

**BY ORDER OF THE COMMANDER  
JOINT BASE ELMENDORF-  
RICHARDSON**

**JOINT BASE ELMENDORF-  
RICHARDSON INSTRUCTION 32-2001**

**19 JULY 2023**

**Civil Engineering**

**FIRE PREVENTION PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 32-20, *Fire Emergency Services*. This instruction is used in conjunction with Department of Defense Instruction (DoDI) 6055.06, *DoD Fire and Emergency Services (F&ES) Program*; Department of the Air Force Instruction (DAFI) 32-2001, *Fire and Emergency Services (F&ES) Program*; Department of the Air Force Manual (DAFMAN) 91-203, *Air Force Occupational Safety, Fire, and Health Standards*; Unified Facilities Criteria (UFC) 3-600-01, *Fire Protection Engineering for Facilities*; applicable Occupational Safety and Health Administration (OSHA) regulations, applicable Code of Federal Regulations (CFR); the International Building Code® (IBC®); and National Fire Protection Association (NFPA®) codes and standards. This instruction prescribes policies and procedures; and defines responsibilities for an effective fire prevention and protection program for Joint Base Elmendorf-Richardson (JBER). This instruction applies to all military personnel regardless of branch, to include Reserve and National Guard, civilians, contractors, and concessionaires. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Department of the Air Force (DAF) Form 847, Recommendation for Change of Publication. Route the DAF Form 847 through the appropriate chain of command. This instruction may not be supplemented and

compliance cannot be waived. Hazardous conditions of a peculiar nature for which no criteria have been developed or published will be corrected by local actions based upon sound judgment and the professional opinion of the installation Fire Chief. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force.

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

This document is revised and must be completely reviewed. Responsibilities have been updated and outdated publication references have been removed. Fire extinguisher guidance was updated to align with DoD guidance and NFPA requirements. Additionally, recreational fires, fire drills, and flammable/combustible liquids, specifically the storage, have been clarified in this revision.

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## Chapter 1

### ADMINISTRATION AND ENFORCEMENT

**1.1. Objectives.** The objectives of this program are to prevent the loss of life and property by fire through effective motivation of installation personnel to develop good fire prevention practices, to recognize and eliminate fire hazards in their work and living environment, and to improve awareness of proper fire reporting and building evacuation procedures. The accomplishment of fire prevention program objectives involves the cooperation of all personnel on JBER.

**1.2. Scope.** The provisions of this Instruction are applicable to:

1.2.1. The inspection of buildings, processes, equipment, systems, and other fire related life safety situations.

1.2.2. The investigation of fires, explosions, hazardous materials incidents, and other related emergency incidents handled by the fire department.

1.2.3. The review of construction plans, drawings and specifications for life safety systems, fire protection systems, access, water supplies and processes, hazardous materials and other fire and life safety issues.

1.2.4. The fire and life safety education of military, civilian employees, contractors, and the general public.

1.2.5. The storage, use, processing, handling and transportation of hazardous materials and explosives.

1.2.6. Hazards from outdoors fires in vegetation, trash, building debris, and other materials.

1.2.7. The regulation and control of special events including but not limited to exhibits, trade/bizarre shows, haunted houses, and other similar special occupancies.

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

**1.3. Authority Having Jurisdiction.** The Air Force Civil Engineer Center, Readiness Directorate Fire and Emergency Services (AFCEC/CXF) is the overall authority having jurisdiction for Air Force fire protection policy and approval of permanent deviations to NFPA standards.

## Chapter 2

### RESPONSIBILITIES

**2.1. Installation Commander.** The 673d Air Base Wing Commander (ABW/CC) is the JBER installation commander and will execute comprehensive installation fire protection and fire prevention programs. These programs implement DoDI 6055.06, AFD 32-20, DAFI 32-2001, and the National Fire Codes published by the NFPA.

**2.2. Installation Fire Marshal.** The 673d Civil Engineer Group Commander (CEG/CC), is designated as the JBER Fire Marshal and is responsible to the 673 ABW/CC for the effective and efficient execution of the JBER fire protection program. Additionally, the Fire Marshal provides the Fire Chief with the necessary support to ensure the highest possible priority and funding of the fire protection and prevention initiatives to accomplish mission support.

