

**BY ORDER OF THE COMMANDER  
GRISSOM AIR RESERVE BASE**

**GRISSOM AIR RESERVE BASE  
INSTRUCTION 32-2001**



**6 NOVEMBER 2023**

**CIVIL ENGINEERING**

**FIRE AND EMERGENCY SERVICES  
(F&ES) PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements applicable portions of Air Force Instruction (AFI) 32-2001, *Fire and Emergency Services (F&ES) Program*, Air Force Policy Directive (AFPD) 32-20, *Fire Emergency Services*, Unified Facilities Criteria (UFC) 3-600-01, *Fire Protection Engineering for Facilities*, AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*, Department of the Air Force Manual (DAFMAN) 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, National Fire Protection Association® (NFPA®) 101, *The Life Safety Code*, NFPA 10, *Standard for Portable Fire Extinguishers*, AFI 48-104, *Tobacco Free Living*, and applicable NFPA® Guidelines. It implements the procedures for an effective Fire Protection and Prevention program to prevent loss of life, property damage and related intangible losses. The Base Fire Prevention program establishes organizational and individual responsibilities and affects all areas, facilities, and activities at Grissom Air Reserve Base (GARB). It applies to all units assigned or attached to the 434th Air Refueling Wing (ARW), including tenant units, visitors, contractors, concessionaries, and the Base Operating Services (BOS) contractor. Refer recommended changes and questions about this publication to the Office Primary Responsibility (OPR) listed above using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847, *Recommendation for Change of Publication* from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Departmental Air Force Instruction (DAFI) 90-160, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure all records created as a result of

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### ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Responsibilities have been updated and outdated publication references have been removed. Fire. Additionally, recreational fires, fire drills, Paint spraying, and flammable/combustible liquids, specifically the storage, have been clarified in this revision.

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**1. Overview.** This instruction is to assist functional managers (commanders), facility managers, and supervisors in effective management of their area(s) to eliminate the causes of fire and prevent the loss of life and property.

**2. Roles and Responsibilities.** Unit Commanders and Functional Manager Responsibilities.

2.1. The Installation Commander (434 ARW/CC) is responsible for Fire Protection at Grissom Air Reserve Base (GARB) and the 434th Air Refueling Wing.

2.2. The Base Civil Engineer (BCE) is the Base Fire Marshall (BFM) and is responsible to the 434 ARW/CC for the effective and efficient execution of the installation's fire protection program. The BFM provides the Chief, Fire Emergency Services with the necessary support to ensure the highest possible priority and funding of fire protection and prevention initiatives to accomplish mission support.

2.3. The Installation Fire Chief (IFC) is responsible to the BFM determining the resources required for the installation's overall fire protection program. The IFC will establish and implement an effective fire protection and prevention program, including hazardous materials, mutual aid, emergency medical care, confined space rescue, and emergency response programs. This authority extends over all tenants and contractors on base.

2.4. Unit commanders, division chiefs, facility managers, supervisors, and their subordinates at all levels are responsible for and must ensure that sound Fire Prevention procedures are established and practiced in each activity under their jurisdiction.

2.5. Exceptions to this Regulation. Exceptions will not be made to this regulation without approval of 434 ARW/CC or his/her representative.

**3. Installation Fire Protection and Prevention program.**

3.1. Unit commanders will execute comprehensive installation fire protection and fire prevention programs.

3.1.1. CEF, with support from the Assistant Chief of Fire Prevention, develops, manages, and implements Fire Protection and Fire Prevention programs. CEF ensures that: All facilities are inspected at least annually to identify and eliminate potential fire hazards and that fire prevention measures are enforced.

3.1.2. Notification to the Fire Prevention Office/Technical Services (765-688-4051/4050) regarding any change of conditions within their buildings, structures, or area(s), that affect life safety, evacuation routes, personnel assembly point(s), safeguarding of classified information, which may require redistribution of fire extinguishers, and change in fire protection requirements.

3.1.3. Commanders will designate a facility manager and assistant for each building and area under their jurisdiction and notify the Real Property Officer and Fire Prevention Office by letter of assignment and changes as they occur.

3.1.4. The facility manager and work area supervisors are responsible to the unit commander to maintain a fire-safe condition for facilities under their jurisdiction.

3.2. Ensure facility managers and work area supervisors complete job specific portable fire extinguisher training and fire prevention training. The base emergency telephone number is 911 and the Cell Phone emergency services number is 765-688-HELP (4357) to call the GARB Fire Department Emergency Communications Center (ECC). Encourage all base employees to add the emergency numbers to their cell phone memory for quick access. Fire Protection and Fire Prevention program elements ([Attachment 1-Attachment 9](#)) are made available to all unit commanders, division chiefs, facility managers, supervisors, tenants, and concessionaries. Brief building emergency evacuation procedures to all newly assigned civilian, contractors and active/reserve military personnel within 30 days of assignment to your organization and annually thereafter.

3.3. Portable fire extinguisher training is required at least annually for all civilian, reserve and active duty personnel with fire extinguishers in the work area. U.S. Air Force regulations for job specific work and work areas could require personnel to have more frequent fire prevention training in maintenance areas for aircraft, fuels, vehicle, electronic, aircrews, ground crews, computer rooms, and dining/kitchen areas.

3.3.1. Fire Extinguisher Purchase and Maintenance. Facility managers and using organizations shall budget for purchase and maintenance of fire extinguishers.

3.3.2. All fire extinguishers shall meet the requirements of NFPA® 10. (T-1). **Note:** *This includes flightline fire extinguishers.*

3.4. Supervisors at all levels are responsible for fire extinguishers in areas under their control. They shall:

3.4.1. Perform visual inspections of fire extinguishers in accordance with (IAW) paragraph 17.1.5 of this instruction (T-0).

3.4.2. Take defective extinguishers to an authorized servicing location, as determined locally and coordinated with the installation Fire & Emergency Services (FES) Flight, for maintenance. (T-0). Fire extinguishers removed from service shall be immediately replaced. (T-1).

3.4.3. Mount fire extinguishers in or on vehicles or equipment in approved brackets; for facilities, mount portable fire extinguisher(s) in cabinets or stations for firefighting. Depending on the type of activity, facility emergency plans must also include such items as emergency removal of aircraft from hangars, protection of high value and critical material, accidents involving fuel handling, and special instructions for operation of high expansion foam/aqueous film forming foam (HEF/AFFF) and portable film forming fluoroprotein foam (FFFP), carbon dioxide (CO<sub>2</sub>), HALON extinguishers.

3.5. Facility managers and work section supervisors are to arrange for fire prevention training and building emergency evacuation procedures with the Fire Prevention Office at least annually for all reservist, civilian, contractors and active duty personnel working in their respective building or work area. The Fire Prevention Office will schedule a group training during building inspections with facility managers and/or supervisors.

