

**BY ORDER OF THE COMMANDER  
EIELSON AIR FORCE BASE (PACAF)**

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



**21 JULY 2017**

**Civil Engineer**

**FIRE PROTECTION AND  
PREVENTION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 32-20, *Fire Emergency Services*, and AFI 32-2001, *Fire Emergency Services Program*. This instruction establishes responsibilities, procedures, and requirements for a comprehensive fire prevention program at Eielson Air Force Base in accordance with applicable directives. The provisions of this instruction are applicable to all personnel, activities, organizations, contractors, and concessionaires that are assigned to or working on Eielson AFB to include the Air National Guard and all tenant units. This also includes off-base sites that fall under Eielson AFB's jurisdiction. This regulation is consistent with the Air Force Consolidated Occupational Safety Instruction, National Fire Protection Association (NFPA) standards, Unified Facilities Criteria (UFC), Fire Protection for Facilities Engineering, Design and Construction Requirements, Engineering Technical Letters, and the Uniform Building Code. Standards for unique conditions for which no fire prevention criteria have been developed or published will be developed according to the recommendation of the Eielson AFB Fire Emergency Services Flight. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, Recommendation for Change of Publications; route AF Forms 847 from the field through the appropriate functional's chain of command. See Attachment 1 for a glossary of references and supporting information.

***SUMMARY OF CHANGES***

This publication has been substantially revised and must be completely reviewed. Major changes include: new and revised content and revised checklists.

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## Chapter 1

### ADMINISTRATION AND ENFORCEMENT

**1.1. Purpose:** This instruction defines the policies, roles and responsibilities for effective fire prevention and protection for base facilities and personnel that live or work on Eielson AFB. This instruction establishes minimum fire prevention measures for complete fire protection services to prevent loss of life or personal injuries and reduce property loss to the lowest attainable level consistent with mission, sound engineering and economic principles.

**1.2. Authority:** The Eielson Fire Emergency Services (FES) Flight is directed under AFI 32-2001. Furthermore, the Eielson FES Flight is authorized to inspect all buildings or premises for dangerous conditions or hazards set forth in this standards.

**1.3. Fire Prevention and Protection Program:** In accordance with (IAW) AFI 32-2001, all facilities shall receive a fire prevention inspection at least annually. The Installation Fire Chief may institute more frequent inspections to include unannounced and after hours inspections as needed. The main objective of these inspections are to identify, document and report fire hazards and Fire Safety Deficiencies (FSDs).

1.3.1. All annual fire safety assessments will be scheduled through the Unit Fire Safety Representative (UFSR) the month prior to the scheduled month of the inspection and will be completed as a unit. Any areas considered off limits for the fire safety assessment must be identified in writing prior to the start of the inspection from the unit commander to the Assistant Chief of Fire Prevention. Other inspections may or may not be scheduled in advance.

1.3.2. Following the inspection, the results of the inspection will be documented on a memorandum for the unit's assessment as well as an AF Form 1487 specific to each facility for any deficiencies that were not corrected on the spot. An out brief is held with the unit commander to discuss any hazards and FSDs that may require further action. It is the responsibility of the UFSR to coordinate the submission of Civil Engineering (CE) work requests as required, complete the AF Form 1487 and route it through the unit commander for facility awareness and signature. The completed AF Form 1487 will then be routed to the Fire Prevention Office for tracking and processing. FSD's will be managed IAW AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*, and therefore in some cases will require a Corrective Action Plan (CAP).

1.3.3. Active participants in developing a CAP includes the Facility Manager, Wing Safety, the Fire Prevention Office, the Installation Fire Chief, the Base Civil Engineer and the Functional Commander. Other Subject Matter Experts (SMEs) and UFSRs will be included as needed. Once all parties develop and sign off on the CAP, it will be submitted to the wing commander for acceptance and signature. Facility managers are responsible for performing follow-up actions on submitted CE work requests.

**1.4. Fire Prevention and Public Education:** The Fire Prevention Office is available to provide training on a variety of fire and life safety education and training topics. Sparky the Fire Dog is available to make appearances at official functions only. To request training or fire station tours, call the Fire Prevention Office at 377-1293 or email [354ces.ceffirepreventionoffice@us.af.mil](mailto:354ces.ceffirepreventionoffice@us.af.mil). To ensure the customer's needs can be met with the best possible program, please provide seven days advanced notice for specific training requests.

