable safety shut-off (tip-over) switch, and is plugged directly into a wall outlet, without the use of extension cords. Open element electrical and fuel-fired heaters are prohibited.

7.2.8. A minimum vertical clearance of 18 inches will be maintained between room contents and electrical light fixtures, ceiling surfaces, and fire detection/suppression devices.

7.2.9. All commercially procured lighting and electrical appliances will be UL or FM listed for the use intended.

7.2.10. Heating appliances will be operated on a non-combustible surface. Formica, stainless steel, or other similar surface, will be considered non-combustible for this situation.

7.2.11. All heat producing electrical equipment and appliances will be turned off and unplugged at the end of the day. **Exception:** Mission essential/critical equipment, and permanent (i.e., ordinarily stationary) kitchen appliances (e.g., refrigerator, stove, microwave, water cooler).

8. Open Burning and Outdoor Cooking.

8.1. Open burning (i.e., camp fires, trash or waste burning, grass, bonfires, etc.) is prohibited unless approved by the Fire Chief and SOCES Asset Management Fight - Natural Resource Element, (27 SOCES/CEAN) in writing. Commercially procured chimeneas and fire pits are permitted for use in Military Family Housing (MFH), subject to Balfour-Beatty Communities, Curry County and New Mexico fire restrictions and policy.

8.2. Barbecues, charcoal and gas type grills, smokers, chimeneas, fire pits, and turkey fryers will be kept 10 feet from any structure or overhang when operating. Chimeneas and fire pits will not be permitted for use when state, county, or CAFB fire restrictions are declared, or when winds exceed 20 mph.

8.3. The burning of candles is prohibited in all base facilities. **Exception:** MFH, Chapel as part of organized religious services, and Club. **Note:** UL listed electric glass jar candle style candle warmers may be utilized but must be unplugged when unattended.

9. Ammunition, Explosives and Hazardous Materials/Conditions.

9.1. The storage, handling, maintenance, and posting of explosive materials will be in strict compliance with AFMAN 91-201, *Explosive Safety Standards*.

9.1.1. The using organization, responsible for munitions, will advise the CAFB F&ES Dispatch Center of munitions status. Organizations shall report all movements of munitions, load status and fire symbol of affected munitions. Munitions control will notify the Fire Department of any hazard class division 1.1 explosives movements outside the munitions storage area (MSA) or of changes of contents in munitions storage and maintenance facilities affecting fire symbols or hazard symbols and document notification. All other organizations shall report all movements of munitions, load status and fire symbol of affected munitions. A complete listing of storage status will be provided to the F&ES Dispatch Center by close of business Friday each week.

9.2. Vehicles and equipment with internal combustion engines will not be parked or stored inside buildings, except those facilities designated and designed for motor vehicle storage and repair.

9.3. Liquefied Petroleum Gas (LPG) cylinders used for barbecues, torches, etc., should be stored outside of a facility, however; when a valid theft or security concern exists, cylinders may be stored inside a facility if the cylinder is stored in a locked metal locker to prevent tampering with the cylinder valve. The locker will be labeled "FLAMMABLE" and identify its contents. Cylinders/lockers will not be located near exits, stairways, or in areas normally used, or intended to be used, for the safe egress of occupants. Quantities of LPG stored inside a facility will not exceed one storage cylinder up to 20 gallons.

9.4. The individual use of fireworks on CAFB, including (MFH), is prohibited. The Installation Commander, on a case-by-case basis may authorize fireworks for special functions and situations. Fireworks, of any type, will not be permitted for use when state, county, or city fire restrictions are declared. Base sponsored fireworks demonstrations will be conducted by persons licensed in the State of New Mexico to conduct public fireworks demonstrations and coordinated through the F&ES Fire Prevention Office.

9.5. The NFPA 704 Hazard Identification System is optional for use on CAFB; however, if the NFPA 704 symbol is displayed it must be maintained and current.

10. Housekeeping.

10.1. In general, any condition relative to the cleanliness or arrangement of a building that could compromise fire safety constitutes poor housekeeping and may be identified as a hazard. Commanders, Facility Managers, and supervisors are responsible for maintaining a high state of cleanliness and orderliness throughout their buildings. The use and availability of custodial services does not defer unit responsibility for housekeeping actions.