3.6. All commercial cooking equipment and all stoves in non-sprinkled facilities must be equipped with a range hood fire suppression system. Residential stoves in break rooms, kitchens, and kitchenettes that have a sprinkler system are exempt from this requirement IAW Unified Facilities Criteria (UFC) 3-600-01.

3.6.1. The hood fire suppression system is to be connected to the building fire alarm system and will be inspected annually or more frequent as required by NFPA® 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, Fire Prevention Office or manufacture requirements and tested by an outside certified testing agency.

3.6.2. All kitchen hoods are to be cleaned every six (6) months or more frequently as required by the Fire Prevention Office. All installed and portable deep fryers (gas or electric) will be inspected and tested annually by an outside certified testing agency.

3.7. Open flame or open heating element device(s) are not allowed in any building including candles, incense burners, or the like. The Fire Prevention Office can authorize and issue a limited use permit for an open flame device during special event for a given time period.

3.8. Report any fire hazard(s), which cannot be corrected by the building manager to Emergency Communications Center (765-688-3353) or the Fire Prevention Office (765-688-4050/4051) immediately.

#### **4. Facility/Building Managers, Alternates, and Supervisors Responsibilities.**

4.1. Perform daily and monthly checks of their building(s) or area to detect fire hazards.

4.2. Check all portable fire extinguishers in cabinets or at stanchions for presence and are not blocked. Perform monthly inspections & record on log book or automated record. Monthly fire extinguisher inspections will take place no sooner than three (3) weeks and no further than five (5) weeks from the previous inspection.

4.3. Ensure annual inspection dates & hydrostatic test are indicated on extinguisher shell by decal or sticker IAW NFPA® 10.

4.4. The Fire Prevention Office is the office of primary responsibility (OPR) to ensure all Grissom members receive initial and annual fire extinguisher training.

- 4.5. Notify the Fire Department at 765-688-4050/4051, when handicapped employees are hired and advise of their designated work area(s).. Appoint two (2) employees working near a hearing impaired or handicapped employee to assist the employee in evacuating the building for an emergency.
- 4.6. Specific training for each type of portable extinguisher, building specific fire suppression systems and evacuation procedures is available upon request.
- 4.7. All aircraft maintenance & servicing personnel receive initial (and annually thereafter) hands on training on the use of the 150-lb. HALON 1211 flightline fire extinguishers. Supervisors are responsible to provide training & track requirement.
- 4.8. Manager(s) of all assembly occupancies shall establish & maintain a certification system to ensure employees of assembly occupancies have been trained & understand their fire prevention and protection responsibilities.
- 4.9. Ensure all exit routes are not obstructed, exit doors work properly and are in good condition. Immediately inform the Fire Prevention Office and CE help desk of any exit doors that are damaged or not working properly. Inform the Fire Prevention Office on any portable fire extinguisher that was discharged or damaged and any building fire protection system that has been damaged by in any way.
- 4.10. Assure that all personnel assigned to their building are familiar with the information in the building Emergency Action Plan.
- 4.11. No smoking, vaping or tobacco use inside any Air Force and/or Department of Defense (DoD) buildings. Where smoking is authorized at designated areas, the smoking and disposal of smoking materials shall meet requirements of AFI 48-104 and DAFMAN 91-203. The designated location and disposal container will be approved by the Fire Prevention Office and negotiated Labor/Management Agreement, or any other instruction, regulation or directive governing smoking will be adhered to.
- 4.12. Report any fire or unsafe fire condition that could cause a fire (fuel spill, electrical short, etc.) to Grissom Emergency Communications Center (ECC) from any on base phone at 911. If using an off base or cell phone you can also call 911; when the dispatcher picks up, inform them that your emergency is on Grissom ARB and they will transfer you to the Grissom ECC. In all cases tell the ECC dispatcher your name, the building number or location and your emergency. You can also call 688-HELP to report an emergency.
- 4.13. Facility managers and supervisors are responsible to their unit commander to maintain a fire-safe condition for facilities under their jurisdiction.
- 4.14. The facility manager or an alternate designated by him/her will accompany the fire inspector during scheduled the fire safety visit and correct on the spot any hazards or deficiencies noted during the visit.
- 4.15. Used cotton wipes, cleaning rags, oily rags, and steel wool will be kept in separate NFPA® approved metal container with self-closing lid having contents stenciled on the container and to be emptied at the end of each work day.
- 4.16. Fire safety practices in facilities, rooms, or areas, which are under continuous lock and key are the responsibility of the individual supervisor maintaining that secure area.

Additionally, it is the responsibility of the supervisor to arrange access to these facilities for base fire prevention personnel to perform scheduled fire prevention inspections.

4.17. Open flame or open heating element device(s) are not allowed in any building including candles, incense burners, etc. The Fire Prevention Office can authorize and issue a limited use permit for an open flame device during special event for a given time period.

4.18. Ensure positive measures are taken year-round to eliminate vegetation growth around assigned facilities, fire hydrants, Post Indicating Valves (PIVs), Fire Department Hose Connections (FDCs) and mechanical rooms.

4.19. Report any fire hazard(s) which cannot be corrected by the facility manager to Fire Alarm Control Center (688-3353) or the Fire Prevention Office (688-4051 or 688-4050) immediately.

4.20. Any issue not covered herein should be brought to the attention to the unit commander or the Fire Prevention Office for clarifications.

## **5. Fire Reporting.**

5.1. If you smell smoke or find a fire, try to close doors to that area to prevent the fire spread. Locate and activate the building fire alarm system by pulling the red manual pull station handle near the exit door. Go to a safe area and call 911. Give them the following information: Your name, phone number, building number/address, and approximate location of fire, smell of smoke or chemical spill.

5.2. A designated person shall wait near the front of the building at a safe distance to inform the first arriving firefighters to the possible location of the hazard and if all personnel are all accounted for or if any are missing and there last known location.

5.3. Take a head count at the evacuation area.

5.4. Ensure personnel do not re-enter facility without approval of on-scene Fire Department Incident Commander.

5.5. When using your cell phone to call the ECC dial 911 or 688-HELP (4357).

5.6. If using a cell phone to report an emergency on base, advise the dispatcher that you are reporting an emergency on Grissom ARB. Dialing 911 from a base (wired) phone or the 688-HELP line contacts the base ECC directly.

## **6. Exits and Evacuation Routes.**

6.1. In every building or structure, exits shall be arranged and maintained to always provide free and unobstructed egress from all parts of the building or structure at all times when that building is occupied. All portions of the exit access (hallways, common pathways and the like), exit doors, and the exit discharge (exterior portions of the facility leading to a safe area) shall remain clear at all times. If you have questions, contact the Fire Prevention Office 688-4051 or 688-4050.

6.2. All marked exits must be readily accessible, provide the best route to safety, be suitably lighted, and provide signage to indicate the direction of travel to each exit not visible from any part of the room or floor area. Aisles, corridors, stairways, and passageways must be

unobstructed at all times and must not be used for storage. Do not lock or otherwise inhibit the use exit doors when a building is occupied.