1.4.1. Workplace Fire Prevention training is required for all personnel. This training shall be conducted within 30 days of arrival at Eielson AFB and annually thereafter. Additional training shall be conducted when there is a change in equipment, procedures or processes that affect fire protection requirements.

1.4.2. Supervisors shall develop fire safety training guides for their employees covering the following subjects: fire reporting, emergency evacuation, fire extinguishers, fire suppression system, fire alarm system, fire hazards, hazardous areas or exposures, and location and use of safety data sheets IAW AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*. Contact the Fire Prevention Section for guidance on setting up a quality program.

**1.5. Fire Prevention Plans Review Program:** All facilities and structures on base are designed with various fire protection safety features. To ensure that facilities remain code compliant all construction, alteration, modification, renovation to include self-help projects shall be coordinated with the Fire Prevention Office. All work must be properly documented and submitted through the 354th Civil Engineer Squadron. The Fire Prevention Office shall be notified in writing of all pre-construction conferences, pre-final and final facility inspections.

1.5.1. Ensure construction on Eielson AFB complies with the provisions of applicable Unified Facilities Criteria (UFC), Engineering Technical Letters (ETL), National Fire Protection Association (NFPA) standards and AFIs.

1.5.2. Buildings or portions thereof may be occupied during construction, repair, alteration or additions only if all means of egress and all fire protection features are in place and continuously maintained for the portion occupied, and must remain compliant IAW NFPA 101, *Life Safety Code* and AFI 91-203. Existing facilities that meet the requirements of NFPA standard 101 for existing occupancies do not have to be modified to new construction.

**1.6. Change of Occupancy:** If a change of occupancy or portion of an occupancy is required to change in an existing or new facility, this change shall be permitted only if such building or structure conforms to the requirements of the UFC 3-600-01, *Fire Protection Engineering for Facilities* and NFPA standards applying to new construction for the proposed use. An example would be changing a facility that is a storage occupancy to business occupancy. A letter must be submitted to the Fire Prevention Office for review and guidance pertaining to the requested change no less than 14 days prior to the proposed need date.

1.6.1. Vacant buildings shall be secured against unauthorized trespass. The Fire Prevention Office shall be notified whenever a building becomes vacant.

1.6.2. When a vacant building is considered for reuse, it must be evaluated for the occupancy that is planned to be in the building IAW UFC 3-600-01. The Fire Prevention Office should be coordinated with in advance to ensure proper requirements and the correction of any existing deficiencies are being properly planned for.

**1.7. Notification of Public Gatherings:** The coordinator shall notify the Fire Prevention Office at least three weeks prior to any special event where the occupant load exceeds 250 people or is being conducted in a facility not specifically designed as an assembly occupancy type. This does not include reoccurring events such as church services, movies and commanders calls at the base theater, etc. Posted occupant load signs must be followed. Any request for an increase must be approved by the Installation Fire Chief IAW NFPA 101. Information pertaining to the special event will be required to include a floor plan and the proposed event layout. Depending on the event, additional measures may be required to include a site visit by the Fire Prevention Office.

## Chapter 2

### RESPONSIBILITIES

**2.1. Unit Commanders:** Some of the most critical elements in an effective fire prevention program are the commander's awareness, involvement and active participation. Ultimately, commanders set the tone of the fire prevention program within their organization. As part of the program, commanders must appoint personnel to two key positions: UFSR and Facility Managers. Ensure all assigned personnel are knowledgeable concerning fire reporting, personnel evacuation, fire prevention measures and fire extinguisher use.

**2.2. UFSR:** UFSR's must contact the fire prevention section and schedule a briefing to cover their duties and responsibilities within 30 days of appointment. Briefings are held on an as needed basis. These individuals are responsible to their unit commanders to develop procedures to maintain fire safe conditions for the facilities under their jurisdiction. UFSR's shall provide oversight and assist Facility Managers and Supervisors to ensure the cohesiveness of the unit's program.

