

**BY ORDER OF THE COMMANDER
1ST SPECIAL OPERATIONS WING
(AFSOC)**

HURLBURTFIELD INSTRUCTION 32-2001

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Civil Engineer



BASE FIRE PROTECTION PROGRAM

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This publication implements Air Force Policy Directive (AFPD) 32-20, *Fire Emergency Services*, and Air Force Instruction 32-2001, *Fire Emergency Services (FES) Program*. It establishes policies, procedures, and responsibilities to eliminate fire hazards and to minimize the loss of life, injury, and property damage should a fire occur. This publication applies to all members of the active duty Air Force and members of the United States Air Force Reserve (USAFR) or Air National Guard (ANG) while in Federal Service. Failure to observe the prohibitions and mandatory provisions in section 7.5 of this publication by military members is a violation of Article 92, Uniform Code of Military Justice (UCMJ). This publication also applies to civilian personnel and violations of its punitive provisions may subject offending civilian members to disciplinary action under appropriate civil service disciplinary procedures. Post a copy of this publication in a conspicuous location in each regularly occupied facility for review and use by occupants. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 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 AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Requests for waivers must be submitted to the OPR listed above for consideration and approval. (T-3). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Management System.

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SUMMARY OF CHANGES

This publication revised due to AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, replacing AFI 91-501, *Air Force Occupational Safety and Health (AFOSH) Standard*. This publication, Hurlburt Field Instruction 32-2001, *The Fire Protection Operations and Fire Prevention Program*, incorporates the safety principles and concepts along with AFI 32-2001, *Fire Emergency Services Program*, to ensure the safety and well-being of personnel are met.

Chapter 1

GENERAL INFORMATION

1.1. Program Objective. To provide a professional and comprehensive fire protection/prevention program in order to prevent the loss of life and/or property. This program is based on Air Force Instruction (AFI), Department of Defense Instruction (DODI), Occupational Safety and Health Administration (OSHA), and other applicable national consensus standards.

1.1.1. For a more complete listing of guidance referenced in the development of this instruction; see Attachment 1.

1.1.2. A successful fire prevention program requires command support at all levels and the continuing efforts of all personnel be they military or civilian, employees, contractors, dependents, and their guests.

1.2. Applicability. This instruction applies to all personnel, organizations and activities within the 1 SOW, including tenant units, active duty personnel, contractors, concessionaires, dependents, and their guests while on 1 SOW controlled property.

1.2.1. Where applicable and to the extent possible, this instruction shall apply to all new and existing facilities located on or outside of 1 SOW property; whether acquired or leased, by appropriated or non-appropriated funds; or occupied by other DOD components; AFRC or ANG; or third party financed and constructed. (T-3)

1.2.2. This instruction is not intended to supersede any legally mandated or contractual requirements.

1.2.3. This instruction has been developed to afford a minimum level of fire protection and life safety.

1.2.4. It is the responsibility of all 1 SOW personnel to conduct themselves in a manner which does not pose an unnecessary risk of fire or injury to themselves or others and to abide by the contents of this instruction.

1.2.5. The goal of the fire prevention office is to prevent fires by educating the base populace in fire prevention procedures, and by conducting a rigorous fire prevention visit (facility inspection) program. Our secondary goal is to minimize the loss of property and the number and/or severity of injury/injuries to personnel should a fire occur. All personnel are empowered to prevent fire by practicing sound fire prevention practices and adhering to this instruction. Fire safety is everyone's responsibility.

1.3. Definitions.

1.3.1. Contractors and Concessionaires. These include any individual or organization performing services for Air Force Bases.

1.3.2. Civilian Personnel. Senior Executive Service, General Managers, General Schedule, and Federal Wage System employees (including National Guard and Reserve Technicians), Scientific and Technical Administratively Determined employees, and non-appropriated fund (NAF) employees.

1.3.3. Facility Managers. Appointed by the Unit Commander to ensure a sound fire prevention program is being enforced in each facility under their jurisdiction.

1.3.4. Fire Hazard. A fire hazard is any condition or situation which, if not corrected, could result in fire injury or loss of life or property.

1.3.5. Fire Protection Device. A fire protection device is any facility feature or device that aids in suppressing, detecting, reporting, or limiting the spread of fire. These features include, but are not limited to, the following: sprinklers, detection and chemical extinguishing systems, fire extinguishers, fire doors, emergency lights, and exits.

1.3.6. Fire Safety Deficiency (FSD). Any structural or design deficiency that constitutes an unacceptable level of fire safety within a facility.

1.3.7. Functional Manager. The Unit Commander empowered to exercise managerial control of an activity or operation. The Unit Commander is the official who can acquire and commit resources for the correction of fire hazards and deficiencies.

1.3.8. Integral Function. Any electronic device that has a built in delay to turn off after a short period of time without being programmed.

1.3.9. Military Personnel. This includes all personnel on active military duty, including Reserve and Air National Guard personnel on active duty.

1.3.10. Programmable Function. Any electronic device that can be manually programmed to perform a specific task.

Chapter 2

RESPONSIBILITIES

2.1. Functional Manager. Each functional manager is responsible for administering the fire prevention program within their functional area and for initiating corrective actions for fire hazards and fire safety deficiencies. Functional managers shall accomplish the following: (T-3)

2.1.1. Ensure that supervisors are knowledgeable on the contents of this Hurlburt Field Instruction and assist in enforcement.

2.1.2. Initiate administrative or disciplinary actions when there is misconduct or negligence resulting in fire damage to government property, to include military family housing.

2.1.3. Seek disciplinary action when there is malicious activation, damage, or tampering with any fire protection device. Functional Managers may delegate AF Form 1487 correction/signature authority to the Deputy Commander, or Flight Superintendent.

2.2. Facility Managers and Supervisors. Facility managers and supervisors are responsible to maintain all areas under their control in a fire-safe condition and shall correct all fire safety discrepancies as quickly as possible. (T-3) It is the responsibility of the facility manager or Superintendent to notify Commander of any deficiency noted during fire inspection. Training is mandatory for all newly assigned facility managers. The 1 SOCES conducts these classes on a quarterly basis. IAW the 1 SOCES Facility Manager Handbook, facility managers must also attend an annual refresher briefing. Facility managers or their designated representative will do the following: (T-3)

2.2.1. Facility managers or designated representatives shall accompany fire inspectors during all fire visits. (T-3)

2.2.2. Gain access to every room in each facility under their control, except for mechanical rooms. Only civil engineer craftsmen and fire department personnel will have access to mechanical rooms. (T-3)

2.2.3. Develop a written Emergency Plan for each building occupant to follow in the event of a fire (Attachment 2). This plan must cover fire reporting procedures; personnel evacuation; first-aid firefighting appliances; activation of fire suppression and reporting systems; emergency removal of aircraft; protection of high value, high hazard, and critical material; safeguarding classified information; and accidents involving fuel handling or hazardous materials. (T-3)

2.2.3.1. Submit this plan to the Fire Prevention Section (1 SOCES/CEF) for approval and coordination.

2.2.3.2. Facility construction or renovation will require immediate Emergency Plan update. Emergency Plan must be posted on the facilities' safety bulletin board. (T-3)

2.2.4. Comply with the fire prevention duties specified in 1 SOCES Facility Manager's Handbook.

2.2.5. Conduct comprehensive extinguisher inspections IAW NFPA 10, and maintain a record of the inspection for each extinguisher with their control.

2.2.6. Report any discrepancy found on any fire protection devices to the Fire Prevention Office.

2.3. Military and Civilian Personnel. It is the responsibility of each individual assigned to the 1 SOW to protect Air Force property from the dangers of fire, to conduct themselves in such a manner as to not pose a fire risk to themselves or others, and to abide by the contents of this instruction.

2.4. Base Fire Marshal. Responsible to the Special Operations Mission Support Group Commander in all matters pertaining to the development, application, and effective performance of fire protection or fire prevention matters.

2.5. Chief, Fire Protection Flight. Reports directly to the Base Fire Marshal and is responsible for the management and operations of the Fire Protection Program.

2.6. Assistant Chief, Fire Protection Office. Reports directly to the Chief, Fire Protection Flight and is responsible for the management and operations of the Fire Prevention Program.

2.7. Fire Prevention Specialist. Fire Prevention Specialists shall perform fire safety evaluations in order to identify fire safety code violations and fire hazards. (T-3)

Chapter 3

PROGRAM ELEMENTS

3.1. Fire Safety Evaluations. The fire safety evaluation is the quality control element of a unit's fire prevention program. Contact the Fire Prevention Office for a comprehensive list of all areas to be evaluated during annual fire safety inspection.