**2.3. Installation Fire Chief.** The JBER Fire Chief is the Fire and Emergency Services Flight Chief and is responsible to the JBER Fire Marshal for establishing and carrying out effective fire protection and prevention programs.

**2.4. Commanders/Functional Managers.** Organizational commanders/functional managers are responsible for the enforcement of this instruction and must:

- 2.4.1. Ensure a copy of this instruction is maintained in each unit/agency publication library.
- 2.4.2. Ensure sound fire prevention procedures are established and practiced in each activity or facility under their jurisdiction.
- 2.4.3. Establish and maintain a hazard abatement program as well as initiate a follow-up program as outlined in DAFMAN 91-203.
- 2.4.4. Immediately advise the 673d Civil Engineer Squadron Fire and Emergency Services (CES/CEFP)(referred to as the "Fire Prevention Element" throughout this instruction) of fire hazards which cannot be corrected by unit personnel; any fire extinguishers that have been discharged or damaged; and any structural changes or alterations within their facilities or areas.
- 2.4.5. Ensure changes of facility managers and alternates are reported, in writing, to the Fire Prevention Element and the 773d Civil Engineer Squadron (CES) Customer Service within three workdays of the change.
- 2.4.6. Ensure fire prevention practices and inspections records are maintained in facilities, rooms, or areas which are under continuous lock and key. During scheduled fire prevention visits, supervisors will arrange access to these areas.
- 2.4.7. Ensure all NexGen™ Work Tasks are properly coordinated through the Fire Prevention Element. Ensure a minimum of three days for research and coordination.
- 2.4.8. Review and sign the fire safety deficiencies captured on AF Form 1487, *Fire Prevention Visit Report*, identified in their area of responsibility and develop corrective action plans.
- 2.4.9. Develop Risk Management plans utilizing, AF Form 4437, *Deliberate Risk Assessment Worksheet*, when required by DAFI 32-2001.

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

**2.5. Facility Managers.** Facility Managers are responsible to their unit commanders for the fire safe condition of the facilities under their jurisdiction. Duties include:

2.5.1. Inspection of all fire extinguishers, standpipe, fire doors, and exits to ensure proper condition and operation.

2.5.2. Remove snow and ice, within 100 feet of the facility, from all exterior exits, hydrants, fire department connections, gas valves, mechanical rooms, fire escapes, Knox Boxes, and post indicator valves.

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

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

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

2.5.6. Facility managers are responsible to ensure 911 phone decals are in place.

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

2.5.8. Establish and maintain a building fire prevention folder, either hard copy or electronic. The fire prevention folder can be maintained with the Facility Manager's facility records but must be complete and accessible. The folder will contain the following:

2.5.8.1. TAB A—Copy of this instruction.

2.5.8.2. TAB B—AF Form 1487.

2.5.8.3. TAB C—Fire Drill Record, Extinguisher Training Record, Fire Safety Training.

2.5.8.4. TAB D—Facility Manager Checklist and Appointment Letter.

2.5.8.5. TAB E—Permits, Authorizations, or Waivers (ie. Flammable Storage, Material Handling Equipment, Risk Assessment).

2.5.8.6. TAB F—Fire Prevention or Ground Safety related NexGen™ Work Tasks.

2.5.9. Perform monthly operational checks for fire phones (if one has been assigned to that facility or manager). These phones are direct lines to the emergency communication center operator.

2.5.9.1. When the operator answers, advise them that the call is a line check. The operator will require the following information: the caller's name, rank, organization, and phone location.

2.5.9.2. The operator will then call the user back to verify proper operation of the circuit.

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

2.5.11. Ensure personnel leave their assigned areas in a fire-safe condition at the end of each workday and utilize a daily closing checklist. Maintain the daily closing checklist record for 30 days following the tracked month.

2.5.12. Review and coordinate for commander on G-series orders acknowledgment on fire safety deficiencies, captured on AF Form 1487, identified in their area of responsibility, and develop corrective action plans.

2.5.13. With the assistance of the Fire Prevention Element, and when required by DAFI 32-2001, complete AF Form 4437 by identifying appropriate risk(s) and developing mitigation requirements before and after mitigation efforts have been initiated.