2.2.1. The UFSR or his/her representative shall accompany the Fire Inspector during the annual Fire Safety Assessment and other fire inspections as needed and allow complete access to the facility throughout the inspection. As part of the inspection, the UFSR shall maintain a binder with all pertinent unit and facility information to include, but not limited to unit assessment reports, AF Form 1487s (Fire Prevention Visit Report), monthly exit sign and emergency light tests records, fire drill log and approved smoking locations. NOTE: Records specific to a facility can be maintained by the facility manager if chosen to do so by the unit. These records shall be made available during the inspection.

2.2.2. Enforce all provisions of this instruction and report any unsafe fire conditions beyond their control to the unit commander and the Eielson FES Flight.

2.2.3. Inspect facilities within their unit utilizing the General Fire Prevention Checklist.

**2.3. Facility Managers:** Facility managers shall attend training annually and ensure emergency contact names and phone numbers are kept up to date with 354 CES/CEO Customer Service. Contact 377-2100 for the training schedule.

2.3.1. Facility managers shall ensure all buildings within their responsibility are numbered and the numbers are visible from the road. The facility manager shall cooperate with their UFSR to ensure all FSDs are appropriately addressed and communication occurs with the Fire Prevention Office as to the status of open FSDs.

2.3.2. Inspect facility fire extinguishers, exit lights, emergency lights, fire doors, and exits to ensure proper condition and operation.

2.3.3. Ensure removal of vegetation, snow and ice from all exterior exits, fire hydrants, fire department connections, mechanical rooms and any other critical components. A clearance of at least three feet shall be maintained from these areas.

2.3.4. Ensure that fire lanes and access roads are clearly marked where required and are free from obstructions or illegal parking IAW NFPA 1, *Fire Code*. These areas must remain free from build-up snow to include areas with limited access due to drop arm security devices. Fire lanes and access roads are identified by the Eielson Fire Prevention Office.

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

2.3.6. Enforce safe smoking practices and supervision of designated smoking areas.

**2.4. Supervisors and Employees:** Supervisors and employees in each work area are responsible for ensuring their place of work is free from fire hazards. Eliminate all hazards and deficiencies immediately or report all hazards or deficiencies to a level where corrective actions can be taken. In situations where hazardous conditions pose an immediate threat to life or property, the supervisor of the operation must take prompt action to reduce or eliminate the hazard. Supervisors are responsible to brief personnel on fire reporting procedures, enforcing safe smoking practices and conducting daily fire inspections. The supervisor is also responsible for providing fire and safety training.

**2.5. Construction Contractors:** All contractors performing work on, or properties under the jurisdiction of Eielson AFB shall be responsible for fire safety and for compliance with all applicable regulations and directives. The supervisor shall attend a pre-construction briefing on fire safety prior to any work. Supervisors shall ensure all personnel under their direction are briefed on specific Eielson AFB fire prevention practices in accordance with this instruction. It is the responsibility of the Project Manager to coordinate at least 72 hours in advance with the Fire Prevention Office and the 354 CES/CEO Alarm Shop prior to impairing any fire protection component involved with their respective project.

## Chapter 3

### EMERGENCIES

**3.1. Emergency Reporting:** The primary means of reporting a fire, medical or other emergency from any phone on base to include privatized housing, government facilities, pay phones, etc. is by dialing the emergency number 911. Direct phone lines and radio notification can also be used. When using personal cell phones to dial 911, the call will go directly to Fairbanks dispatch center. The caller must inform the operator that the emergency is on Eielson AFB and the operator will transfer the call to the base 911 system. It is the responsibility of each person on Eielson AFB to immediately report any fire alarms ringing and all fires to the Emergency Communications Center (ECC), regardless of size or extent of damage. This also includes all extinguished fires. All fuel spills should also be reported to Eielson FES.

**3.2. Notification Procedures:** The following procedures will be used to report a fire or other emergency:

- 3.2.1. Name of person reporting the emergency.
- 3.2.2. Telephone number.
- 3.2.3. Location of the emergency to include physical address and building number if known.
- 3.2.4. Type of emergency (fire, medical, fuel spill, automobile accident, etc.).
- 3.2.5. Any other pertinent information.