10.1.1. Trash and rubbish containers used in all areas must have lids. Small five-gallon type office trash receptacles are exempt from this requirement.

10.1.2. Trash cans will be emptied as needed to prevent accumulation.

10.1.3. Outside trash and rubbish collection containers must be kept closed and will be located not less than 15 feet from any portion of a building or be separated from adjacent structures by a noncombustible enclosure or wall of sufficient height to limit fire spread.

10.2. Clean rags, dirty rags, clean “speedy dry,” and dirty “speedy dry” will be stored in separate metal containers with suitable lids and labeled with one inch lettering as to its contents.

10.3. Store steel wool in metal containers with metal, self-closing lids. Containers will be labeled with one inch lettering as to its contents.

10.4. Storage of any kind in utility rooms, air conditioning compressor or air handling rooms, generator rooms, telephone communications rooms, boiler rooms, service rooms, and under stairwells is prohibited.

10.5. Mops, boxes, paper, and other combustibles must be stored at least three feet from hot water heaters and other heat producing equipment.

10.6. Combustibles stored for recycling should be stored outside and away from exits and windows. If recyclables must be stored inside, they will not be permitted to accumulate in excessive quantities. Stairwells and other areas of egress will not be used for storage or holding of recycle materials.

10.7. Care will be exercised when storing materials to ensure that clear aisles are maintained throughout storage areas. Sprinkler risers, alarm boxes, fire department connections, standpipe hose stations, fire extinguishers, electric panels, and power switches will not be obstructed in any manner, nor have any articles attached to them.

10.8. Charcoal will be stored in closed, labeled metal containers. At no time will charcoal be stored directly against concrete surfaces.

10.9. Suspended ceilings will have all tiles in place. Areas having cable and utility access requirements will have tiles cut or modified to limit open space around the accesses.

11. Smoking and Disposal of Smoking Material.

11.1. Smoking is only permitted in areas that are designated as smoking areas listed in AFI 48-104, *Tobacco Free Living*, or as approved by the Installation Commander.

11.2. Smoking material receptacles will be emptied daily, or more often as needed. Water will be used to thoroughly wet down the contents to ensure they are extinguished before combining them with other wastes in dumpsters, trash collection barrels, etc.

11.3. Smoking materials will not be thrown in trash receptacles, on the floor, or from vehicles. Do not use smoking material receptacles for trash.

11.4. Ashtrays will be kept on non-combustible surfaces and away from combustible materials.

11.5. Ashtrays will be constructed of non-combustible materials, be of stable construction (not prone to tipping) and be of a common form and design generally accepted as an ashtray. Soda cans, drinking glasses, beverage bottles, etc., are not appropriate containers for smoking material disposal.

12. Warehouse and Storage Facilities.

12.1. These facilities will meet the requirements set forth in DoD Regulation 4145.19-R-1, *Storage and Materials Handling*, Unified Facilities Criteria and NFPA Fire Code. Buildings used for storage and warehouses will have aisles between stacks, racks, and stored materials.

Stacks will be properly maintained to inhibit the spread of fire. The appropriate directives and/or fire prevention personnel will determine aisle width.

12.2. Facilities dedicated as warehouse and storage facilities with rack storage should have an in-rack sprinkler system that complies with NFPA criteria to limit or inhibit fire spread.

12.3. Storage facilities that do not meet fire suppression criteria should have an AF Form 4437, *Deliberate Risk Assessment Worksheet*, completed by the owning unit and endorsed at the appropriate level based on risk. F&ES and 27 SOW/SE can assist with assigning a FSD or RAC per AFI 32-10141.

13. Dormitory and Military Family Housing (MFH).

13.1. Dormitory residents will attend a fire safety briefing/lecture within 30 days of occupancy. This briefing is conducted at Building 158, Fire Station One, every Wednesday at 1300, and is considered a mandatory appointment. Dorm residents will be scheduled through the Dormitory Management Office.

13.2. Dormitories, Visiting Officer's and Airman's Quarters, and Temporary Lodging Quarters present high life loss potential and require precautions.

13.2.1. Prohibited items are:

13.2.1.1. Candles, incense or any open flame devices that produce a constant flame. **Note:** UL listed electric glass jar candle style wax warmers may be utilized but must be unplugged when unattended.