3.1.1. Facility managers or designated representatives of the operation being surveyed will accompany the fire prevention specialist during all fire safety evaluations. (T-3)

3.1.2. During fire safety evaluation, if a fire hazard exists, supervisors must then take prompt action to eliminate the hazard, or reduce the risk to an acceptable level of safety. If the risk cannot be reduced or eliminated, the hazardous operation will cease and exposed personnel will be withdrawn. (T-3)

3.1.3. Upon completion of each fire safety evaluation, the fire prevention specialist will brief the facility manager on the condition of the area evaluated. The specialist will explain any fire hazards or fire deficiencies noted during the visit and brief the necessary actions to correct the hazards or deficiencies. (T-3)

3.1.4. When a fire hazard or fire safety deficiency (FSD) is found during the evaluation, an AF Form 1487, Fire Prevention Visit Report, will be issued to the facility manager. This copy will be identified as the functional manager copy, which must be signed and returned to the Fire Prevention Office. (T-3)

3.1.5. The facility manager shall document all corrective actions taken, on the back of this AF Form 1487 in Block 19, section D (Other Comments). Then the facility manager will forward this functional manager's copy of the AF Form 1487 to the functional manager for review and signature in Block 21. (T-3)

3.1.6. Once coordinated, the signed functional manager's copy of the AF Form 1487 shall be returned to the Fire Protection Flight on or before the suspense date in Block 5 of the form. (T-3)

3.1.7. If the AF Form 1487 is not returned to the Fire Prevention Section after the 3rd busted suspense date, a copy of the report will be sent to the Unit Commander and Base Fire Marshal for action. (T-3)

3.2. Special Instructions. It is the facility manager's responsibility to notify the Fire Prevention Section three weeks prior to any special occasion where decorations or unusual arrangements will be used. Fire prevention personnel will conduct a special fire safety evaluation of the facility or area prior to the function. (T-3)

3.3. Unscheduled Fire Risk Survey. Unscheduled fire safety evaluations are conducted at the discretion of the Assistant Chief, Fire Prevention Office. Unscheduled fire safety evaluations are accomplished to spot-check occupancies that, by nature of fire loading or ongoing activity, present a high risk to life safety or severe fire potential.

3.4. Nightly Fire Safety Evaluations: The supervisor in charge of the building or area must make an evaluation of the area under their control at the end of duty or at closing time to ensure the facility is left in a fire-safe condition. (T-3)

Chapter 4

EMERGENCY INCIDENT REPORTING AND EVACUATION PROCEDURES

4.1. Incident Reporting. Any person discovering an emergency incident such as smell of smoke, electrical burning, gas leak, medical emergency, or a fire, must notify the Fire and Emergency Services Flight. Immediate and accurate reporting of a fire is essential to minimize fire propagation and vehicle response time. Report all fires, regardless of size, even if it has burned itself out or has been extinguished by non-firefighting personnel. (T-3)

4.1.1. When a fire occurs, the person discovering the fire must report the fire in the following manner: (T-3)

4.1.1.1. Notify facility occupants by activating the fire alarm system; this shall be accomplished by the use of a “pull station”. These appliances are located within 5 feet of any exit door. (T-3)

4.1.1.2. Dial 9-1-1. (Note: If using a cellular phone, identify to the Okaloosa County Emergency Operations Center receiving the call that you are calling from Hurlburt Field).

4.1.2. When the Emergency Communication Center (ECC) dispatcher answers, give the following information:

4.1.2.1. The facility number.

4.1.2.2. Room number or location of fire/emergency within the facility.

4.1.2.3. Type or cause of fire, if known.

4.1.2.4. Your telephone number.

4.1.2.5. Name of the caller.

4.1.3. Appoint someone outside to direct firefighting crews once they arrive on the scene.

4.1.4. Try to extinguish or control the fire using portable fire extinguishers. If this cannot be accomplished safely, evacuate the facility immediately.

4.2. Evacuation. Personnel shall assemble at the pre-designated safe meeting area, as identified in the Emergency Plan. All employees should be accounted for at this time. Report any missing persons to the first arriving emergency crew member. (T-3)

Chapter 5

FIRE PROTECTION FLIGHT EMERGENCIES AND EXERCISES

5.1. Fire Drills. Facility managers or unit safety representatives shall coordinate all fire evacuation drills with the Fire Prevention Section. (T-3) Installed fire alarm systems shall be utilized for all fire evacuation drills. (T-3) These fire evacuation drills shall be conducted under the supervision of fire emergency service personnel. (T-3)

5.1.1. The Fire Emergency Service Flight highly recommends all base facilities conduct an annual fire drill, unless required more frequently by regulations. Unit safety representatives or facility managers are responsible to schedule the annual fire drill through the Fire Prevention Office.

5.1.2. Youth program fire drill frequencies shall be IAW Air Force Instructions. (T-3)

5.1.3. Ammunition area fire drills frequencies shall be IAW Air Force Instructions. (T-3)

5.1.4. 1 SOMDG fire drills frequencies shall be IAW Air Force Instructions. (T-3)

5.1.5. Fire drills should not be conducted in adverse weather or when safety conditions present an unreasonable hazard.

5.2. Fire Apparatus. Fire apparatus will have the right of way at all intersections, stop signs, and thoroughfares while on emergency responses. When apparatus is displaying red lights and sounding sirens, vehicles must pull over to the right hand curb and allow the fire apparatus to pass. (T-3)

5.2.1. Vehicle operators will not drive over fire hose unless directed by fire personnel.

5.2.2. Fire department vehicles operating at an exercise site will display warning lights for safety. Personnel must use caution when in the exercise area. (T-3)

5.3. Senior Fire Officer (SFO). During fire operation emergencies, the SFO is in command. No one will interfere with or obstruct the actions of on-scene firefighting personnel. The SFO may commandeer available personnel, vehicles (except medical), or equipment deemed necessary to control incidents. (T-3)

5.4. Fire Crash and Base Radio Net. During any fire operation emergency, the Fire and Emergency Services Flight will have priority on the Fire Crash and Base Radio Net. All other agencies must cease communication until the emergency is terminated. (T-3)

Chapter 6

ASSEMBLY AND RECREATIONAL FACILITIES

6.1. Objective. The potential for catastrophic loss of life and property in places of assembly and recreational facilities requires extraordinary efforts to prevent fire and minimize loss of life and damage in the event a fire occurs. The objective of the mandatory fire prevention program within these types of occupancies is to reduce or eliminate the risks of fire and provide an adequate level of life safety.

6.2. Applicability. Assembly occupancies include all buildings or portions of buildings used for gathering together 50 or more people for such purposes as deliberation, worshipping, entertainment, eating, drinking, amusement, recreation, or awaiting transportation.

6.2.1. The following Hurlburt Field facilities are considered public assembly: Army and Air Force Exchange Service (AFFES), Burger King, Reef Dining facility, Riptide Dining facility, Golf Course, Bowling Alley, CDC, Youth Center, Sound Side Club, Community Activities Center/Library, Chapel, King Auditorium, Aderholt Fitness Center, Commando Fitness Center, and any hangar holding a function meeting the stated criteria listed in 6.2. IAW NFPA 101 Chapter 12.7.6. Assembly occupancies shall be provided with a minimum of one trained crowd manager or crowd manager supervisor. (T-3) Where the occupant load exceeds 250, additional trained crowd managers or crowd manager supervisors shall be provided at a ratio of one crowd manager or crowd manager supervisor for every 250 occupants. (T-3) Hurlburt Field's assembly facility managers are required to ensure assembly employees are trained in crowd control procedures, and the required number of crowd managers are on-hand. Contact Fire Prevention Office for assistance with crowd control manager training.

6.2.2. IAW NFPA 101, Life Safety Code 2018 Edition, Section 12.7.9.1.1., seats in assembly occupancies accompanying more than 200 persons shall be securely fastened to the floor, except where fastened together in groups of not less than three. (T-3)

6.3. Employee Training. Training is required in two separate categories for all public assembly employees: Initial and Proficiency.