**3.3. Actions Following Reporting of a Fire:** Immediately after notification to the ECC, the person discovering the fire should:

- 3.3.1. Take necessary actions to sound the fire alarm.
- 3.3.2. Ensure the building is evacuated.
- 3.3.3. Post a person to direct fire fighters to the general location.
- 3.3.4. Use available fire extinguishers to combat the fire in a safe manner if possible until the arrival of fire fighters.

**3.4. Fire Evacuations:** Occupants of any building alerted to the possibility or presence of a fire must evacuate to a safe distance and not re-enter until directed to do so by proper authorities.

**3.5. Spectators at an Emergency:** All spectators or other personnel not involved in an emergency operation must stay clear of the scene and not interfere with responders or the emergency operation.

## Chapter 4

### GENERAL FIRE SAFETY

**4.1. Fire Hydrants and Fire Department Connections:** Parking of vehicles or placing equipment shall not be permitted within 15 feet of any fire hydrant. Fire Department Connections (FDC's) shall be unobstructed and no parking is authorized in front of them. Fire hydrants shall only be used for their intended purposes and shall be operated only by authorized personnel using standard hydrant wrenches.

**4.2. Fire Lanes and Fire Department Access Roads:** Designated fire lanes and access roads and their accessibility shall not be obstructed.

**4.3. Emergency Action Plan:** Facilities will have an Emergency Action Plan established IAW AFI 91-203 with evacuation signs that include: the layout of the facility, primary and secondary evacuation routes and an evacuation meeting area not less than 75 feet from the facility.

**4.4. Fire Extinguishers:** Ensure all facility fire extinguishers are maintained in a ready-to-use condition and shall be inspected at a minimum of 30-day intervals for serviceability and availability IAW AFI 91-203 and documented on the Extinguisher Inspection Record that is affixed to the extinguisher.

**4.5. Fire and Evacuation Drills:** Facility Managers are responsible for the prompt evacuation of all personnel. Each evacuation drill shall be documented by the facility manager. Fire drills shall be held at unexpected times and under varying conditions. When conducting fire drills, emphasis shall be placed on an orderly evacuation under proper discipline rather than solely on the rate that it occurs. Occupants should be familiar with the fire reporting procedures by remembering these steps: S-P-E-E-D.

4.5.1. S - Sound the Alarm.

4.5.2. P - Phone 911.

4.5.3. E - Evacuate the building.

4.5.4. E - Extinguish fire if safely possible.

4.5.5. D - Direct fire crews to the emergency.

4.5.6. The frequency of fire drills are determined by occupancy type and various other requirements. It is the responsibility of the facility manager or other unit personnel to schedule and/or carry out fire drills at the required frequencies. Some examples are:

4.5.6.1. Child Day Care, School Age Program and Youth Center – monthly

4.5.6.2. Explosive Storage Areas – intervals not to exceed 6 months.

4.5.6.3. Dormitories – at least annually.

4.5.7. All fire evacuation drills requiring the activation of an installed alarm system will be conducted in coordination with the Fire Prevention Office. The Installation Fire Chief or designated representative can, in the interest of life safety, conduct fire evacuation drills in any facility or area at his or her discretion.

**4.6. Fire Doors:** Fire doors in conjunction with fire door assemblies are designed to provide a specific amount of fire protection to an opening. In most cases, the easiest way to determine if a door is a fire door is by looking at the hinge side of the door for any stickers or labels that when in place will provide the listing for the fire door. If that door does not have any visible marking showing that it is a fire door, than it is no longer listed for that use or it is not a fire door.

4.6.1. Listed fire doors shall not be altered, obstructed, modified or blocked open.

4.6.2. Altering or modifying these doors will remove the fire protective rating that these doors hold making them less effective during a fire situation.

**4.7. Fire Protection Equipment:** The initiation of false alarms by any person or any attempt to alter, operate or damage the function of any fire detection/protective systems is strictly prohibited. Activated sprinklers shall not be shut off except upon direction of the Senior Fire Officer. Only FES or designated Civil Engineer personnel shall reset activated fire alarm systems. Fire Alarm Control Panels shall be secured, but the panel shall be accessible at all times. The Fire Prevention Section shall be notified immediately of any impairment to fire protection equipment. Only properly authorized personnel shall maintain and test fire protection equipment.