6.3. Doors used in connection with exits will be kept continually unobstructed and unlocked in all directions of egress while building is occupied.

6.4. All exit components (access, doors, and discharge) shall comply with NFPA® 101.

6.5. In public assembly and recreational facilities, exit doors, including panic hardware type, will be tested daily to ensure free operation.

6.6. Doors may be hinged so they will be double acting (open both outward and inward). Double acting doors should have a see-through panel with the same fire rating as the door.

6.7. Doors that are blocked will have a sign posted conspicuously on the opposite side, indicating "DOOR BLOCKED". The Fire Prevention Office shall approve all blocked doors. For further information, contact the Fire Prevention Office at 688-3353 or 688-4050.

6.8. Materials will not be stored under, piled against, next to, or under doors, exits, or stairways or stairwells.

6.9. Lighted exit signs and emergency lighting will be provided for each emergency exit and passageway as required by NFPA® 101, *The Life Safety Code*, UFC 3-600-01, and DAFMAN 91-203.

6.10. The Fire Prevention Office, IAW NFPA® Standard 101, *The Life Safety Code*, will determine the requirement for exit signs.

6.11. When an illuminated exit sign or emergency egress lighting is inoperative, contact Civil Engineering Helpdesk 688-3383 for repairs. If needed submit an AF Form 332, *Base Civil Engineer Work Request*.

6.12. For safety of personnel, battery powered emergency lighting units will be installed as a part of the building's fixed wiring system to provide illumination of exits where required during periods of lost electrical power.

6.13. Fire evacuation routes for each room will be posted in all buildings. Waiver for unoccupied buildings can be requested from the Fire Prevention Office.

## **7. Fire Drills.**

7.1. All facility managers will conduct a fire exit drill at least annually or more often depending on work hazard classification to meet the minimum requirements in accordance with NFPA® 101 and any applicable AF Technical Order for job specific requirements. Contact the Fire Prevention Office for clarification at 688-4050 or 688-4051.

7.2. Facility managers will contact the Fire Prevention Office when all fire drills are conducted, and two (2) business days prior to any exercise or fire drill where the fire alarm system will be activated for that purpose. When utilization of automatic or manual fire alarm system is desired, the facility manager will coordinate with the Fire Prevention Office (688-4050 or 688-4051) to operate the system during the fire drill.

7.3. Fire drills can be conducted during an annual fire prevention safety visit. Occupants will be aware of at least two means of egress and knowledge on how to activate the building fire alarm and/or fire suppression system.

## 8. Space Heaters.

8.1. Space heater use shall meet all listed product safety requirements and comply with DAFMAN 91-203.

8.2. Gas, liquid, or wood space heaters shall not be used inside any government permanent or temporary structure unless authorized by the Fire Prevention Office and a permit is issued for limited usage.

## 9. Paint Spraying (Flammable and Combustible Liquids).

9.1. For spot spray painting on aircraft with non-removable section(s) in a hangar; the hangar shall meet NFPA® 410, *The Standard on Aircraft Maintenance*, NFPA® 204, *The Standard for Smoke and Heat Venting*, NFPA® 33, *The Standard for Spray Application Using Flammable or Combustible Materials* and all Air Force Standards. A building or hangar that doesn't meet the required standards will follow DAFMAN 91-203.

9.2. For painting of aircraft in nose dock 6 (Building 434), all heaters will be turned off prior to any spray-painting operation. Heaters will not be allowed to be turned on until the building or hangar is ventilated to clear out flammable vapors.

9.3. A hangar's general ventilation may be supplemented by opening the hangar doors (not less than 10 feet) to provide additional air movement. This may aid in preventing flammable vapor concentrations from exceeding 20 percent LEL (Lower Explosive Limit), especially at floor level and in pits and drains.

9.4. If, because of severe weather conditions such as extreme cold, the hangar doors are required to be opened less than 10 feet, the main electrical power switch for the door will be locked out (OFF) and remain locked out until the door is opened more than 10 feet or closed IAW DAFMAN 91-203. If these actions do not achieve the desired results, additional ventilation by forced air will be used.

9.5. Spot painting of aircraft in nose dock 6 (Building 434) shall be limited to the application of one. paint quart or less during any eight (8) hour shift using compressed air spraying equipment.

9.6. Additional painting above stated requirements will need to be authorized by the Fire Prevention Office two (2) business days prior to painting.

## 10. Break Areas/Break Rooms.

10.1. All work centers without a break room may have an area identified as a break area. All coffee makers, pot warmers, toasters and cooking appliances shall be kept in the identified break area to prevent overloading of electrical outlets and circuits. Plug in all appliances directly into a wall outlet – don't use extension cords or power strips. All appliances shall be kept free of any flammable and combustible products.

10.2. All coffee makers, pot warmers, cup warmers, and any appliances with a heating element shall be unplugged at the end of the day. Where coffee makers have integrated timers, those timers may not be utilized. Cooking stoves are not allowed in break rooms or break areas unless they are approved by fire the Installation Fire Chief. The total power requirement of appliances used at each receptacle outlet shall not exceed the power rating of each outlet.

## **11. Kitchen Hood System and Deep Fryers.**

11.1. All Kitchen hoods are to be cleaned every six (6) months or more frequent in accordance with DAFMAN 91-203 and the Fire Prevention Office. The hood fire suppression system will be inspected annually or more frequent as required by the Fire Prevention Office. All hood fire extinguishing systems will be inspected, tested and serviced by an outside authorized certified agency. Break areas using a residential stove for cooking will meet the requirements in DAFMAN 91-203 and have a fire extinguishing system installed and connected to the building fire alarm system if required.

11.2. Deep-fat fryers will be equipped with a primary thermostat setting of 400 degrees Fahrenheit and a secondary thermostat that limits the temperature of the cooking media to 475 degrees Fahrenheit. This 475 degree maximum temperature includes any additional rise that occurs after the secondary thermostat de-energizes the unit. Thermostats shall be tested annually, or as recommended by the manufacturer, and after all repairs without regard of whom performed the repairs. The primary thermostat on deep-fat fryers shall be provided with a shunt bypass assembly to be accessible by authorized personnel for testing purposes. **Note:** Units designated with secondary thermostats that do not have a cutout switch or the destruction of the secondary thermostat would occur if testing were conducted are exempt from the required testing. Documentation of the test shall be affixed to the unit. Disassembly of the transfer of hot liquids to conduct the test is prohibited.

## **12. Open Flame & Hot Work Permits.**

12.1. Open flame or open heating element device(s) are not allowed in any building for heating or decorations including candles, incense burners, and the like.

12.2. The Fire Prevention Office can authorize and issue a limited use permit to use an open flame device or open element for work or a special event during a given time period.

**13. Smoking Area and Smoking Material.** Smoking, vaping, tobacco use, and disposal of smoking materials shall meet requirements of AFI 40-102 and DAFMAN 91-203. The designated location and disposal container will be approved by the Fire Prevention Office and negotiated Labor Management Agreements or any other instruction, regulation or directive governing smoking will be adhered to.