6.3.1. Supervisors/Facility managers are responsible to ensure all newly assigned personnel are trained in fire prevention within 30 days after reporting to work. Initial training shall include: (T-3)

6.3.1.1. Instructions on how to utilize and activate fire detection and suppression systems.

6.3.1.2. Location and activation of alarm reporting system (manual pull station).

6.3.1.3. Fire reporting and evacuation procedures.

6.3.1.4. Location and use of portable fire extinguishers.

6.3.2. Proficiency Training: All employees must be trained annually in fire prevention and the proper use of portable fire extinguishers. (T-3)

6.4. Assembly Facility Opening Inspection. Prior to opening the facility to patronage, the facility manager or designated assistant must conduct a daily inspection of the facility to ensure the following: (T-3)

- 6.4.1. Every exit access and exit is clear of obstruction.
- 6.4.2. All exit doors, panic hardware, and other opening devices are unlocked and operational.
- 6.4.3. All exit lights are properly illuminated.
- 6.4.4. All emergency lighting units are functioning properly.
- 6.4.5. All fire extinguishers are in their proper location and are serviceable.

6.5. Occupant Load. Every room or area constituting a place of public assembly as defined in the "NFPA 101: Life Safety Code", will maintain posted occupant load information signs, unless the seating is fixed. (T-3)

6.5.1. IAW AFI 32-2001, "Fire inspectors review facility plans to ensure required features are present and local emergency response elements are incorporated. IAW United Facilities Criteria 3-600-01, they shall not conduct the required Fire Protection Engineer reviews of technical designs. (T-3)

6.5.2. The facility manager and members of the staff shall ensure that the capacity is never exceeded. (T-3)

6.6. Major Social Events. Facility managers must notify the Fire Prevention Section within 30 days prior to all major social events and special functions (such as, Dances, Halloween parties, Holiday parties, Tops in Blue, Dining-In/Out, Change-of-Command, etc.) so that Fire Prevention may review any life safety code issues where temporary decorations or unusual arrangements are involved. Any deviation from mandatory NFPA requirements will require a 1 SOW/CC signed DRA 7 days prior to event. (T-3)

6.6.1. Smoke/Fog machines will not be authorized in any Hurlburt facility. (T-3)

6.7. Exits. Exit access corridors, exits, and the exit discharge must be clear and unobstructed at all times. Every component of an exit must comply with the requirements of the NFPA 101: Life Safety Code. (T-3)

6.7.1. Life safety must never be compromised to the greatest extent possible with the only exceptions regarding security or force protection measures. (T-3)

6.7.2. Maintain all components of an exit door in good operating condition, to include panic hardware, self-closing devices, hinges, jambs, thresholds, etc.

6.7.3. Any stairwell, exit enclosure, or exit access may never be used for any purpose that could interfere with its use as an exit, such as for storage, seating, lounging, special functions or similar purposes.

6.8. Open Flames. The use of candles or any other open flame device is strictly prohibited without the approval of the Assistant Chief, Fire Prevention Office.

6.8.1. Candles and incense are permissible in places of worship during special religious functions.

6.8.2. IAW NFPA 101, Candles may be used on tables of food services and drinking establishments provided they are securely supported on noncombustible bases and flames are protected by a glass globe or shield.

6.8.3. In order to utilize Sterno during special functions, approval must be obtained from the Assistant Chief, Fire Prevention Office. Standing exceptions are made for the Soundside Club and Dining Facilities. (T-3)

6.9. Cooking in Assembly Facilities. Managers of facilities where commercial or restaurant type cooking is performed must enforce the following procedures: (T-3)

6.9.1. Thoroughly clean all installed grease filters and exposed surfaces daily or more frequently to prevent the accumulation of grease.

6.9.1.1. Cooking is not permitted without proper installation of all grease filters.

6.9.1.2. Kitchen facilities whose operations will not allow adequate time for proper cleaning of hoods, ducts, and filters must maintain a spare set of filters. (T-3)

6.9.2. The exhaust system must be in operation while cooking equipment is in use. If an exhaust fan motor is shut down or removed for repair or replacement, immediately notify the base Fire Prevention Section and discontinue the use of any equipment served by that exhaust system. (T-3)

6.9.3. The facility manager must maintain documentation of hood and duct cleaning. The facility manager must also ensure a label is affixed to the hood system which is compliant with NFPA 96. (T-3)

6.9.4. The purchase/relocation of any food preparation equipment that produces heat is prohibited without prior coordination with the Fire Prevention Section.

Chapter 7

DORMITORIES

7.1. Applicability. The provisions of this section establish policies, requirements, and responsibilities that apply to all dormitories on Hurlburt Field.

7.2. Responsibilities. Dormitory managers and supervisors are responsible to enforce the requirements of this entire instruction as it applies to dormitories.

7.2.1. Dormitory managers and supervisors are responsible to develop and implement a fire prevention program that includes orienting personnel of their fire prevention, fire reporting, and evacuation procedures and responsibilities.

7.2.2. All newly assigned occupants must be briefed upon assignment to the dormitories. (T-3)

7.3. Fire Safety Evaluations. Dormitory managers must accompany the fire prevention specialist during all scheduled fire safety evaluations. All keys to secured areas will be made available during the fire inspection. (T-3)

7.4. Restrictions. Cooking or use of cooking appliances in any dormitory, other than those that are specifically equipped with a kitchen, is prohibited. Dormitories residents without kitchens may only utilize microwave ovens for food preparation.

7.4.1. Coffee makers are permissible as long as they are being used in accordance with manufacturer's guidelines and are unplugged when room is unoccupied. The use of coffee makers with programmable timers is prohibited.

7.4.2. All coffee makers shall have integral timers. (T-3)

7.4.3. Decorations. The use of live Christmas trees in dormitory rooms is prohibited. Only artificial trees are allowed. All Christmas decorative lighting must be UL Listed, and unplugged when room is unoccupied. (T-3)

7.4.4. Smoking. Smoking, to include the use of vaping paraphernalia, is strictly prohibited in individual sleeping rooms, not permitted in any common areas of the dormitory. Dorm residents must smoke in an approved Designated Tobacco Area. (T-3)

7.4.5. Candle Warmer. The use of candle warmers shall be authorized when used with manufacturer specifications. The use of oil based candle warmers is prohibited. The device will be unplugged when room is unoccupied. (T-3)

7.4.6. Ceiling Tiles. Ceiling tiles are a designed aspect of the interior finish of dormitory living spaces, and shall not be removed. (T-3)

7.4.7. Outdoor Cooking. One 25 lb. bag of regular charcoal and up to one quart of charcoal starter shall be allowed in a dorm room. Lighter fluid and dry charcoal must be stored in separate locations within the dormitory room. Match light charcoal is strictly prohibited to be stored in dorm rooms. (T-3)

7.4.8. Storage. Storage of internal combustion engine powered equipment (motorcycles, etc.), vehicle batteries or other similar hazardous materials inside dormitories is strictly prohibited.

7.4.9. Dormitory personnel shall store all ammunitions and weapons in the armory. (T-3)

7.5. Fire Detection Devices. Fire detection devices are placed in facilities to notify occupants of a life-threatening presence of excessive smoke or heat. Covering, dismantling, removing, relocating, or tampering with any life safety device is prohibited and shall be punishable under Article 92 of the UCMJ. (T-3)

Chapter 8

MILITARY FAMILY HOUSING

8.1. Responsibilities. Fire prevention in military family housing is the direct responsibility of the sponsor.

8.1.1. The sponsor must ensure that dependents are knowledgeable in fire prevention, fire reporting, evacuation procedures, and the contents of the “Family Housing Brochure” as it pertains to fire prevention. (T-3)

8.1.2. The sponsor is fully responsible for the actions of dependents and guests in matters of fire prevention. If a fire occurs due to negligence of the sponsor, dependents, or guests, the sponsor may be held liable for any and all damages to lease and or government quarters.

8.1.3. The sponsor shall receive a fire prevention orientation prior to signing for the key to their housing unit. (T-3)

8.2. Fire Reporting. Any fire or evidence of a fire must be reported to the Fire and Emergency Services Flight immediately. This includes a fire that has burnt itself out or that has been extinguished by the occupant. (T-3)

8.2.1. To report a fire, DIAL 9-1-1. (Note: If using a cellular phone, identify to the Okaloosa County Emergency Operations Center receiving the call that you are calling from Hurlburt Field).

8.2.2. When the Emergency Communication Center (ECC) dispatcher answers, give the following information:

8.2.3. The house/facility number.

8.2.4. Location of fire/emergency within the facility.

8.2.5. Type or cause of fire, if known.

8.2.6. Your telephone number.

8.2.7. Name of the caller.

8.2.8. Recommend the fire reporting telephone numbers be placed on or near every telephone, readily accessible in the event of an emergency.