4.7.1. When any fire protection system is taken out of service for any reason, the ECC and Facility Manager or other responsible user must be notified immediately. NOTE: IAW AFI 91-203, when a fire protection system is out of service for more than 4 hours in a 24-hour period, the FES Flight Fire Prevention Office shall be notified by the facility manager or other responsible user, the building shall be evacuated or the user/occupant shall establish a fire watch (approved by the FES Flight) for all areas left unprotected by the out-of-service system, until the system has been returned to service. Contact the Fire Prevention Office for assistance in establishing fire watch.

4.7.2. A clearance shall be maintained of at least 18 inches below all sprinkler heads. When storage occurs over 15 feet, then clearance must be increased to at least 36 inches below all sprinkler heads. All modification projects in buildings with sprinkler systems shall include provisions for rearranging the sprinkler system as necessary for compliance with NFPA 13. Do not paint, cover, or obstruct smoke detectors, heat detectors, sprinklers, risers, manual stations, fire alarms and any other fire protection devices. Do not disconnect smoke or heat detectors. Maintain a clear space around all sprinkler riser and other installed fire suppression systems so that maintenance can be performed.

**4.8. Electrical Safety:** Use only electrical appliances and devices that bear the Underwriter Laboratory, Factory Mutual or other approval label. Appliances and devices that do not have these listed labels shall not be used. Follow AFI 91-203 for additional electrical safety requirements.

**4.9. Heat Producing Appliances:** Space heaters shall be used IAW AFI 91-203. Gas heaters are prohibited. Facility Managers shall approved portable space heaters and general locations for usage. Consult with Fire Prevention Office for additional guidance. The use of open flame devices such as candles, liquids, solid fuel burners or incense are prohibited in facilities, unless the open flame process is required to accomplish the mission. The use of candles for religious services at the base chapel is authorized.

**4.10. Cooking Appliances:** Cooking in facilities is prohibited, unless the area is designed as a kitchen area or a breakroom except where approved by the Installation Fire Chief. The main difference being that a kitchen typically has a residential stove. Stoves must be installed IAW UFC 3-600-01 as well as have a proper range hood installed over them per manufacturer's requirements. Hoods over cooking surfaces shall be cleaned daily or after each use to prevent grease accumulation. Proper filters should be in place and cleaned or replaced regularly. Breakrooms are limited to a microwave ovens, coffeemakers, toasters and other similar appliances. Hot plates and electric frying pans will not be used in base facilities. Do not place coffeemakers on combustible surfaces. In some cases a single breakroom may not be adequate for the facility. With Facility Managers approval, coffeemakers and/or small microwaves can be located in other break areas provided the area is clear of combustibles and items can be plugged directly into a wall receptacle.

4.10.1. Commercial food service equipment which may create grease-laden vapor shall be protected and serviced IAW AFI 91-203 and is only authorized in food service facilities. The use of open flame equipment outside of these areas will not be used without prior approval from the Fire Prevention Office.

4.10.2. Barbeque grills and deep (turkey) fryers shall be at least 10 feet from structures when in use and will never be used inside a facility.

4.10.3. Fire pits must be 15 feet away from a structure and have a metal mesh top/cover. The use of commercial/store bought fire places are permitted, while homemade type pits are prohibited. Wood burning fire pits are not permitted on patio decks. No open fires (bon fire) are authorized without the issuance of an AF Form 592 from Eielson FES. This must be coordinated at least 24 hours in advance. Eielson FES follows Fairbanks North Star Boroughs fire danger restrictions. Therefore there will be no burning during burn bans. All camp fires must be in a designated burn ring or camping area.

**4.11. Major Appliances:** Ensure clothes dryers are vented to the exterior of the facility IAW NFPA 211, *Standard for Chimneys, Fireplaces, Vents, and Solid-Fuel Burning Appliances*. Keep dryers, lint traps and vent piping free of lint accumulation. Vent pipes should be included on a preventative maintenance schedule. Accumulation of lint and other debris can cause dryer to overheat and catch fire. Clean after each use.

**4.12. Vehicles/Drivable Equipment:** All vehicles and drivable equipment parked inside a government facility should have the keys in the ignition to aid in removal if possible or necessary during an emergency.