## **14. Portable Barbecue Grills and Deep Fryers.**

14.1. All portable barbecue grills and deep fryers must use either liquid propane or compressed natural gas as their fuel source. Charcoal briquette or wood burning type grills are authorized for use by permit only. Permit requests must be submitted to the Fire Prevention Office at least two business days prior to their intended use. When finished using briquette/wood type grills, cool briquettes or wood with water and check if ashes are cool before discarding. Exception: A permit is not required to use the permanently mounted charcoal grills located adjacent to buildings 467 and 468. In all cases, do not discard ashes in trash containers or dumpsters.

14.2. All portable barbecue grills and deep fryers using Liquid Propane Gas (LPG) tanks will be inspected annually prior to use by the Fire Prevention Office and the building manager/supervisor will inspect for wear and aging of connector hose, regulator, burners, and rust conditions of both the LPG tank and the appliance prior to each use. Inspection shall follow the standard for visual inspections of Compressed Gas Cylinders by the Compressed Gas

Association (CGA). No barbecue grills or fryers can be used inside a building or under any overhang of any structure. All grills and deep fryers shall be operated a minimum of 10 feet away from any type of structure including tents.

14.3. No grill or deep fryer can be stored with LPG tank inside a building. Storage of LPG tank shall be stored in a compressed gas cylinder cage and meet requirements stated in NFPA® 55, *The Compressed Gases and Cryogenic Fluids Code*.

**15. Holiday Decorations.** The Fire Prevention Office will approve the location and installation of all holiday decorations. Decorations will be noncombustible or fire retardant and approved by UL or other reputable safety testing organization. Only an artificial tree or wreath can be used during Christmas time. All Christmas lights will be unplugged when the area is left unattended and also at the end of the workday. Decorations utilizing an open flame are prohibited.

**16. Munitions Storage and Movement.** CEF Weapons Movement Operating Guideline establishes policy governing fire department operations, notifications, precautionary measures, and procedures in response to Mass Weapon Movements in accordance with AFMAN 32-4004 Emergency Response Operations, 434 ARWI 91-201 Safe Haven/Safe Refuge Assistance for Explosive Laden Vehicles, 434 ARW Risk Management Plan and Grissom Full Spectrum Threat Response (FSTR) Plan 10-2.

**17. Portable Fire Extinguisher.**

17.1. Use and care of portable firefighting equipment:

17.1.1. It is imperative that all personnel are thoroughly familiar with the proper use of all fire extinguishers for their work area and use the correct extinguisher for the type of fuel that is on fire. All fire extinguishers are labeled with their capabilities by letter designation (A, B, C, D, and/or K). Classes of fire extinguishers and the applicable fuel types to use are as follows (DAFMAN 91-203):

17.1.1.1. CLASS A: “ordinary combustibles”- wood, paper, household rubbish, cloth, rubber, and many plastics.

17.1.1.2. CLASS B: flammable/combustible liquids – oils, greases, tar, oil-based paints, thinner, lacquers, flammable gases, and some plastics.

17.1.1.3. CLASS C: “energized” (plugged in) electrical equipment, household appliances, televisions, radios, computers, space heaters, wiring, electrical boxes, and circuit breaker boxes. (Note: if electrical equipment involved in a fire is not energized [e.g., unplugged], the fire becomes a Class A or Class B fire.)

17.1.1.4. CLASS D: combustible metals – magnesium, potassium, sodium, titanium, etc. These types of fires are most likely to occur in an industrial or commercial setting.

17.1.1.5. CLASS K: combustible cooking oils – vegetable, animal cooking oils used for frying food.

17.1.2. Agencies are responsible to maintain, replace and to report to the Fire Prevention Office on any instances in which a portable fire extinguisher(s) has been discharged, spilled, damaged or suspected of having been tampered with (such as broken seal or low pressure). All portable fire extinguisher maintenance will be accomplished in accordance with NFPA® 10.

17.1.3. Firefighting appliances are placed in buildings IAW Department of Defense, Air Force criteria, Federal, NFPA® codes. The location of such appliances will not be changed without the approval of the Installation Fire Chief.

17.1.4. Notify the Fire Prevention Office in regard to changing conditions within building(s), structure(s), mission, or area(s), which may require redistribution of fire extinguishers and/or fire protection equipment/appliances.

17.1.5. Facility managers or their designees are responsible to complete monthly fire extinguisher inspections. Monthly fire extinguisher inspections shall be completed and annotated no sooner than three weeks and no greater than five weeks from the previous month's inspection. Record keeping of fire extinguisher inspections shall be noted on each extinguisher tag. Fire extinguisher inspection procedures are as follows:

17.1.5.1. Check to see if seal is intact.

17.1.5.2. Check to see gauge needle is pointing within operating pressure range. Is gauge glass broken or cloudy making gauge unreadable. NOTE: Internal pressure is affected by temperature changes. Pressure increases with heat and decreases when it becomes colder.

17.1.5.3. Check hose for defects such as cracks and deterioration.

17.1.5.4. Check nozzle for cracks or obstructions.

17.1.5.5. Check container for leakage, damage, or signs of tampering.

17.1.5.6. Check hanging bracket and/or extinguisher cabinet if secured to wall.

17.1.5.7. Check that all fire extinguishers are not blocked for access and is visible with label side facing out.

17.1.5.8. Appropriate fire extinguishers will be in place at all painting, paint removing, and doping operations. See section [17.1.1](#) of this operating instruction.

17.2. The Installation Fire Chief is responsible and has designated the Fire Prevention Office to determine the type, number and placement of portable fire extinguishers used at each work area and to annually inspect all portable fire extinguishers for all Grissom buildings and flightline area. The user shall maintain and replace, as necessary, any portable fire extinguishers that are damaged, discharged or out of date in accordance with DAFMAN 91-203 and NFPA® 10.

17.3. Fire prevention during flightline maintenance necessitates accessible firefighting equipment, which will be provided in accordance with Air Force guidance, industry standards or as specified by the Installation Fire Chief. Suitable fire extinguisher(s) will be placed within easy reach of the operator and close to ground power equipment when used in maintaining or servicing aircraft IAW DAFMAN 91-203 and applicable maintenance technical orders (TO)s.

17.4. When fueling or de-fueling an aircraft by truck or fuels cart, a suitable fire extinguisher(s) will be checked and placed in strategic locations upwind and near the aircraft before beginning fuel transfer operations.

**18. Fire Protection, Detection, Alarm and Mass Notification Systems.**

18.1. Grissom utilizes eight (8) basic types of systems to protect personnel and property. They are mass notification systems, automatic water sprinkler systems, automatic heat detection or smoke detection with manual fire pull stations, HEF, AFFF, deluge, and wet chemical. Most buildings have a combination of these systems.