8.3. Fire Prevention. Fire prevention is of paramount concern in military family housing units because of the hazards of conflagration involved. Military family housing occupants can contact the Fire Emergency Service Flight for home safety evaluations, and any questions regarding home fire safety.

8.4. Flammable and Combustible Liquids. Flammable and combustible liquids must be stored in accordance with the provisions of this section and AFI 91-203. (T-3)

8.4.1. Flammable liquids must be stored in containers specifically designed for that purpose. Label every container as to its contents. (T-3)

8.4.2. Storage of flammable liquids should be in an outside metal cabinet, shed, or garage, if practical. When outside storage is not practical, place the containers in a location remote from any possible source of ignition such as furnaces, water heaters, etc.

8.4.3. No more than three gallons of flammable liquids shall be stored in any one household. (T-3)

8.5. Combustible Solids. Combustible items such as trash, paper, plastic, wood, and cloth shall not be stored within 36 inches of any heat source, nor shall they be stored beneath stairways. Combustibles shall not be allowed to accumulate beyond normal amounts. (T-3)

8.6. Ammunition Reloading. Occupants involved in the reloading of ammunition are required to notify the Base Fire Protection Flight.

8.6.1. Maximum allowed amounts of reloading of material that may be on hand at one time are as follows:

8.6.1.1. Black powder - one pound.

8.6.1.2. Smokeless powder - one pound.

8.6.1.3. Primer rounds - 2,000 rounds.

8.6.2. Storage of reloading materials must be in a confined area. A No Smoking policy must be strictly enforced in the storage and reloading area. (T-3)

8.6.3. Storage containers for materials shall be noncombustible, tightly sealed, and labeled as to their contents. (T-3)

8.7. Welding, Cutting, and Brazing. These operations are prohibited in military family housing units.

8.8. Open Flames and Flame Producing Devices. The open burning of trash, leaves, or any other material in the military family housing area is prohibited without the approval of the Assistant Chief of Fire Prevention. Outdoor wood burning clay ovens are approved, as long as they are positioned 15 feet from the housing structure, and utilized IAW manufacturer's instructions.

8.8.1. Flame Producing Devices. Keep cigarette lighters, matches, and other flame producing devices out of the reach of children.

8.8.2. Fireworks. The use of any fireworks is prohibited. Exception: Approved and/or licensed pyrotechnic personnel contracted by the U.S. government or designated base representative who will be conducting displays or training exercises. (T-3)

8.9. Outdoor Cooking. Outdoor cooking devices must not be used inside quarters, carports, garages, under overhangs, eaves, or pavilions. (T-3)

8.9.1. Keep outdoor cooking devices (grills, turkey fryer, etc.) at least 15 feet away from combustibles.

8.9.2. Use only approved charcoal starter fluids. Never apply starter fluids to hot coals.

8.9.3. Have a serviceable fire extinguisher on hand.

8.10. Furnace Filters. Clean or replace furnace filters as necessary to avoid accumulation of dirt.

8.10.1. Replace filters at least annually, preferably before the heating season begins.

8.11. Space Heaters. Only UL-listed space heaters are approved for use in military family housing. All space heaters must be equipped with an automatic tilt shut-off switch. (T-3)

8.12. Clothes Dryers.

8.12.1. Remove and clean lint screens after each use.

8.12.2. Frequently clean the area around and behind the dryer, including hoses and attachments to prevent the accumulation of lint.

8.13. Extension Cords. Never use an extension cord in lieu of permanent wiring.

8.13.1. Extension cords will be of one continuous length without splices. (T-3)

8.13.2. Only one appliance shall be attached to each extension cord. The use of extension cord daisy chains or one extension cord attached to another to reach an appliance is prohibited. (T-3)

8.13.3. Frayed, deteriorated, spliced, or otherwise damaged extension cords shall not be used. (T-3)

8.13.4. Extension cords shall not pass through ceilings, doorways, windows, or under rugs or carpets. (T-3)

8.13.5. Cords must not be nailed, stapled, taped, or otherwise attached to building surfaces. (T-3)

8.13.6. Multiple outlet surge suppressers with circuit breakers are permitted, but cannot be used in conjunction with extension cords.

8.14. Electrical. The circuits in military family housing have a rated capacity designed to handle specific amperage. Exceeding this capacity could result in a fire; therefore, the use of multi-plug extensions or outlets is not allowed. However, multi-plug extension or outlets (surge suppressers) that are equipped with a unit-installed fuse or circuit breaker are allowed. The surge suppressers must be UL listed or approved. The units or circuit breakers must be designed to trip before the main fuse or breaker for the circuit trips. (T-3)

8.14.1. All electrical appliances must be in good repair. (T-3)

8.14.2. Fixed electrical wiring, outlets, and switches shall not be altered except by Corvias electrician or a qualified electrician. (T-3)

8.15. Food Preparation. Any cooking appliance having an exposed heating element, microwaves or open flame shall not be left unattended while in use. (T-3)

8.16. Smoke Detectors. These devices are installed in each housing unit and provide the minimum acceptable level of protection.

8.16.1. The occupant is required to test the operation of all installed smoke detectors at least monthly.

8.16.2. Do not paint over smoke detectors.

8.16.3. Damaged or inoperative smoke detectors must not be disconnected at any time. (T-3)

8.17. Fire Hydrants.

8.17.1. Parking within 15 feet of a fire hydrant is prohibited.

8.17.2. Removal of debris from around a hydrant is the responsibility of the occupant residing nearest the hydrant.

8.17.3. Erecting fences or barriers around a hydrant or otherwise blocking a hydrant is prohibited.

8.17.4. The use of hydrants for any purpose other than fire protection is not allowed without prior coordination with the Fire Prevention Office.

Chapter 9

CONTRACTORS AND CONCESSIONAIRES

9.1. Responsibilities. Contractors and concessionaires are responsible for the fire-safe condition of their work area and for compliance with fire regulations. They must be briefed by the proper authority prior to the beginning of any project. (T-3)

9.2. Requirements. Contractors and concessionaires shall ensure: (T-3)

9.2.1. Exits, manual pull stations, and fire extinguishers are not blocked or obstructed.

9.2.2. All electrical equipment used is in good operating condition.

9.2.3. All flammable liquids are stored in accordance with AFI 91-203.

9.2.4. All subordinates are properly briefed on fire reporting, facility evacuation procedures, use of portable fire extinguishers, and fire alarm systems within their facility or area.

9.2.5. All contractor and concessionaires shall provide their own serviceable/properly maintained fire extinguisher as required. Lack of serviceable extinguisher may result in termination of operation. (T-3)

9.3. Closing Inspection. At the close of each duty day, the contractor or concessionaire (or a responsible representative) must conduct a fire risk survey to ensure the area under their control is left in a fire-safe condition. (T-3)

Chapter 10

GENERAL FIRE PREVENTION REQUIREMENTS

10.1. Applicability. The provisions of this section apply to all functions and facilities on Hurlburt Field, except when more stringent requirements are imposed in other sections of this instruction.

10.2. Electrical Requirements. When a situation or hazard is not specifically addressed in this section, the requirements of the NEC (NFPA) 70: National Electric Codes, and the NFPA 101: Life Safety Code, shall apply. (T-3)

10.3. Conduits, Switches, Outlets, and Junction Boxes. All switches, receptacles, outlets, and junction boxes must be covered with suitable cover plates. (T-3)

10.3.1. Replace cracked, broken, or otherwise damaged cover plates.

10.3.2. Conduit must be affixed to the wall or other similar sturdy base. Repair any conduit that is loose. (T-3)

10.3.3. Plug any knock-out holes in junction boxes that are not used for conduit hookup. Contact Civil Engineer Service Call for assistance.