**4.13. Hot Work:** All hot work accomplished outside of an authorized inside area must have an AF Form 592 issued by Eielson FES or a Permit Authorized Individual (PAI). Authorized inside areas must have the approval letter displayed in the area for inspection. The permit must be displayed at the job site and is only valid for 24 hours or one operational shift. Facilities that have a welding area must be IAW AFI 91-203 or they will be required to utilize the hot work permit system. PAI training is provided through the Fire Prevention Section as needed for anyone required to issue hot work permits for their shop or job site.

**4.14. Live Christmas Trees and Decorations:** Live Christmas trees are only authorized in specific occupancy types and in some cases when fire suppression systems are present. Live Christmas trees are not authorized in any assembly, dormitory, hotel, lodging or educational occupancy. Prior to having a live Christmas tree in a particular duty or living area, the Fire Prevention Office shall be contacted for approval utilizing NFPA 1 criteria. Live Christmas trees must be kept watered to reduce the fire hazard and must not be placed near any heat source. Only electrical lights and wiring that are listed shall be used on natural or artificial trees or decorations. Use caution when hanging lighted decorations. Do not use staples or nails as these products can damage the wiring and cause a fire hazard. Follow AFI 91-203 for additional safety requirements for decorations.

**4.15. Fireworks:** Fireworks displays shall be accomplished IAW AFMAN 91-201, *Explosive Safety Standard* and NFPA 1123, *Code for Fireworks Display*. Personal use of fireworks on Eielson AFB is prohibited.

## Chapter 5

### GENERAL HOUSEKEEPING

**5.1. Storage and Handling:** Good housekeeping and cleanliness are major factors in preventing fires. Housekeeping activities are the responsibility of the using agency or organization. Maintain and enforce good housekeeping at all times. Attics and concealed spaces will be kept clean. No storage of any type is permitted in these areas. Storage in and under stairwells is strictly prohibited.

**5.2. Storage in Mechanical and Boiler Rooms:** Storage is prohibited in mechanical equipment rooms, electrical rooms, boiler rooms, furnace rooms and similar spaces. Materials and supplies for the operation and maintenance of the equipment in the room shall be permitted. These rooms shall be kept secured.

**5.3. Garbage:** Dispose of rubbish and scrap metal in properly identified and located noncombustible cans, bins or receptacles. Accumulation of trash should be removed from facilities daily and disposed of in the proper containers. Place dumpster units and other central trash disposal units as least 25 feet from any building unless barricaded by a noncombustible wall. Dumpster lids shall be kept closed, except when refuse is being loaded into the dumpster. Leaves and vegetation will be cleared from under and around building. Facility Managers must not allow cuttings to accumulate within 6 feet of buildings. Remove all dead vegetation. Ensure areas used for packing and crating are kept free of accumulation or combustible materials.

## Chapter 6

### MEANS OF EGRESS

**6.1. Exits:** Every required exit, exit access, exit discharge and public way shall be continuously maintained free of all obstructions or impediments in the case of fire or other emergencies. Doors shall be arranged to be readily opened from the egress side whenever the building is occupied. Locks if provided shall not require the use of a key, tool, or special knowledge or effort for operation from the inside of the building. No exit door shall be locked while the building is occupied. If the exit doorway has two doors, then both doors shall be unlocked and remain clear. Stairway enclosures shall not be used for storage or for any purpose other than a stairway. Stairway enclosures are required to be protected by self-closing doors. These doors shall not be wedged or blocked in the opened position, or by any other device, which prevents the doors from closing automatically, unless specifically designed.

**6.2. Exit Signs and Emergency Lighting:** All exit signs required by NFPA 101 shall be properly illuminated to identify egress routes in all facilities. Nothing shall impair the visibility of the exit sign. The Fire Prevention Office will be the only personnel on base to determine if an exit is to be marked as "NOT AN EXIT." Doors, passageways or stairways which are neither exits nor ways to an exit but may be mistake for an exit, shall be clearly marked "NOT AN EXIT" or a sign indicating their actual use; for example, "STORAGE ROOM" or "BASEMENT."

6.2.1. All emergency lighting units shall be fully operation and shall not be blocked by equipment, etc. so they cannot achieve their intended purpose.