18.2. All fire suppression systems sound a local alarm (fire alarm); all facility workers, users, and guests are required to evacuate when the fire alarm sounds. The Fire Department ECC receives these alarm signals and in turn the Fire Department responds. In all cases and when safe to do so, verify receipt of the fire alarm signal by the ECC via 911 (base landline) or (765) 688-4357 from a cell phone.

18.3. Painting, blocking, tampering with, or disabling any emergency notification devices or fire suppression devices is prohibited. This includes but is not limited to smoke detectors, heat detectors, alarm strobes, alarm horns, and sprinkler heads.

18.4. Sprinkler heads and piping shall not be used as supports, attachments, or hanging of equipment and/or material.

18.5. Sprinkler heads and sprinkler risers will be unobstructed at all times. A minimum clearance of 18 inches shall be maintained between the top of storage and sprinkler deflectors, 24 inches from ceilings in a non-sprinkled facility and 36 inches between sprinkler heads and rack storage where the height of the rack storage exceeds 16 feet in height.

18.6. Sprinkler water supply piping should be kept in good repair. Broken or loose hangers should be reported promptly. No articles can be attached to any sprinkler pipes.

18.7. Do not block fire alarm panels; these panels must be kept accessible at all times.

18.8. Fire alarm manual pull stations are located in the path of egress for the occupant to activate to initiate evacuation of a facility. Once activated, they will sound the fire alarm to notify the building occupants and the fire department in case of a small fire or smell of smoke odor.

18.9. Mass notification systems, if installed in the building, will be used to notify building occupants of a hazards, potential weather emergencies and/or to advise occupants to evacuate or shelter in place.

18.10. Only qualified fire protection-civil engineering employees or authorized contractors will accomplish testing, maintenance, and repair fire protection systems.

18.11. Personnel involved in malicious or willful misuse of a fire protection system, willful transmission of incorrect or inaccurate information concerning a fire, or who in any way tampers with fire reporting equipment, firefighting equipment, or fire appliances will be subject to appropriate administrative or disciplinary actions.

**19. The Inspection System.**

19.1. Commanders are responsible for fire prevention on their installation(s). Each functional manager is responsible for fire prevention within his/her functional area and for correcting fire hazards and deficiencies. The functional manager is defined in DAFMAN 91-203.

19.2. All buildings will be inspected annually. Buildings of high importance and large occupant load will be inspected more frequently by order of the Installation Fire Chief (i.e. Hangars, Lodging and/or Dining facilities).

19.3. AF Form 218, *Facility Fire Prevention/Protection Record*. This form will be used as a checklist and recording document during the entire inspection process. The reverse side of the form is used to document fire inspections where no hazards or deficiencies are noted.

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

19.4.1. This form will be used to identify to the functional manager fire hazards or deficiencies noted during the inspection.

19.4.2. This form will be used during scheduled and unscheduled fire inspections.

19.5. Building managers or their alternates will accompany the fire prevention inspector during scheduled fire inspections.

19.6. When hazardous practices or processes are observed during an inspection, the fire inspector will recommend that the operation be ended immediately. The fire inspector shall notify the Assistant Chief of Fire Prevention and the Installation Fire Chief. The base Fire Marshal is notified and, if the resolution of the situation with the functional manager fails, the base commander will be notified and determine if the operation is to continue.

19.6.1. Upon completion of inspection, the fire inspector(s) will brief the building manager or alternate accompanying them on the results of the inspection and sign the backside of the AF Form 218.

19.6.2. If corrective action needs to be made, an AF Form 1487 will be issued to the building manager or alternate within 5 working days. The second page will be completed by the facility manager stating correction made or CE work request number filed. Building managers will sign and return the form to the Fire Prevention Office within 30 calendar days. This signature verifies the occurrence and results of the inspection.

19.7. The building manager or alternate will begin immediate corrective of fire hazards and process fire deficiencies according to DAFMAN 91-203 and AFI 32-10141. Their copy of AF Form 1487 with corrective actions indicated will be returned to the Fire Prevention Office to be reviewed and filed in the facility folder.

19.8. AF Form 1487 may be routed through channels to the highest base command level for correction of hazards or deficiencies when deemed necessary by the Installation Fire Chief.

## **20. Inspection Procedures.**

20.1. Fire Prevention inspector(s) emphasize the following during inspections:

20.2. Personnel knowledge of fire reporting, evacuation, and initial firefighting procedures. They will query a random sample of personnel during each inspection.

20.3. Adequacy and condition of fire detection, alarm, and protective systems and devices including fire extinguishers.

20.4. Adequacy and condition of devices and facility features to segregate and separate special fire hazard occupancy areas (fire doors, walls, stops, drafts, etc.).

- 20.5. Designed materials are used with applicable directions.
- 20.6. Condition of heating, fuel handling, and similar hazard producing installations and equipment.
- 20.7. Adequacy of safe practices to eliminate and prevent fires.
- 20.8. Smoking control and other hazardous personal practices.
- 20.9. The proper use of power strips and extension cords. Power strips cannot be connected together and can only be plugged into an electrical wall outlet. Extension cords can only be used during temporary repair work.
- 20.10. Identify changes in construction, occupancy, or other factors that require updating the pre-fire plan.
- 20.11. Adequacy of unit reporting, evacuation, and initial firefighting procedures and plans.
- 20.12. Condition and proper use of electrical equipment and connections.
- 20.13. Housekeeping practices.
  - 20.13.1. Adequacy, condition, and accessibility of fire exits and escape routes.
  - 20.13.2. Proper separation, storage, and placarding of explosives.
  - 20.13.3. Evidence of unauthorized self-help projects.

## **21. Hazard Abatement Program (HAP).**

- 21.1. IAW AFI 91-301 when major fire hazards or deficiencies are identified as HAP, AF Form 332 will be initiated to civil engineering for corrective action.
- 21.2. When hazard or deficiency has not been corrected within 30 days, the Fire Prevention Office will submit each item to the Safety Office for inclusion into the Hazard Abatement Program.

## **22. Correction of Fire Hazards FSD AND Risk Assessment Code (RAC).**

- 22.1. The building manager should initiate immediate corrective action within his/her own resources to eliminate fire hazards.
- 22.2. A fire hazard is defined as an existing condition or situation, which if not corrected, could result in undesired ignition and subsequent fire causing personal injury or loss of life and property.
- 22.3. A service call should be initiated by the manager to civil engineering for correction of urgent hazards, which are beyond the manager's capabilities.
- 22.4. Building managers should complete AF Form 332 (provide one copy to the Fire Prevention Office) to correct fire hazards which are beyond their control and submit the form to Civil Engineering Customer Service with a copy of the AF Form 1487 for correction of such items as:
  - 22.4.1. Improperly operating heating unit(s).
  - 22.4.2. Deteriorated wiring and broken light fixtures, wall receptacles, circuit breakers, missing covers, plates, etc.