10.4. Electrical Panels, Circuit Breakers, and Fuse Boxes.

10.4.1. Access to electrical panels, circuit breakers, and fuse boxes will not be blocked or obstructed at any time, this includes modular furniture installation. (T-3)

10.4.2. All electrical service panels shall be marked to identify each circuit and what it controls, i.e., rooms, appliances, wall outlets, etc. (T-3)

10.4.3. Electrical service panels shall be provided with a properly fitted door that is maintained in the closed position when not being used. (T-3)

10.4.4. Do not overload electrical circuits beyond the rated capacity of the fuse or circuit breaker.

10.5. Electrical Wiring, Plugs, and Cords.

10.5.1. All electrical wiring, plugs, and cords shall be in good operating condition. Immediately repair or replace any frayed, spliced, deteriorated, or otherwise damaged electrical wiring. (T-3)

10.5.2. All electrical wiring, plugs, outlets, switches, and similar devices will be installed or altered only by Civil Engineer electricians or a certified contractor in accordance with NFPA 70: National Electric Code. (T-3)

10.5.3. Extension Cords and Multi-Plug Extensions or Outlets. No circuit shall be loaded beyond its rated capacity; therefore, the use of multi-plug extensions or outlets is prohibited. (T-3)
EXCEPTION: Multi-plug extensions (surge suppressors) that are equipped with a unit--installed fuse or circuit breaker--the unit's fuse or circuit breaker must be set to trip or blow before the installed fuse or breaker for that circuit trips. Surge protectors must be plugged directly into wall outlet. (T-3)

10.5.3.1. Extension cords shall not be utilized as a substitute for permanent wiring. (T-3)

10.5.3.2. Multiple outlet surge suppressors with circuit breakers are permitted, but cannot be used in conjunction with extension cords. Surge protectors must be plugged directly into wall outlet. (T-3)

10.5.3.3. Extension cords must be of sufficient size to accommodate the amperage of the appliance to which it is attached. (T-3)

10.5.3.4. Do not use deteriorated, spliced, or otherwise damaged extension cords.

10.5.3.5. Extension cords must not be attached to building surfaces, run through doorways, ceilings, windows, concealed under rugs or tapped to the floor. (T-3)

10.5.3.6. The use of chains of extension cords or one extension cord attached to another to reach an appliance is prohibited. Surge Protectors/Extension cords used in conjunction with a multi-plug extension are also prohibited.

10.5.3.7. Electrical Equipment and Appliances. Maintain all electrical equipment and appliances in a good, clean, operational condition. All electrical equipment, devices, and appliances not requiring continuous electric power must be unplugged when not in use. (T-3)

10.6. Environmental Control. Poor housekeeping unnecessarily contributes to the always present fire load of a facility. Therefore, poor housekeeping is not allowed. Supervisors must ensure that all buildings, areas, and grounds under their jurisdiction are policed and maintained in a fire-safe condition. Ceiling tiles shall not be removed to allow heat dissipation in computer/server rooms. (T-3)

10.7. Waste Containers and Dumpsters. The use of combustible waste containers is not allowed for disposal of combustible waste:

10.7.1. All waste containers must be emptied when full. (T-3)

10.7.2. Never discard smoking material into trash receptacles.

10.7.3. Do not store trash and other combustibles under stairs, in attics, or under floors in buildings.

10.7.4. Any accumulation of trash, waste, and other similar items is prohibited.

10.8. Smoking Restrictions.

10.8.1. Smoking to include the use of vaping paraphernalia is prohibited inside all government facilities.

10.8.2. IAW AFI 40-102 smoking is authorized only in approved Designated Tobacco Areas; no one shall smoke in unauthorized areas. (T-3)

10.8.3. IAW AFI 91-203 smoking is prohibited in the following locations:

10.8.3.1. The entire airfield, and within 50 feet of any portion of the airfield accessible to aircraft; this includes the runway, taxiways, and parking ramps.

10.8.3.2. Within 300 ft. of liquid oxygen servicing areas/operations.

10.8.3.3. Within 300 ft. of refueling operations. This includes aircraft, motor vehicle, military, government, AAFES, or private fueling operations.

10.8.3.4. Within 300 ft. of open fuel cell repair operations.

10.8.3.5. Most facilities except as indicated in AFI 40-102.

10.8.3.6. Within 50 ft. hazardous areas. Hazardous areas include but are not limited to the following: munitions storage, munitions maintenance, fuel storage facilities/pipelines, compressed gas storage facilities/areas, hazardous materials storage or processing facilities or areas, etc.

10.8.4. **Smoking.** Smoking areas shall not be located within 50 feet of an entrance to facility and a minimum of 15 feet from side of facility. Smoking area shall not be located near common areas where smoke could enter the facility; smoke may not irritate or infringe upon non- smokers who are entering facilities, exiting facilities, or following common paths of travel around a structure. (T-3)

10.9. Disposal of Smoking Material.

10.9.1. Provide an adequate amount of ashtrays for every designated tobacco area.

10.9.2. Provide ash receptacles or smoking material cans at the entrance to all NO SMOKING areas.

10.9.3. The disposal of smoking material in any container, other than provided for that sole purpose, is strictly prohibited.

10.9.3.1. Stencil these metal containers or cans “SMOKING MATERIAL ONLY”.

10.9.3.2. The disposal of waste, trash, or any combustible material into ashtrays or smoking material cans is prohibited.

10.9.4. Smoking material containers must be emptied at the end of each shift or duty day by facility that’s closest to designated tobacco areas. Saturate and completely extinguish smoking material prior to disposal into outside waste dumpsters. (T-3)

10.9.5. Smoking materials will not be discarded or thrown from vehicles at any time. (T-3)

10.10. Storage Areas. Storage areas shall be secured or supervised at all times: (T-3)

10.10.1. Do not store combustibles under stairs, in attics, or under floors in buildings.

10.10.2. Do not store combustible material or stacked storage any closer than 18 inches to electrical lights, heat sources, or any fire suppression or detection device.

10.10.3. Storage must not be allowed to obstruct or block any fire door, fire alarm device, exit stairwell, or any part of an exit. (T-3)

10.10.4. The use of boiler, electrical, fire alarm/suppression, communication, mechanical, air handling, air conditioning, or generator rooms for any type of storage is prohibited.

10.10.5. Maintain a minimum aisle space of 36 inches between rows of stored materials.

10.10.6. Do not store incompatible materials together.

10.10.7. Pressurized cylinders must be stored IAW NFPA 55: Compressed Gases and Cryogenic Fluids Code. (T-3)

10.11. Gasoline-Powered Equipment. The refueling and storage of gasoline powered equipment must be in strict compliance with AFI 91-203: (T-3)

10.11.1. Refueling of gasoline-powered equipment will be allowed only in outside areas.

10.11.2. Allow adequate time for cooling of a hot engine prior to refueling any gasoline- powered unit. (T-3)

10.11.3. Gasoline-powered equipment shall not be stored inside any facility, unless it is designed for that purpose. (T-3)

10.12. Vehicles.

10.12.1. Do not park vehicles within 15 feet of fire hydrants, fire department connectors, or outside waste dumpsters.

10.12.2. Do not park POV/GOVs in any part of a designated fire lane.

10.12.3. Vehicles shall not be stored inside any facility, unless it is designed IAW NFPA Standards. (T-3)

10.12.4. Unauthorized vehicles stored inside any facility will be removed immediately; if POV, the vehicle will be towed at owners expense. (T-3)

10.13. Cooking.

10.13.1. Cooking or use of cooking appliances in any building, other than those that are specifically designated as a kitchen facility, is prohibited. Exception: If the facility is being utilized for a special function, special approval may be obtained from the Chief, Fire Prevention Office.

10.13.1.1. Any Hurlburt facility equipped with a residential stove shall meet NFPA 10 portable extinguisher requirements. These facilities shall maintain a NFPA 10 Class K type extinguisher within prescribed travel distance. (T-3)

10.13.2. Coffee makers with programmable timers are not allowed in base facilities.

10.13.3. Place coffee makers on a noncombustible surface.

10.14. Outdoor Cooking. Outdoor cooking devices include charcoal grills, gas operated grills, smokers, and open pits:

10.14.1. Do not utilize outdoor cooking devices closer than 15 feet to any structure.

10.14.2. Do not utilize these devices inside any structure, under carports, eaves, overhangs, or pavilion.

10.14.3. Allow adequate time for the devices to cool before storing them inside.

10.14.4. Propane bottle storage must meet National Propane Gas Association Standards; Propane bottles shall not be stored in Flammable Storage Lockers. (T-3)

10.14.4.1. Propane bottles must be stored, at minimum, 10 feet away from any openings/exits, out of common path of travel. (T-3)

10.14.4.2. Must be stored outside of facility, upright, on hardened surface. (T-3)

10.14.4.3. Must have a protected covering in order to limit corrosion. Bottles must be in the off position with all gas lines disconnected prior to storage. (T-3)

10.15. Welding, Cutting, and Brazing. Any welding, cutting, and brazing operation not performed in an authorized welding shop requires an AF Form 592, USAF Hot Work Permit:

10.15.1. Obtain an AF Form 592 from the Fire Prevention Office prior to beginning any welding, cutting, brazing, hot riveting or open-flame operations. CE Shops that routinely perform welding, cutting, brazing, soldering etc. may be task certified to issue welding permits. The Fire Prevention Office shall be the sole source for issuing the control numbers for burn permits and maintaining a

record of permits issued to the CE shops. Only those personnel who have attended fire preventions hot work training class shall be authorized to receive a control number and issue their own permit. (T-3)

10.15.2. The original copy of the permit will be issued to the individual performing the operation and must be maintained at the work site until the job is complete. (T-3)

10.15.3. When an after-operation inspection is required, it is the responsibility of the operator to notify the Fire Prevention Office/Emergency Control Center upon completion of the job.