6.2.2. Exit signs and emergency lights with test buttons shall be tested monthly and annotated. Records shall be maintained by the UFSR or Facility Manager.

**6.3. Means of Locking and Securing Exits:** Restrictive hardware, such as padlocks, hasps, throw-bolts and crossbars shall not be installed on any exit door except as permitted by NFPA 101. Doors may be provided with an alarm device as additional control measures for certain occupancy types.

DAVID A. MINEAU, Colonel, USAF  
Commander

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

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

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

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

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

AFMAN 33-363, *Management of Records*, 9 June 2016

AFMAN 91-201, *Explosive Safety Standard*, 12 January 2011

AFPD 32-20, *Fire Emergency Services*, 21 June 2012

NFPA 1, *Fire Code*, 2015 edition

NFPA 10, *Standard for Portable Fire Extinguishers*, 2013 edition

NFPA 13, *Standard for Installation of Automatic Sprinkler Systems*, 2016 edition

NFPA 101, *Life Safety Code*, 2015 edition

NFPA 211, *Standard for Chimneys, Fireplaces, Vents, and Solid-Fuel Burning Appliances*, 2016 edition

NFPA 1123, *Code for Fireworks Display*, 2014 edition

UFC 3-600-01, *Fire Protection Engineering for Facilities*, 8 August 2016

***Abbreviations and Acronyms***

**AFB**—Air Force Base

**AFMAN**—Air Force Manual

**CAP**—Corrective Action Plan

**CE**—Civil Engineer

**ECC**—Emergency Communication Center

**ETL**—Engineering Technical Letters

**FDC**—Fire Department Connection

**FES**—Fire Emergency Services

**FSD**—Fire Safety Deficiencies

**IAW**—In Accordance With

**NFPA**—National Fire Protection Association

**ORP**—Office of Primary Responsibility

**PAI**—Permit Authorized Individual

**RDS**—Records Disposition Schedule

**SME**—Subject Matter Expert

**UBC**—Uniform Building Code

**UFC**—Unified Facilities Criteria

**UFSR**—Unit Fire Safety Representative

*Terms*

**Assembly Occupancy**— Identified as an occupancy used for a gathering of 50 or more persons or deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or used as a special amusement facility, regardless of occupant load.

**Emergency Action Plan**— A written plan establishing actions to be taken by employees during emergencies.

**Fire Hazards**— A condition which can cause a fire to occur, or, if left unchecked, cause a fire to grow.

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

**National Fire Protection Association (NFPA)**— A global nonprofit organization, established in 1896, devoted to eliminating death, injury, property and economic loss due to fire, electrical and related hazards. NFPA codes and standards are utilized by the U.S. Air Force.

## Attachment 2

## FIRE PREVENTION CHECKLISTS

Table A2.1. Eielson AFB General Fire Prevention Checklist.

Inspector's Name	Date:		
Facility Number:	Occupancy:		
ITEM	C	N	N/A
1. Are all exit signs lighted and in working condition?			
2. Are all emergency lights in working condition?			
3. Are all exits clearly marked and areas around exits doors and passageways free of obstructions and unlocked when facility is occupied?			
4. Are all fire doors kept clear, in working condition and not blocked open?			
5. Are all fire extinguishers properly mounted, unobstructed and in serviceable condition?			
6. Are all fire extinguishers current on annual maintenance and monthly inspection for serviceability?			
7. Are foyers, entrance halls and stairwells clear and not being used for storage?			
8. Is general housekeeping in good order and being conducted daily?			
9. Are vehicles being parked at proper distances as to not block fire hydrants, fire department connections and fire lanes?			
10. Is vegetation and accumulated snow and ice removed from three feet around fire hydrants and fire department connections?			
11. Are flammable and combustible liquids being stored properly?			
12. Is gas powered equipment stored properly?			
13. Are clothes dryers vented to the outside of the facility and are dryers and traps free of lint?			
14. Are storage areas properly maintained?			
15. Is the clearance under sprinklers a minimum of 18 inches? Is the clearance under sprinklers a minimum of 36 inches where storage is over 15 feet in height?			
16. Are fire detection devices, pull stations, alarm panels and fire suppression controls clear of obstructions?			
17. Are extension cords of the approved type and not being used as permanent wiring?			
18. Do power strips have surge protectors and are they being used properly? No daisy chaining of power strips.			