22.4.3. Discrepancies involving exit doors, exit lighting, and panic hardware.

22.4.4. Inoperative emergency lighting.

22.4.5. Holes in walls and ceilings that would create a fire draft or contribute to the spread of fire.

22.5. When minor modifications or installation is required, i.e. installation of additional electrical receptacles to eliminate the need for extension cords ensure AF Form 332 is coordinated through the Fire Prevention Office.

22.6. A fire protection deficiency is defined as any condition in a facility, which could contribute to the rapid and uncontrolled spread of fire, fail to confine or suppress a fire within defined limits, or result in a life safety hazard or extensive property loss from fire.

### **23. Self-Help and Construction.**

23.1. The Fire Prevention Office will approve all self-help work requests including a listing of the material to be used, before the project is started and the materials purchased. All such material must meet the minimum requirements of current standards, building and fire codes, and instructions.

23.2. Individual units expending non-appropriated funds must also comply with the above requirements.

23.3. In the event interior alterations are made in a building equipped with a sprinkler system, necessary modifications to the sprinkler system will be affected to extend the protection into the altered area. Under no circumstances will false ceilings, drop ceilings, or hidden areas be installed without extending the system. Alterations to partitions, rooms, and enclosures will be planned to assure sprinkler coverage of all areas involved.

23.4. If during construction, a needed piece of equipment generates sparks or has an open flame, the Fire Prevention Office will inspect the area prior to work being done at the location and determine best course of action to prevent fire and issue a hot work permit for limited use time period. During the equipment use, an ABC rated fire extinguisher will be at the area of work.

23.5. Critical material includes equipment, devices, apparatus, and supplies which meet one of the following conditions:

23.5.1. Essential to the accomplishment of vital military missions.

23.5.2. Exceptionally costly.

23.5.3. Normally in short supply.

23.5.4. Highly complex.

23.5.5. Require a long lead time for procurement.

23.6. Any subject requiring clarification or not covered within this instruction, please contact the Assistant Chief of Fire Prevention, Grissom ARB Fire Department at 688-4051.

SUMMER A. FIELDS, Colonel, USAF  
Commander

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

- DAFI 90-160, *Publications and Forms Management*, 14 April 2022
- AFPD 32-20, *Fire Emergency Services*, 10 July 2018
- AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021
- AFI 48-104, *Tobacco Free Living*, 11 July 2019
- AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*, 15 May 2019
- AFI 32-2001, *Fire and Emergency Services (F&ES) Program*, 28 July 2022
- DAFMAN 91-203, *Air Force Occupational Safety Fire AND Health Standards*, 25 March 2022
- TO 00-25-172, *Grounding, Servicing of Aircraft, and Static Grounding/Bonding*, 21 August 2021
- UFC 3-600-01, *Fire Protection Engineering for Facilities, Change 6*, 6 May 2021
- OSHA 1910.157, *Portable Fire Extinguishers*, 2 March 2022
- NFPA® 10, *Standard for Portable Fire Extinguishers*, 2022 Ed.
- NFPA® 33, *Standard for Spray Application Using Flammable or Combustible Materials*, 2021 Ed.
- NFPA® 55, *Compressed Gases and Cryogenic Fluids Code*, 2023 Ed.
- NFPA® 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2024 Ed.
- NFPA® 101, *The Life Safety Code*, 2021 Ed.
- NFPA® 204, *The Standard for Smoke and Heat Venting*, 2021 Ed.
- NFPA® 410, *The Standard on Aircraft Maintenance*, 2020 Ed.

***Adopted Forms***

- AF Form 332, *Base Civil Engineering Work Request*
- AF Form 55, *Employee Safety and Health Record or Electronic Equivalent*
- AF Form 592, *USAF Hot Work Permit*
- AF Form 847, *Recommendation for Change of Publication*
- AF Form 1487, *Fire Prevention Visit Report*
- AF Form 218, *Facility Fire Prevention/Protection Record*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction  
**AFFF**—Aqueous Film Forming Foam  
**AFMAN**—Air Force Manual  
**AFOSH**—Air Force Occupational Safety and Health  
**ARW**—Air Refueling Wing  
**BCE**—Base Civil Engineer  
**BOS**—Base Operating Services  
**CFR**—Code of Federal Regulations  
**CGA**—Compressed Gas Association  
**CO2**—Carbon Dioxide  
**DOD**—Department of Defense  
**ECC**—Emergency Communications Center  
**F&ES**—Fire and Emergency Services  
**FDC**—Fire Department Connection  
**FFFP**—Film Forming Fluoroprotein Foam  
**FSD**—Fire Safety Deficiencies  
**FSTR**—Full Spectrum Threat Response  
**GARB**—Grissom Air Reserve Base  
**HAP**—Hazard Abatement Program  
**HazMat**—Hazardous Materials  
**HEF**—High Expansion Foam  
**IAW**—In Accordance With  
**IE**—for example  
**IFC**—Installation Fire Chief  
**LB**—pounds  
**LPG**—Liquid Propane Gas  
**NFPA**—National Fire Protection Association  
**OSHA**—Occupational Safety and Health Administration  
**PIV**—Post Indicating Valve  
**RAC**—Risk Assessment Codes  
**RDS**—Records Distribution Schedule  
**SDS**—Safety Data Sheet

**TO**—Technical Order

**UFC**—United Facilities Criteria

*Office Symbols*

**434 ARW/CC**—434th Air Refueling Wing Commander

**434 MSG/CEF**—434th Mission Support Group Civil Engineer Fire Department

**AF/RE**—Air Force Reserve

*Terms*

**Approval Authority**—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

**Full Spectrum Threat Response**—The single, integrated Air Force program to address the full spectrum of physical risks, threats, mitigation strategies, and passive defense measures.

**Attachment 2****FIRE PREVENTION**

**A2.1.** Functional managers and facility managers are responsible for monthly inspections of their organizations to ensure compliance with this instruction, to eliminate fire hazards and correct deficiencies. This includes:

A2.1.1. All work areas are left in a fire safe condition at the end of each day.

A2.1.2. All non-essential electric machines and equipment are shut off when not in use.

A2.1.3. There will be no storage in any attic, crawl space, stairwell, exit, exit enclosure or boiler/mechanical rooms.

A2.1.4. Flammable and combustible products are stored in an approved flammable storage locker or cabinet and are compatible with other items stored in the cabinet.

A2.1.5. All gasoline powered equipment can only be stored in an approved maintenance garage, mini barn or outside.

A2.1.6. All waste materials are kept in non-combustible containers and emptied daily. Office recycle containers will be emptied daily.

A2.1.7. Hazardous waste materials are disposed of in accordance with current hazardous waste handling and disposal procedures.

A2.1.8. Mechanical rooms are not utilized for any storage purpose.

A2.1.9. An electrical permit is required for any non-government electrical appliance. It will need to be inspected by the base civil engineer electrician and by the fire protection section before being utilized. Examples: space heaters, coffee pots, microwaves, toasters, refrigerators.

A2.1.10. Authorized smoking areas are kept free of trash and combustible material and that smoking materials are extinguished and disposed of in approved containers.