10.15.4. Welding, cutting, and brazing operations must be conducted in accordance with AFI 91-203. (T-3)

10.15.5. The use of blow torches or any improvised flame appliance for the purpose of paint removal or floor tile removal or application is strictly prohibited.

10.15.6. The use of blow torches inside buildings for the purpose of burning designs on any material is prohibited.

10.15.7. No welding operation will be allowed to start without the appropriate operator- provided state certified fire extinguisher. (T-3)

10.15.8. Prior to commencing a welding operation outside the welding shop, the supervisor will brief the welder on safety, health, and fire protection matters applicable to the specific job. (T-3)

10.15.9. Welding permits must be requested a minimum 24 hours prior to the anticipated start time of any hot work. (T-3)

10.16. Open Flames. The open burning of trash, leaves, or any other material in the military family housing area is prohibited without the approval of the Assistant Chief of Fire Prevention except as outlined in 8.9.

10.17. Heat Producing Appliances.

10.17.1. Maintain at least 18 inches between any heat producing appliance and combustibles.

10.17.2. The use of any portable heating appliance containing a flammable or combustible liquid or gas is prohibited.

10.17.3. IAW Hurlburt Field Base Energy Policy, dated 3 July 2013, space heaters are prohibited unless authorized by the unit commander for health or safety reasons. A physician's note must be retained in facility manager's folder. Space heaters must be UL listed and equipped with an automatic tilt switch that shuts down appliance in event it turns over. (T-3)

NOTE: Heat producing appliances includes electric blankets.

10.17.4. The use of portable space heaters must be in accordance with the manufacturers' specifications. (T-3)

10.17.5. Do not leave these devices unattended when in use and unplug them at the end of the day or shift.

10.17.6. The use of space heaters in any hazardous location is prohibited.

10.18. Heating.

10.18.1. Heating devices, such as furnaces or heaters, must be kept clear of combustible and flammable material. (T-3)

10.18.2. All heating equipment must be in good repair. (T-3)

10.18.3. All heating, boiler, air conditioning, air handling, and mechanical rooms must be secured at all times. Only Fire Protection and Civil Engineer personnel will have access to these areas. (T-3)

10.19. Decorations.

10.19.1. Electric string lights and wiring must be UL Listed and in good operating condition. (T-3)

10.19.2. Unplug all electrical decorations when building is unoccupied.

10.19.3. The use of live Christmas trees in any base facility is prohibited, excluding base housing. Only artificial trees are allowed.

10.19.4. Any decorations utilized inside base facility must meet the NFPA 101: Life Safety Code and NFPA 551 requirements for interior finish. Camouflage netting, parachutes, and large banners do not meet interior finish requirements, and shall not be hung/displayed in any base facility. (T-3)

10.20. Fire Protection Systems.

10.20.1. Inspection, testing, maintenance, repair, or alteration of any fire protection, suppression, or alarm system will be accomplished only by Civil Engineer craftsmen or fire protection personnel. (T-3)

10.20.2. Military or civilian personnel found to engage in willful misconduct or willful neglect involving fire prevention policies, turning in a false alarm, tampering with, or malicious activation of any fire alarm, fire protection system or device is subject to disciplinary action. (T-3)

10.20.3. At no time shall a fire detection, suppression, or alarm system or device be painted, blocked, or obstructed in any manner. (T-3)

10.20.4. Notify the Emergency Communication Center when any fire alarm system is activated or malfunctions.

10.20.5. Maintain a minimum of 18 inches clearance around any part of a fire protection system.

10.20.6. Immediately report all system activations to the Fire Protection Flight. Total facility evacuation is mandatory. Exception: During scheduled fire alarm system maintenance.

10.20.7. Supervisors shall ensure all employees receive specialized fire protection training on the capabilities and operating characteristics of any specialized fire protection systems installed; e.g. AFFF (low expansion) Foam Systems, High Expansion Foam systems, etc. within 30 days of being assigned; training shall include a tour of the facility during which each member shall be shown the locations of the manual fire alarm pull stations, and the manual foam system discharge stations. Supervisors may contact the Fire Prevention Office (884-6360 opt. 1) for assistance with employee training at Hurlburt Field's high hazard/high risk facilities. (T-3)

10.21. Fire Protection Devices.

10.21.1. All fire doors shall meet NFPA 80 standard. Fire doors are designed and installed to stop or slow the spread of the products of combustion. (T-3)

10.21.2. All fire doors shall be equipped with a self-closing device. Fire doors shall remain in the closed position at all times, unless held open by a listed/approved releasing device. Business occupancies that meet IBC/NFPA standards are not required to comply with fire door requirements. (T-3)

10.21.3. Every component of a fire door must be in its properly designated location and maintained in good operating condition at all times. This includes self-closing devices, releasing devices, and panic hardware. (T-3)

10.21.4. Fire doors shall not be painted, altered, or removed from their hinges. (T-3)

10.21.5. Combustible materials shall not be adhered to fire doors, and windows installed in fire doors shall remain uncovered and free from visual obscurity. (T-3)

10.21.6. Fire doors shall never have combustible items placed in a location where they block the use of the door. If a fire door is not being utilized, it shall be removed and replaced with the same construction material as the wall. (T-3)

10.22. Hydrants. The use of fire hydrants for any reason other than fire protection is prohibited without the approval of the Assistant Chief, Fire Protection Flight:

10.22.1. Hydrants will not be obstructed by fences or barriers. (T-3)

10.22.2. Do not park vehicles within 15 feet of any hydrant.

10.22.3. Notify the fire department prior to any proposed water curtailment that will affect hydrants. "OUT OF SERVICE" signs will be displayed on all inactive hydrants and will be removed when the hydrant returns to service. (T-3)

10.22.4. All maintenance or water curtailments on the base water system that may affect firefighting operations must be coordinated with the Fire Emergency Service Flight prior to start. (T-3)

10.23. Exits and Exit Signs. All parts of an exit must comply with the requirement of "NFPA 101: Life Safety Code." (T-3)

10.23.1. Life safety will not be compromised; therefore, all exits shall be unlocked to allow a safe evacuation whenever the building is occupied. All main entrance double doors shall remain unlocked while facility is occupied. All restricted egress systems shall comply with NFPA 101. (T-3)

10.23.2. No part of an exit or exit enclosure shall be used for any purpose, such as storage, seating, lounging, etc., which could interfere with its use as a means of egress. (T-3)

10.23.3. The entire means of egress will be free of any obstructions that could hamper use as an egress component. (T-3)

10.23.4. Do not alter doors and panic hardware in any manner.

10.23.5. Maintain exit doors and all components, i.e., self-closing devices and panic hardware, in good operating condition.