13.2.1.2. Firearms and ammunition.

13.2.1.3. Explosives or pyrotechnics, including fireworks.

13.2.1.4. Flammable and combustible liquids. This does not apply to small amounts of lighter fluid or butane for refilling cigarette lighters, or small quantities of model glue and paints.

13.2.1.5. Cooking appliances, other than those permanently installed in recognized and approved kitchen areas. **Exception:** Coffee pots and microwaves.

13.2.1.6. Heat-producing appliances hair dryers, curling irons, and clothes irons are not included in this restriction.

13.2.2. Cooking activities will be restricted to those areas equipped with established kitchen facilities. While in use, cooking appliances will be monitored and attended by the user.

13.2.3. Appliances such as hair dryers, curling irons, clothes irons, and electric blankets shall be unplugged from the wall receptacle when not in use.

13.2.4. Nothing will hang from ceilings or be draped (suspended) over beds. Nothing will be hung from sprinkler heads or fire detection equipment. Fire detection equipment will not be covered by any means.

13.2.5. Excessive hanging of pictures and posters on walls is prohibited. Excessive is defined as bulletin boards, posters, and paper attached directly to the wall exceeding 20 percent of the total wall surface area they are applied to. Decorations must be located

such that they do not interfere with the operation of any door, sprinkler, smoke detector, or any other life-saving equipment.

14. Facility Decorations and Furnishings.

14.1. F&ES must approve any major decoration projects to ensure compliance before installation. Contact the Fire Prevention Office to arrange for an inspection. Decorations not meeting NFPA code requirements and Air Force directives cannot be used. Some general guidelines are:

14.1.1. Use only UL or FM listed flame retardant or resistant decorations.

14.1.2. Ornamental and holiday lighting and wiring must be in good physical condition with no splices or short-circuiting in the wire. Indoor lighting will not be used for outdoor applications and outdoor-only lighting will not be used indoors. This lighting must be unplugged when the rooms are unoccupied.

14.1.3. Outdoor lights and wiring will be in good physical condition and must be approved for outdoor use by the manufacturer and be weatherproof.

14.2. Natural (live) Christmas trees are prohibited from use in all base facilities, except Military Family Housing.

14.2.1. In those facilities where natural trees are permitted and used, they will be fresh cut with the butt ends cut diagonally or wedge shaped and placed in a bucket of fresh water. They will be kept out-of-doors until the tree is ready for trimming. The butt of the trimmed tree will be kept in water or moist sand. Attempting to fireproof natural green trees is not permitted.

14.2.2. Christmas tree lights will be unplugged when the area or facility is unoccupied. Christmas tree lights will not be used on metal Christmas trees due to the possible hazard of shock or electrocution.

14.3. Decorations will not be placed where they would restrict or impede fire evacuation routes, block access to exits for personnel exiting the facility, or confuse identification of emergency exits.

15. Self-Help Work Projects.

15.1. All self-help must be approved in advance via a TRIRIGA request and coordinated with the Fire Prevention Office and additional base agencies. The purpose of this coordination is to ensure that the construction, renovation, and structural alterations do not compromise fire protection and safety, and materials use in the project comply with Air Force and NFPA Requirements. The Fire Prevention Office will review the request and make appropriate comments and recommendations. Non-approved self-help work, which creates a fire hazard or fire safety deficiency, will be identified on an AF Form 1487 and will require the removal of the self-help work and restoration of the work area by the organization that did the work.

15.2. Personnel accomplishing self-help work will not shut down, disconnect, alter, modify, or in any way impede the operation of a fire suppression or fire detection system without approval of F&ES and CEO. Requests for fire detection/suppression work will be submitted through TRIRIGA.

15.3. The Facility Manager will notify the Fire Prevention Office when approved self-help work that structurally alters a facility begins, so the work may be checked for life safety requirements by F&ES during construction and after completion.

16. Fire Suppression and Detection Systems.

16.1. These systems are designed and installed to provide protection for specific occupancies. The systems must remain operational for protection of facility contents and occupants. Generally, these systems will not be made inoperative to accommodate special events in facilities or construction work. If an organization can show a specific need for inactivation or degradation of the system, the Fire Chief will be the approving authority for this action. Requests for approval must be submitted through TRIRIGA by the functional manager or project manager and coordinated and approved by Civil Engineering, Safety, and F&ES at least seven duty days prior to the requirement.