A2.1.11. Any operation or process that requires an open flame, heat producing, spark producing will be IAW DAFMAN 91-203 Welding, Cutting and Brazing and coordinated through the Fire Prevention Office and or Operations section and an AF Form 592, *USAF Hot Work Permit* will be issued.

A2.1.12. Inspect electrical equipment and appliances monthly for worn or defective cords.

A2.1.13. Accompanying or delegating an alternate to accompany the fire inspector during fire prevention visits and to ensure that all areas are accessible to the fire inspector.

A2.1.14. Monthly visual inspection of all fire extinguishers, (date and initial white tag, yellow tag is for annual fire department inspection), extinguisher cabinets, emergency lights, exit sign lights, pull stations, sprinkler systems and extinguishing systems, for signs of damage, tampering, or use. Report deficiencies to the fire prevention section and CE service call desk.

A2.1.15. The monthly extinguisher inspection tag is signed off.

A2.1.16. Appropriate action is taken against anyone who carelessly or willfully violates fire prevention policies, or by negligence causes fire loss to government property.

### **Attachment 3**

#### **LIFE SAFETY**

**A3.1.** Unit commanders, division chiefs, facility managers, and supervisors are responsible for ensuring that all life safety devices and features within areas of their jurisdiction are operational.

**A3.2.** Functional managers and facility managers will ensure that all:

A3.2.1. Hallways, stairwells, or any other path of egress is not obstructed in any manner.

A3.2.2. Exits and exit ways are clear of trash, debris, and obstructions (blue bins, trashcans, de-icing drums, shovels etc.), including ice and snow, for a distance of ten (10) feet from the exit.

A3.2.3. Exits signs in their activity are electrically illuminated and operational at all times.

A3.2.4. Doors which are identified as exits are kept unlocked and not chained while occupants are in the facility.

A3.2.5. Doors which are identified as fire doors are designed to stop the spread of flame and smoke, remain closed at all times and not held open by any device except as designed. Designed devices are not tampered with.

A3.2.6. Making sure fire protection features and devices are operational, unobstructed, and undamaged. These include: heat and smoke detectors, manual pull stations, portable fire extinguishers, sprinkler systems, extinguishing systems, emergency lighting, door panic hardware, fire and smoke doors and fire alarm control panels.

A3.2.7. Making sure handicap devices are in working order.

**Attachment 4****FIRE PREVENTION TRAINING**

**A4.1.** Unit commanders, division chiefs, and supervisors will:

A4.1.1. Annually conduct fire safety and prevention briefings to their subordinates at all levels and annotate this training on the AF Form 55, *Employee Safety and Health Record or Electronic Equivalent*.

A4.1.2. Ensure that all personnel are observing fire regulations.

A4.1.3. Provide training in compliance with provisions in DAFMAN 91-203, Safety and Health and Department of Labor Occupational Safety and Health Act (OSHA) standard 1910.157, *Portable Fire Extinguishers*, NFPA 10, *Standard for Portable Fire Extinguishers*.

A4.1.4. Ensure a fire/evacuation assembly point is designated and that all employees are briefed. The assembly point should be far enough away from the building to protect the people and not hinder fire-fighting operations. The assembly point should not be near dumpster, flammable storage lockers that could conceal secondary explosives. Assembly point should be posted on common bulletin boards.

**A4.2.** All newly assigned personnel will be briefed in Fire Prevention safety within thirty days of their assignment by Fire Prevention personnel and immediate supervisor. Briefing topics shall include, building evacuation/shelter-in-place procedures, assembly point, fire-reporting procedures using on-base phones, cell and pay phones emergency numbers, exit locations, fire extinguisher locations, fire alarm pull station locations, safe flammable and combustible storage, and housekeeping practices.

**A4.3.** Annual fire safety and extinguisher familiarization training will be conducted by the supervisor, or the fire prevention section of the fire department as requested.

**A4.4.** Building fire/evacuation drills are conducted at the discretion of the Fire Prevention Office or as requested by the unit authority.

**Attachment 5****FIRE PREVENTION IN HANGARS, SHOPS, AND FLIGHT LINE**

- A5.1.** Flight chiefs, shop foreman, and supervisors at all levels are responsible for fire safety within their workplaces.
- A5.2.** Aircraft stands, motorized equipment, electrical equipment and other material will not be stored in such a manner as to block exits, interfere with fire protection systems, equipment, or block accessibility or visibility of fire extinguishers or pull stations.
- A5.3.** Aircraft will not be fueled/de-fueled, or ground fuel transferred, while inside the hangar, or within fifty feet of a building without special written permission from Fire Prevention Office and coordinating agencies.
- A5.4.** Aircraft will not be serviced with oxygen while inside hangars, or within fifty feet of any hangar.
- A5.5.** At least one (1) flight line fire extinguisher (150 lb wheeled) must be easily accessible during any refuel/de-fuel or oxygen servicing operation.
- A5.6.** Aircraft engines, aircraft APU's or ground power units will not be operated inside hangars under any circumstances.
- A5.7.** Batteries should be disconnected and aircraft grounded at all times while inside the hangar.
- A5.8.** No open flame, spark-producing device, exposed filament heater, or any equipment capable of igniting vapors or gases are permitted within fifty feet of the hangar.
- A5.9.** Use of blow torches, soldering irons, and other equipment in which an open flame must be used, will be IAW DAFMAN 91-203 Welding, Cutting and Brazing and restricted to isolated places where there is air circulation, and where no explosive vapors are present. An AF Form 592, must be obtained from the Fire Prevention Office prior to beginning any open flame operation.
- A5.10.** Flammable or combustible materials and liquids required to perform maintenance, shall be stored in approved containers, labeled and stored with compatible like items and marked as to the contents. The labeled containers shall be housed within approved flammable storage cabinets or lockers. A current Safety Data Sheet (SDS) should be made available upon request.
- A5.10.1.** Quantities of flammable and combustible liquids stored in cabinets shall be in accordance with National Fire Codes, and Codes of Federal Regulations.
- A5.10.2.** Flammable liquid storage cabinets shall be kept closed at all times, when not being accessed.
- A5.11.** Inspections will be made daily prior to closing shops and hangars to ensure a fire safe condition is maintained.
- A5.12.** Flight line fire extinguishers will be located along the ramp, spaced between the aircraft IAW TO 00-25-172, *Grounding, Servicing of Aircraft, and Static Grounding/Bonding*, and far enough away to prevent damage to the aircraft or extinguisher by prop wash, jet blast, or inclement weather.
- A5.13.** Flight line extinguishers are accountable, maintained by aircraft maintenance, and monthly checked and recorded by the maintenance sections. Damaged, used, or inoperable extinguishers

shall be removed from service and immediately reported to aircraft maintenance for required maintenance or repair.