10.23.6. Draperies, decorations, or placards must not obstruct any exit or exit sign. (T-3)

10.23.7. Exit Signs:

10.23.7.1. Do not obscure exit signs at any time.

10.23.7.2. IAW NFPA 101, all exit signs must be illuminated, at all times. (T-3)

10.23.7.3. Out-of-service illuminated exit lights must be repaired immediately. (T-3)

10.24. Emergency Lighting.

10.24.1. Install emergency lighting in accordance with “NFPA 101: Life Safety Code.”

10.24.2. Emergency lighting must be in good operating condition at all times. (T-3)

10.24.3. Repair any unserviceable emergency lighting unit immediately.

10.24.4. Facility managers are responsible to test emergency lighting IAW NFPA 101: Life Safety Code.

10.25. Facilities with Fire Extinguishers. Fire extinguishers shall comply with requirements of UFC 3-600-01, AFMAN 91-203 and NFPA 10. (T-3)

10.25.1. Maintain extinguishers in a fully charged and operational condition at all times.

10.25.2. Extinguishers must be readily accessible for immediate use in the event of a fire. (T-3)

10.25.3. Extinguishers shall be clearly visible. (T-3)

10.25.4. Fire extinguishers shall not be used for any purpose other than fire protection. (T-3)

10.25.5. Do not relocate or install any fire extinguisher without the prior approval of the Fire Prevention Office. Facility managers must inform the Fire Prevention Office of any changes within their facility or area requiring addition or relocation of extinguishers. (T-3)

10.25.6. Fire extinguishers shall be in a serviceable condition at all times. Facility managers and using organizations shall budget for purchase and maintenance of fire extinguishers. All fire extinguishers shall meet the requirements IAW AFMAN 91-203. IAW NFPA 10 all fire extinguishers require annual maintenance; to include, non-rechargeable (disposable) extinguishers. Non-rechargeable extinguishers shall not be subjected to a 6 year maintenance or hydrostatic test. (T-3)

10.25.7. Personnel shall be held liable for costs of repair, recharging, or replacement of fire extinguishers damaged through their negligence or misuse. (T-3)

10.25.8. Facility managers shall dispose of non-serviceable fire extinguishers at Hurlburt Field’s 90-day hazardous waste facility. (T-3)

10.25.9. Where visual inspections are conducted, records for visual inspections shall be kept on a monthly tag or label attached to the fire extinguisher, on an inspection checklist maintained on file, or by an electronic method. (T-3)

10.26. Flammable Liquids - Uses and Storage. The use, storage, transportation, and handling of flammable liquids must be conducted in accordance with AFI 91-203 and this instruction.

(T-3)

- 10.26.1. Do not use flammable liquids as a cleaning agent unless specifically intended for such use.
- 10.26.2. During inside painting operations, remove oil-based paints, thinners, clothing, tarpaulins, and rags from the building and place them in a designated area at the close of each day.
- 10.26.3. No more than a one day supply of paints, thinners, or other flammable materials shall be kept at the job site. (T-3)
- 10.26.4. Oil-based spray painting will be accomplished only in approved areas. (T-3)
- 10.26.5. All flammable liquid containers must be of an approved material, intended solely for the purpose of containing flammable liquids. Label each container as to its contents. (T-3)
- 10.26.6. Store flammable liquids in designated buildings or approved flammable storage lockers.
- 10.26.7. Where occupancies require the storage of flammable liquids, store them in a metal cabinet plainly labeled "FLAMMABLE KEEP FIRE AWAY".
- 10.26.8. Flammable storage letters must be updated and approved annually in writing by the Fire Prevention Section. (T-3)

Chapter 11

NEW CONSTRUCTION AND FACILITY MODIFICATION

11.1. Classification. All buildings are given a fire resistance classification (I-V) according to type of construction. The modification of the building or the installation of combustible temporary offices, walls, etc., downgrades the building's classification; therefore, the installation or erection of combustible structures inside noncombustible-rated structures is strictly prohibited.

11.2. Permission . Obtain written permission from the Base Civil Engineer prior to any modification on an existing building or the use of installed or combustible structures within the building.

Chapter 12

CONTRACT MANAGEMENT

12.1. Construction Projects. The Fire Protection Flight takes an active and aggressive interest in all aspects of construction projects. This includes:

12.1.1. Base Civil Engineer Service Request (TRIRIGA).

12.1.2. DD Form 1391, Military Construction Program.

12.1.3. Project book development, design, reviews, material approval, actual construction, and final acceptance.

12.1.4. The Assistant Chief, Fire Prevention Office, or designated representative attends all reconstruction and pre-performance meetings with the engineering contract manager to coordinate fire prevention requirements. This includes all appropriated and non-appropriated fund projects.

12.1.5. When fire hazards, unsafe practices, or unsafe conditions are found, the Quality Assurance Evaluator (QAE) or monitor takes corrective action.

Chapter 13

FIRE PROTECTION FOR EXPLOSIVE AREAS

13.1. Procedures. Each organization possessing explosives, either in storage, holding areas, or loading sites, will comply with the requirements of AFMAN 91-201. (T-3)

13.1.1. Storage of ammunition or explosives in dormitories or other buildings of public assembly is prohibited except for AFFES Main Exchange.

Chapter 14

AIRCRAFT FUEL HANDLING AND SERVICING

14.1. Grounding Aircraft. To guard against the danger of static electricity, aircraft will be properly and effectively grounded as outlined in T.O. 00-25-172 during all servicing, de-fueling, and maintenance operations, and when hangered, moored, or parked, except when on the ready line prepared for take-off. (T-3)

14.2. Fire Prevention Measures. Fire prevention measures will be strictly adhered to during ground servicing of aircraft, transferring of fuel in storage areas, or performing maintenance on refueling equipment and facilities. (T-3)

14.3. Normal Fuel Servicing and De-fueling. Normal fuel servicing and de-fueling will be accomplished under controlled supervision in accordance with T.O. 00-25-172. No other work will take place during normal fueling operations. Do not accomplish any fueling operations when electrical storms are within 10 miles. (T-3)

14.4. Abnormal Refueling. Hot refueling, concurrent refueling, etc., will be accomplished in accordance with T.O. 00-25-172. A minimum of 15-minutes notice will be given to the Fire Protection Flight for request of a standby fire vehicle. (T-3)

14.5. Fuel Spills. Spilled aircraft fuel is a highly flammable potential source of fire. Take extreme care to avoid spilling fuel; but if a spill or leak does occur around aircraft, immediately stop all maintenance or servicing operations and notify the Fire Protection Flight. Every effort will be taken to preclude spilled fuel from entering storm or sanitary sewers. (T-3)

14.6. Hydraulic Oil Spills. Hydraulic oil spills will be cleaned up by personnel working on aircraft or equipment. Firefighting personnel or equipment will not be utilized for this purpose. (T-3)

14.7. Electrical Safety. Electrical devices and power equipment used in aircraft servicing, de-fueling, and maintenance operations will be approved explosion-proof type, including motors, switches, fixtures, and extension lights. (T-3)

14.8. Engine Starts. A qualified fire guard, adequately equipped and trained, will be stationed strategically by the aircraft engine being started. The fire guard will stand by in readiness until all engines are operating and the danger of fire is no longer present. (T-3)

14.9. Vehicles. To minimize the danger of fire resulting from vehicles operating in hangars, nose docks, POL, and ammunition storage area, only those vehicles equipped for such locations will be used. Depending upon the specific hazard category, vehicles will be provided with flame and spark arresters, no arcing mechanism, etc. Vehicles so equipped will be allowed to operate in hangars only long enough to move aircraft, equipment, or material, and will not be permitted to park in front of or near hangar or nose dock doors. (T-3)

14.10. Oxygen (Liquids and Gaseous). Because of the hazards involved in handling oxygen, particularly in aircraft servicing operations, only qualified and authorized personnel are permitted to handle this potentially hazardous substance. The safety standards set forth in T.O. 00-25-172, and other pertinent Air Force publications, will be strictly observed by all personnel engaged in oxygen handling and servicing operations. (T-3)

Chapter 15

AIRCRAFT MAINTENANCE AND MAINTENANCE HANGARS

15.1. Applicability. Fire prevention measures, as defined in applicable technical orders, will be strictly adhered to in the maintenance of aircraft within hangars or on the ramp. (T-3)

JOCELYN J. SCHERMERHORN, Colonel, USAF
Commander

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

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

AFI 23-201, *Fuels Management, 19 Jun 2014*

AFI 32-2001, *Fire Emergency Services (FES) Program, 27 September 2018*

AFI 32-6002, *Family Housing Planning, Programming, Design and Construction, 19 November 2015*

AFI 48-104, *Tobacco Free Living, 10 July 2019*

AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards, 10 December 2018*

AFMAN 24-204_IP, *Preparing Hazardous Materials for Military Air Shipments, 23 July 2018*

AFMAN 24-210_IP, *Package of Hazardous Material, 6 May 2019*

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NFPA 10, Standard for Portable Fire Extinguishers 2018 Edition

NFPA 13, Standard for the Installation of Sprinkler Systems 2019 Edition

NFPA 51, Standard for the Design and Installation of Oxygen–Fuel Gas Systems for Welding,
Cutting, and Allied Processes 2018 Edition

NFPA 51B, Standard for Fire Prevention during Welding, Cutting, and Other Hot Work 2019 Edition

NFPA 55, Compressed Gases and Cryogenic Fluid Code 2020 Edition

NFC (NFPA) 70, National Electrical Code® 2020 Edition

NFPA 70E, Standard for Electrical Safety in the Workplace 2018 Edition

NFPA 72, National Fire Alarm and Signaling Code® 2019 Edition

NFPA 73, Electrical Inspection Code for Existing Dwellings 2021 Edition

NFPA 80, Standard for Fire Doors and Other Opening Protectives 2019 Edition

NFPA 90A, Standard for the Installation of Air-Conditioning and Ventilating Systems 2018 Edition