**Table A2.2. VOQ, VAQ, TLF, and Dormitory Occupant/Manager Checklist.**

Inspector's Name	Date:		
Facility Number:	Occupancy:		
ITEM	C	N	N/A
1. Visually inspect smoke detectors for cleanliness or damage? Local smoke detectors with battery must be tested and inspected monthly and require a battery change every 6 months.			
2. Are all fire extinguishers clean, operational, and have a current annual inspection tag attached? Are inspection tags signed off for monthly inspection? Residents shall be trained on proper use of fire extinguisher.			
3. Does the resident have decoration obstructing heat or smoke detectors in the dorm room?			
4. Does the resident have prohibited open flame items, such as candles, incense, etc.?			
5. Are extension cords being used instead of permanent wiring and are they in good condition?			
6. Do multi-outlet assemblies and UPS units have built in a surge protector/circuit breakers?			
7. Are electrical cords being run under carpets, through doors and windows, or dryer exhaust ducts?			
8. Extension cords used for automobile heating systems are arctic (cold weather) rated?			
9. Are appliances with heating elements (clothes irons, space heaters, hair curlers, etc.) properly utilized? Appliances with heating elements shall not be left unattended, must be unplugged when not in use.			
10. Are energy hungry electrical appliances (microwaves, toaster, etc.) plugged directly into the wall?			
11. Does resident have any unapproved cooking appliances? Cooking is authorized only in approved areas.			
12. Are stoves and overhead exhaust fan filters free of excessive grease build up? Cooking should never be left unattended.			
13. Combustibles and flammable liquids are authorized to be stored only for use of upkeep and operations of dormitory and must be kept in an approved flammable storage cabinet. Household flammable liquids may be stored but special care is required when storing these materials.			
14. Is area under stairways being utilized for storage? Storage under stairs is only allowed if stairs meet criteria outline in the Uniform Building Code (UBC).			
15. Are the emergency lights and exit signs functioning properly? Emergency lights and exit signs must be inspected monthly and annotated.			



**Table A2.3. Eielson AFB Contractor Fire Prevention Checklist.**

Contractor/Inspector's Name	Date:		
Facility Number/Project:	Occupancy:		
ITEM	C	N	N/A
1. All Contractors (general, sub, etc.) are required to establish a fire prevention/protection program.			
2. Are FES access roads maintained to no less than 20 feet wide and not less than 14 feet of vertical clearance? If dead-end access road is in excess of 150 feet, are there provisions for an emergency response vehicle turnaround?			
3. Are all personnel trained in reporting emergencies and in fire prevention responsibilities?			
4. Contractors shall notify the Fire and Emergency Services Flight at 377-1293 or 377-4156 whenever an existing fire detection, alarm, or fire suppression system must be disconnected, relocated, extended, or when the system is placed back into service.			
5. Are all flammable and combustible liquids stored properly IAW AFI 91-203?			
6. Fire extinguishers in facilities will not be removed from their location for any purpose other than fighting fire, unless approved by the Fire Prevention section.			
7. Fire hydrants will not be used without permission from the FES Flight and 354 CES/CEOIU.			
8. Smoking in a building undergoing work is prohibited. Smoking shall only be permitted in designated smoking areas and cigarette disposal containers will be provided IAW AFI 40-102.			
9. Are all portable electrical devices disconnected at the close of each working day?			
10. Temporary wiring, including branch circuits and lighting shall be installed to meet requirements of the National Electric Code.			
11. Temporary wiring shall be removed immediately upon completion of construction or purpose for which the wiring was installed.			
12. When temporary heating equipment is utilized it shall be monitored at all times. Keep 30 inch clearance from all combustibles. When not in use, turn equipment off.			
13. Temporary heating equipment shall be UL listed or FM approved and shall be installed, used, and maintained, IAW the manufacturer's instructions and applicable fire code(s).			
14. Accumulation of trash, paper, shavings, sawdust, excelsior, boxes, and other packing materials will be removed from the building at the close of the workday.			