**Attachment 6****FIRE PREVENTION FOR MOTOR VEHICLE MAINTENANCE**

- A6.1.** Supervisors, foremen and workers at all levels are responsible for fire safety within their workplace.
- A6.2.** Special activities necessary to perform vehicle maintenance operations, such as painting, welding or other hazardous operations, will be performed in places designated for that purpose.
- A6.3.** Flame producing devices are prohibited in the garages, except in specifically designated locations.
- A6.4.** Oily rags and waste will not be left on floors, workbenches, desks, etc.
- A6.5.** Oil, fuel, or other products spilled, will be cleaned up immediately and disposed of properly.
- A6.6.** Exhaust recovery system will be in operation while “engine-run” maintenance is performed.
- A6.7.** Equipment having gasoline tanks mounted over the engines will not be refueled within fifty feet of the building and only after a “cool down” period is observed.
- A6.7.1. Should fuel overflow during refueling operations, engines will not be started until fuel has been cleaned up and sufficient time passed for evaporation of fumes.
  - A6.7.2. During refueling operations and starting of engines after refueling, a fire extinguisher will be held “at the ready” in the event of fire.
  - A6.7.3. Trucks, trailers, and other special vehicles containing small auxiliary gasoline powered units will be equipped with suitable fire extinguishers.
  - A6.7.4. Engines used as power generators inside trailers or closed spaces will be refueled with extreme care to prevent spillage and ignition from electrical sources or hot exhaust.
- A6.8.** All electrical devices and fixtures will be kept in good working condition at all times.
- A6.8.1. All defective equipment will be repaired by authorized technicians or tradesmen.
  - A6.8.2. Metal parts of all electrical machines will be grounded to a low resistance ground.
- A6.9.** Flammable/combustible liquids will be stored in approved containers and housed in approved cabinets or lockers in quantities specified by the National Fire Protection Association, Code of Federal Regulations, Air Force directives, or local established policies.
- A6.10.** Hazardous waste will be stored in approved accumulation points, away from ignition sources, until disposed of or re-cycled according to regulations, policies, or directives.

**Attachment 7****FIRE PREVENTION IN PUBLIC ASSEMBLY, RECREATION AND BILLETING BUILDINGS**

**A7.1.** Managers of public assembly and recreation facilities are responsible for fire safety compliance within their jurisdiction. This responsibility extends over contractors and concessionaries.

**A7.2.** Managers must establish and maintain a certification system ensuring employees are trained in their fire prevention responsibilities within their work environment.

**A7.3.** This system includes yearly training of employees and immediate indoctrination of newly hired employees.

**A7.4.** Open flames (IE: candles) designed to enhance atmospheres, are prohibited, unless written permission is obtained from Fire Prevention.

**A7.5.** Billeting managers will ensure fire protection features in lodging and individual rooms are fully operational, prior to assigning rooms for occupancy.

A7.5.1. Emergency evacuation plans should be available for each occupant's familiarization.

A7.5.2. Emergency telephone numbers should be visibly accessible.

**A7.6.** Smoking in base buildings is prohibited.

**A7.7.** Smoking materials, in outside smoking areas, will be placed in approved receptacles.

**A7.8.** Space heaters, hot plates, woks, fondue/crock pots, or other cooking devices are strictly prohibited.

**A7.9.** Open flame of any type is not permitted in billeting rooms.

**Attachment 8****FIRE PREVENTION AND SAFETY IN FUEL DISPENSING AREAS**

- A8.1.** Turn off your vehicle engine while refueling. Disable or turn off any auxiliary sources of ignition.
- A8.2.** Do not smoke, light matches or lighters while refueling at the pump or when using gasoline.
- A8.3.** Use only the refueling latch provided on the gasoline dispenser nozzle, - never jam anything in to the refueling latch on the nozzle to keep it open.
- A8.4.** Do not re-enter your vehicle during refueling, due static electricity build-up.
- A8.5.** In the event of a static-caused fire, leave the nozzle in the fill pipe, back away from vehicle and activate the EMERGENCY STOP BUTTON and notify Emergency Services.
- A8.6.** Do not over-fill or top-off your vehicle tank, which can cause gasoline spillage.
- A8.7.** Avoid prolonged breathing of gasoline vapors.
- A8.8.** When dispensing fuel into a container, use approved containers placed on the ground to avoid static electricity ignition of vapors. Never fill containers while inside a vehicle trunk, or bed of a pickup truck.
- A8.9.** Store gasoline in approved containers as required by federal or state authorities. Never store gasoline in glass or any other unapproved containers.
- A8.10.** When filling containers, manually control the nozzle throughout the filling process. Fill portable container slowly to decrease chance of static electricity buildup and minimize spilling.
- A8.11.** Fill portable containers no more than 95 percent full to allow for heat expansion.
- A8.12.** If gasoline spills on the container, make sure it has evaporated before you place the container inside vehicle. Report any ground spills to your emergency services.
- A8.13.** Never siphon gasoline for any reason. Gasoline can be harmful or fatal if swallowed. If someone swallows gasoline, do not induce vomiting, contact Fire Emergency Services.
- A8.14.** Keep gasoline away from eyes and skin; it may cause irritation. Remove gasoline-soaked clothing immediately.
- A8.15.** Use gasoline as a motor fuel only. Never use gasoline to wash your hands or as a cleaner.
- A8.16.** Do not use cell phones or portable radios while refueling.

**Attachment 9****MISCELLANEOUS FIRE PREVENTION POLICIES AND PROCEDURES**

**A9.1.** Unit commanders, division chiefs, facility managers, supervisors, and subordinates at all levels are responsible for complying with fire prevention policies and procedures covered in these attachments.

**A9.2.** Holiday and Public Gathering procedures:

A9.2.1. Natural Christmas trees will not be displayed inside any facility.

A9.2.2. Artificial Christmas trees must be chemically treated or be inherently flame retardant.

A9.2.3. Electrical devices of any type are prohibited on metallic Christmas trees.

A9.2.4. Straw and Hay decorations are prohibited.

**A9.3.** Holiday lighting devices and extension cords will be inspected for serviceability before use and will be of the types tested and listed by accredited testing Laboratory.

**A9.4.** Overloaded circuits must be avoided. Civil engineering electricians will determine adequacy of the circuits, requested through the service call desk.

**A9.5.** Facilities where social events are planned, managers will consult fire prevention prior to displaying unusual arrangements or decorations. Decorations will be non-flammable fire retardant type.

**A9.6.** Overcrowding during gatherings is prohibited. Occupancy capacity will not be exceeded.

**A9.7.** The use of charcoal grills is discouraged; 20-lb propane units are preferred. If long term use in one location is desired, a permanent natural gas unit may be installed.

A9.7.1. Disposal of charcoal ashes in dumpsters is strictly prohibited. Any ashes must be extinguished with water if left unattended.

A9.7.2. Storage of propane tanks in facilities or mechanical-boiler rooms is prohibited. Outside storage is required. Cylinders of one (1) lb. capacity or less may be stored in approved containers (Flammable Storage Lockers).