NFPA 90B, Standard for the Installation of Warm Air Heating and Air-Conditioning Systems 2018 Edition

NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations 2017 Edition

NFPA 101, Life Safety Code® 2018 Edition

NFPA 101A, Guide on Alternative Approaches to Life Safety 2019 Edition

NFPA 102, Standard for Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures 2016 Edition

NFPA 220, Standard on Types of Building Construction 2018 Edition NFPA 221, Standard for High Challenge Fire Walls, Fire Walls, and Fire Barrier Walls 2018 Edition

NFPA 232, Standard for the Protection of Records 2017 Edition

NFPA 241, Standard for Safeguarding Construction, Alteration, and Demolition Operations 2019 Edition

NFPA 407, Standard for Aircraft Fuel Servicing 2017 Edition

NFPA 408, Standard for Aircraft Hand Portable Fire Extinguishers 2017 Edition

NFPA 410, Standard on Aircraft Maintenance 2020 Edition

NFPA 484, Standard for Combustible Metals 2019 Edition

NFPA 495, Explosive Materials Code 2018 Edition

NFPA 551, Guide for the Evaluation of Fire Risk Assessments 2019 Edition

NFPA 780, Standard for the Installation of Lightning Protection Systems 2020 Edition

T.O. 00-25-172, *Aircraft Bonding, Grounding, and Servicing*

T.O. 36-1-2, *Vehicles, Materials Handling & Construction Equipment*

T.O. 11A-1-46, *Fire Fighting Guidance, Transportation and Storage of Conventional Munitions*

U.F.C. 3-600-01, *Design: Fire Protection Engineering for Facilities*

U.F.C. 3-600-02, *Inspection, Testing and Maintenance of Fire Protection Systems*

Prescribed Forms

None

Adopted Forms

AF Form 3, *Hazard Abatement Plan*

AF Form 55, *Employee Safety and Health Record*

AF Form 592, *USAF Hot Work Permit*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1024, *Confined Space Entry Permit*

AF Form 1118, *Notice of Hazard*

AF Form 1487, *Fire Prevention Visit Report*

AF Form 2519, *All Purpose Checklist*

Abbreviations and Acronyms

ADLS—Advanced Distributed Learning Service

AF—Air Force

AFFES—Army and Air Force Exchange Service

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSH—Air Force Occupational Safety and Health

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

AFSOC—Air Force Special Operations

DoD—Department of Defense

DODI—Department of Defense Instruction

ECC—Emergency Communications Center

FES—Fire Emergency Service

FSD—Fire Safety Deficiency

GOV—Government Owned Vehicle

IBC—International Building Code

IAW—In Accordance With

NAF—Non-appropriated Fund

NEC—National Electric Code

NFPA—National Fire Protection Administration

ORM—Operational Risk Management

OPR—Organization of Primary Responsibility

OSHA—Occupational Safety and Health Administration

P.A.S.S.— Pull, Aim, Squeeze and Sweep

POC—Point of contact

POV—Privately Own Vehicle

QAE—Quality Assurance Evaluator

RDS—Records Disposition Schedule

SFO—Senior Fire Officer

SOCES—Special Operations Civil Engineering Squadron

SOCES/CEF—Special Operations Civil Engineering Squadron/Civil Engineering Fire Department

SOMDG—Special Operations Medical Group

SOW—Special Operations Wing

SOW—Special Operations Wing

SOW/CC—Special Operations Wing Commander

T.O.— Technical Order

UFC—Unified Facilities Criteria

UCMJ—Uniform Code of Military Justice

UL—Underwriters Laboratories

USAFR—United States Air Force Reserve

Attachment 2

EMERGENCY PLAN

A2.1. Evacuation Procedures. Upon discovery of a fire, the observer will notify occupants of building to evacuate by pulling the fire alarm pull station. If the building has a public address system, use it. Calmly state the need for all personnel to immediately evacuate the facility. If the automatic fire alarm system activates all personnel shall immediately evacuate the facility, unless previously informed of a test or maintenance operation. Personnel must not use elevators during building evacuation, stairwells must be used. Procedures must be in place for the evacuation of the disabled. It is also required to establish an evacuation area where personnel can be accounted for. (T-3)

Note: This is an example to aide in establishing a comprehensive Emergency Plan for your assigned buildings and personnel. Send a draft of your plan to 1 SOCES/CEFP; Fire Prevention Office for approval.

ORGANIZATION/OFFICE SYMBOL
BUILDING NUMBER

Date:

A2.2. Reporting Procedures. The person who discovers the fire shall activate the facility fire alarm/notification system and follow it up with by dialing 9-1-1 and reporting the fire to the base fire department. If it is unsafe to call from the facility where the emergency is located, find the nearest accessible phone and make the call from there. Do not hang up until told to do so by the fire alarm communications center operator (Alarm Room Operator). The following information will be required: (T-3)

A2.2.1. Building number and address; e.g. Where are you?

A2.2.2. Location of the fire; e.g. Where is the fire?

A2.2.3. Type/Cause of fire; e.g. What's burning?

A2.2.4. Name of caller; e.g. Who are you, Name/Rank/Grade/Call Back Number?

A2.2.5. Account for personnel; e.g. Is anyone missing?

A2.2.6. Is there anyone within the facility/area with special needs; e.g. mobility, or other physical or mental impairment/s?

A2.3. Fire Fighting Appliances. Do not put yourself or others at risk; if at any time the fire becomes to large or fast moving to attempt to fight, evacuate the building/area. Attempt 1st aid firefighting by using the assigned fire extinguisher. Use the P.A.S.S. Method!

A2.3.1. **P = pull the safety pin; (for extinguishers not normally stored charged, activate the charging handle/plate).**

A2.3.2. **A = aim the nozzle at the base of the fire.**

A2.3.3. **S = squeeze the discharge handle.**

A2.3.4. **S = sweep nozzle side to side at base of fire.**

A2.4. Activation of Fire Suppression Systems. If facility contains manual fire suppression system, there must be written procedures on exactly how to operate the system. These procedures shall be contained in this document. (T-3)

A2.5. Emergency Removal of Aircraft. Written procedures must be in place in order to attempt to safely remove aircraft inside of a hangar that is involved in a fire emergency. These procedures shall be contained in this document. (T-3)

A2.6. Protection of Critical Materials/Safeguard Classified Information. Written orders must be in place to safeguard classified and critical materials IAW local procedures; however these procedures must not interfere with the quick evacuation of ALL personnel. These procedures shall be contained in this document. (T-3)

A2.7. Fuel or Hazardous Material Emergencies. If organization deals with fuels or hazardous materials all personnel shall be trained in emergency actions for their specific hazard. These procedures/actions shall be contained in this document. (T-3)

A2.8. Establish a POC to Communicate with the Senior Fire Officer. This POC shall gather information to pass on to the SFO (Senior Fire Officer). Example information is as follows; location of fire, items or possible items involved in the fire. This person should also gather specific information on evacuated personnel; ensure all have evacuated. (T-3)

A2.9. Training. Training is mandatory for all newly assigned facility managers. The 1 SOCES conducts these classes on a quarterly basis. IAW the 1 SOCES Facility Manager Handbook; facility managers must also attend an annual refresher briefing. All personnel shall be trained on the following subjects: (T-3)

A2.9.1. The physical location of the fire extinguishers.

A2.9.2. How to use the assigned fire extinguishers.

A2.9.3. The location of manual fire alarm pull stations.

A2.9.4. The location of exits.

A2.9.5. The location of other manually activated fire suppression systems or 1st aid firefighting system or equipment.

A2.9.6. How and when to manually activate installed fire suppression systems/equipment.

A2.9.7. Special hazards; e.g. fuel tanks, hazardous storage cabinets/areas, high pressure air/gas/hydraulic lines and shut offs for each.

A2.9.8. Utility shut offs; e.g. water, electricity, gas.

A2.9.9. Circuit breaker boxes/panels.

A2.9.10. Special procedures for evacuating physically or mentally impaired personnel.

A2.9.11. Designated smoking areas.

A2.9.12. Proper housekeeping procedures.

A2.9.13. Other applicable information.

**Facility Manager
Chief, Fire Prevention**

Approved/Disapproved