17. Aircraft Hangars.

17.1. With the exception of Hangar 199, Bay 3 and Hangar 4607, not more than 50 square feet of aircraft surface may be painted within a hangar.

17.2. At no time, will internal combustion powered equipment be started or operated within a hangar unless approved for operation in hazardous locations. Vehicles of any type will not be parked in hangars. All powered, operating AGE equipment will be positioned at least 10 feet from any facility component (i.e., roof, doors, etc.). Should mission requirements cause the need for vehicle parking within a hangar, the organizational commander responsible for the hangar will submit a request, through 27 SOW/SE, to the Fire Chief for approval/disapproval.

17.3. Fire lanes in hangar and shop areas will be designated by means of a 3-4 inch red line painted on the floor, with the words "FIRE LANE" in white paint, spaced at 10 feet intervals. This lane will be kept clear at all times. The fire lane will extend a minimum of 22 inches from the wall, wall-mounted equipment, and storage lockers.

17.4. The positioning or parking of any type of vehicles, equipment or repair parts, which could obstruct the operation of the hangar doors or hinder the removal of aircraft, is prohibited.

17.5. Each aircraft hangar will have an emergency aircraft removal and evacuation plan developed and posted in each hangar bay; this plan will be reviewed annually. Commanders will ensure compliance with AFMAN 91-203, paragraphs 24.14.5 and 24.14.15. The facility manager will coordinate any emergency evacuation drills with F&ES.

17.6. Each hangar utilized for the parking/storing of multiple aircraft will have an aircraft parking plan developed and posted in each hangar bay. This plan will be coordinated through Wing Safety (27 SOW/SEF and SEG) and approved by F&ES. The plan must consider appropriate spacing, emergency evacuation requirements, fire suppression coverage, and personnel access requirements.

17.7. When mission or weather conditions require the sheltering of mission essential, one-of-a-kind, vehicles in the same facilities with aircraft, a sheltering plan will be developed by the 27 SOMXG/CC meeting the requirements and coordination specified in AFMAN 91-203, Chapter 24, *Aircraft Flight Line-Ground Operations and Activities*. Freezing weather, snow,

and rain conditions are normally not grounds for joint sheltering. Maintenance will not be performed on aircraft and vehicles sheltered under this paragraph; special circumstances and possible risk acceptance will be approved at the appropriate commander level utilizing an AF Form 4437, *Deliberate Risk Assessment Worksheet*.

17.8. Parking of aircraft in hangars without installed, or inoperative, fire suppression and detection systems will be avoided and conducted only when no other option or work-around is available. In those situations where mission or severe weather conditions require non-protected hangar use, maintenance will not be performed on those aircraft sheltered in these facilities. Should mission requirements cause the need for aircraft maintenance within an unprotected hangar, the organizational commander responsible for the hangar will submit a request, through 27 SOW/SE, to the Fire Chief for approval/disapproval. An AF Form 4437, *Deliberate Risk Assessment Worksheet*, must accompany the request.

17.9. Hangar maintenance floor areas will not be used for storage when aircraft are present.

18. Fire Prevention Visit and Inspection Program.

18.1. Facility and area fire prevention visits will be conducted on a monthly, quarterly, semiannual, annual, or on a walk-through basis as determined by the Fire Chief.

18.2. Walk-through visits will be conducted on a no-notice basis when dictated by increased activity or the nature of special work or functions. These visits will include periods of peak activity, which may include evening operations. Follow-up inspections on previously identified fire hazards and deficiencies and quality control inspections may be carried out in this manner.

18.3. The UFSR and Facility Manager, or designated alternate, will accompany the Fire Inspector on all scheduled visits. If one of the previously mentioned personnel are not available, a NCO, or civilian equivalent, and above, who is assigned as the facility night manager, shift supervisor, etc., may accompany inspectors during no-notice walk-through visits. An employee labor representative may also participate in fire prevention visits at their discretion.

18.4. Fire and life-safety hazards and/or deficiencies noted during the inspection will be corrected on the spot if possible. If the fire hazard or condition poses an imminent danger, prompt action will be taken to eliminate or reduce the danger. When the hazard involves an operation or process that must be stopped and action is not taken to do so, the Fire Chief, Base Fire Marshal, 27 SOW Safety Officer, and the Functional Manager concerned will be notified to observe and resolve the hazardous condition. If the problem cannot be resolved, the Fire Marshal, the 27 SOMSG/CC, and/or the 27 SOW/CC will be notified and resolution will be made at that level.

18.5. A Risk Assessment Code (RAC) or Fire Safety Deficiencies (FSD) level will be assigned to fire hazards and fire deficiencies in accordance with AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects* (5 Feb 2015), AFI 91-202, and current AFCEC Guidance. An appropriate AF Form 4437 will be developed for all RAC and FSDs, which are not corrected on the spot.

18.6. The AF Form 1487, *Fire Prevention Visit Report*, is annotated to show fire hazards or deficiencies found. The Fire Inspector will provide the Facility Manager the original copy of

the AF Form 1487, brief them on the hazards noted, and provide recommendations for corrective actions. The Facility Manager must indicate the actions taken on the reverse side of the form, have the functional manager sign and date, and return the form to the Fire Prevention Office within the specified time. Details on form completion and routing can be found in [Attachment 2](#).

18.7. The Facility and Functional Manager will start immediate correction of the fire hazard or fire deficiency identified during the fire prevention visit. The Facility Manager should not wait for the official report to begin corrective actions. Any hazard or deficiency not assigned a FSD, and assigned a RAC 1, 2, or 3, that not corrected within 30 days will be documented on an AF Form 3, *Hazard Abatement Plan*, IAW AFMAN 91-202, *Hazard Abatement Program*.

18.8. Open Fire Protection related FSDs and RACs will be reported annually to each respective Unit and Group Commander for priority action and funding and briefed during the Combined Safety Council.

ROBERT A. MASAITIS, Colonel, USAF
Commander

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

Article 92, *Uniform Code of Military Justice*, 2008

DoDR 4145.19-R-1, *Storage and Materials Handling*, 19 September 1979

UFC 3-600-01, *Fire Protection Engineering for Facilities*, 25 March 2018

AFPD 32-20, *Fire Emergency Services*, 10 July 2018

AFI 32-2001, *Fire Emergency Services Program*, 28 September 2018

AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*, 5 February 2015

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

AFI 40-102, *Tobacco Use In the Air Force*, 4 March 2015

AFMAN 91-201, *Explosives Safety Standards*, 21 March 2017

AFMAN 91-202, *Hazard Abatement Program*,

AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standard*, 11 December 2018

NFPA 1, *Fire Code*, 2018

NFPA 70, *National Electrical Code*, 2017

NFPA 704, *Standard System for the Identification of the Hazards of Materials for Emergency Response*, 2017

NFPA 101, *Life Safety Code*, 2015

Prescribed Forms

None

Adopted Forms

AF Form 3, *Hazard Abatement Plan*

AF Form 55, *Employee Safety and Health Record*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1487, *Fire Prevention Visit Report*

AF Form 4437, *Deliberate Risk Assessment Worksheet*

DD Form 1391, *Military Construction Project Data*

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base
AFCESA—Air Force Civil Engineer Support Agency
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRIMS—Air Force Records Information Management System
CAFB—Cannon Air Force Base
CC—Commander
CEAN—Civil Engineer Asset Management Flight, Natural Resources Element
CEO—Civil Engineer Operations Flight
DoDR—Department of Defense Regulation
FACC—Fire Alarm Communications Center
FES—Fire Emergency Services
FM—Factory Mutual
FSD—Fire Safety Deficiency
IAW—In Accordance With
LPG—Liquefied Petroleum Gas
MAJCOM—Major Command
MFH—Military Family Housing
MOCC—Maintenance Operations Control Center
NFPA—National Fire Protection Association
OPR—Office of Primary Responsibility
ORM—Operational Risk Management
RAC—Risk Assessment Code
SEF—Flight Safety
SEG—Occupational Safety
SOCES—Special Operations Civil Engineer Squadron
SOMSG—Special Operation Mission Support Group
SOMXG—Special Operations Maintenance Group
SOW—Special Operations Wing
UFC—Unified Facilities Criteria
UFSR—Unit Fire Safety Representative

UL—Underwriters' Laboratory

TRIRIGA—Nexgen IT Solution to Replace AF Fm 332

Terms

Chimenea—A freestanding front-loading fireplace or oven with a bulbous body and usually a vertical smoke vent or chimney.

Fire Pit—A manufactured appliance or in-ground constructed system intended to heat specific areas and used for property/event enhancement. The appliances are usually constructed of metal and both configurations burn wood, charcoal, or propane.

Functional Area—Normally a squadron or major section within a squadron

Imminent Danger—Conditions or practices which could be expected to cause a fire, death, or severe physical harm.

Operational Risk Management Plan—A written plan designed to address risks and hazards associated with a process, fire safety deficiency, or fire hazard. The plan must be a systematic process of identifying hazards, assessing risk, analyzing risk control options and measures, making control decisions, implementing control decisions, accepting residual risks, and supervising/reviewing the activity for effectiveness.

ATTACHMENT 2**INSTRUCTIONS FOR COMPLETING AF FORM 1487, *FIRE PREVENTION VISIT REPORT***

A2.1. The AF Form 1487 is the instrument, by which fire hazards and deficiencies are identified to facility and functional managers. With the deficiencies identified, the appropriate corrective actions and regulatory references are provided. This attachment is intended to provide instruction on completion of the form IAW local policy.

A2.2. Top of Form, Heading Blocks:

A2.2.1. Blocks 1 through 3 - Self-explanatory.

A2.2.2. Block 4 - The date in which corrective actions are required to be accomplished. When Civil Engineering Work Orders are required to initiate corrective action, this is the date in which the work order must be called in to Service Call or TRIRIGA submitted.

A2.2.3. Block 5 - The date in which the AF Form 1487 must be returned to the Fire Department with corrective actions taken and signed by the functional manager.

A2.2.4. Blocks 6 through 8 - self-explanatory.

A2.3. Center of Form, Hazard/Discrepancy Blocks:

A2.3.1. Block 9 - This block lists problems or discrepancies noted during the visit. The items identified may be specific to exact hazards or may be of a general nature for problems identified in several locations or trends.

A2.3.2. Block 10 - A Fire Safety Deficiency (FSD) may be assigned to the deficiency. If assigned, the FSD identifies the severity of the deficiency and can be used to establish a priority for corrective action. Additional information on FSDs may be obtained in AFI 32-10141 and AFMAN 91-202.

A2.3.3. Block 11 - A Risk Assessment Code (RAC) may be assigned if no FSD has been assigned. If assigned, the RAC identifies the severity of the hazard and is used to establish a priority for corrective action. Additional information on RACs may be obtained in AFI 32-10141.

A2.3.4. Block 12 - An explanation of why a discrepancy needs to be corrected and what is required to correct it is provided in this block. Along with this explanation, a regulatory reference is provided.

A2.3.5. Blocks 13 through 18 - self-explanatory.

A2.4. Reverse of Form, Corrective action and functional manager areas.

A2.4.1. Block 19A - Identify the discrepancy by number or word description as listed in Block 9.

A2.4.2. Block 19B - Provide the date of discrepancy correction. If a work order was submitted, provide the date of submission.

A2.4.3. Block 19C - If a RAC 1, 2, or 3 was assigned to the discrepancy and the discrepancy cannot be corrected within 30 days of the report, the RAC must be entered into the unit and

Base Hazard Abatement Plan. Enter the date this action was taken. See AFMAN 91-202 for additional information.

A2.4.4. Block 19D - Describe the actions taken to correct the discrepancy. If a work order was required, provide the work order number with the actions.

A2.4.5. Blocks 20 through 22 - The form must be signed by the unit's functional manager. Normally this individual is the unit commander or deputy.

A2.5. Other Instructions: Once all actions have been completed, keep one copy for the unit's fire prevention folder/file and send the original back to the Fire Department.

A2.6. Contact the Fire Prevention Section for a new suspense if the original cannot be met. Keep the Base Fire Prevention Office updated on any open discrepancies as to status and when they are closed out. A telephone call or e-mail memo to the inspector will be adequate for status update.