2.5.14. Facilities with Servicing Operations. Facility Managers must be trained in the operation of fire extinguishers and installed fire suppression system for their specific facility so they can train other personnel involved in servicing operations per Technical Order (T.O.) 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*. Trained personnel will have a certificate showing completion of the DoD Hangar Fire Suppression System Safety and False Activation Prevention course. Contact the Fire Prevention Element for assistance with training.

**2.6. Contractors and Concessionaires.** All contractors and concessionaire managers are responsible for enforcing procedures in this instruction, the JBER Contractor's Guide, *Safeguarding Construction/Demolition Operations from Fire*, and the JBER Vendor Safety Guide, which can be obtained on the JBER Fire Prevention SharePoint® or picked up from the Fire Prevention Element.

2.6.1. Ensure all employees who issue hot work permits attend an annual hot work class. This class is given by the Fire Prevention Element and must be received prior to commencing with any hot work.

2.6.2. Comply with procedures in **paragraph section 3.16** of this instruction and inspect work areas to ensure buildings are left in a clean and fire safe condition.

**2.7. Project Management.** The Assistant Chief for Fire Prevention, or a designated representative will be notified of all pre-construction performance meetings with the engineering project manager to coordinate fire prevention requirements.

2.7.1. Project management will contact the Assistant Chief for Fire Prevention or a designated representative, prior to bid of contracts to ensure all fire prevention requirements have been included.

2.7.2. Project designs must be submitted for review to the Assistant Chief for Fire Prevention or a designated representative, including those from the Army Corps of Engineers, Defense Commissary Agency, and the Army Air Force Exchange Service, at the pre-design, 35, 65, 95, and 100 percent levels of completion prior to contract bid.

2.7.3. Simplified Acquisition of Installation Engineer Requirements, small business, and self-help projects will also be submitted for review.

2.7.4. All reviews will consist of verifying that designs (plans and specifications) comply with applicable codes and standards and identify areas of noncompliance to the design agency with recommendations for correction.

**2.8. Self-Help, Renovation and Modernization Projects.** An important factor in fire resistance is the selection of materials consistent with the value and use of the facility. Construction materials outlined in UFC 3-600-01, AFI 32-6000, *Housing Management*, IBC® adopted edition, Engineering Technical Letters, and NFPA standards are the minimum acceptable standards for fire protection.

2.8.1. All installation self-help, construction, renovations, or modifications, to include non-appropriated funded and AAFES projects must be reviewed by the Fire Prevention Assistant Chief or a designated representative for the inclusion of fire protection requirements. All construction projects will have formal plans for review and must be approved prior to the start of any project.

2.8.2. Paneling and carpets must be used only in accordance with requirements for individual classes of occupancy as specified in the current edition of UFC 3-600-01 and NFPA 101®, *Life Safety Code*®, adopted edition.

2.8.2.1. The using organization/agency will obtain a certificate (or statement) from the manufacturer or supplier attesting to the flame spread rating of the material being used prior to installation.

2.8.2.2. A copy of the certificate (or statement) will be furnished to the Fire Prevention Element.

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

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

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

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

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

## Chapter 3

### FIRE PREVENTION PRACTICES

**3.1. Inspection and Prevention.** The primary responsibility for the Fire Prevention Element is to monitor and evaluate unit commander's fire prevention program to ensure compliance with established guidelines.

3.1.1. Fire inspectors will visit all facilities at least annually to ensure prompt detection of deficiencies and elimination of fire hazards. These visits do not relieve the commander, or the Facility Manager, of the responsibility of identifying deficiencies and hazards in assigned work centers.

3.1.2. At the end of each fire prevention visit, an AF Form 1487 will be issued if a fire safety deficiency is identified. If an AF Form 1487 is issued to an organization, the following corrective actions will be taken by the Facility Manager.

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

3.1.2.2. Correct deficiencies through NexGen™ Work Tasks requests.

3.1.2.3. Send AF Form 1487 through the chain of command, whenever the following deficiencies are noted:

3.1.2.3.1. Correctable hazards or deficiencies are recurring.

3.1.2.3.2. Effective fire prevention program has not been established or enforced.

3.1.2.4. Coordinate to have the Squadron Commander, Battalion Commander, or Officer on G-series orders sign the AF Form 1487.

3.1.2.5. The signed AF Form 1487 must be returned to the Fire Prevention Element through the issuing fire inspector or the Fire Prevention organizational email [673ces.cef.fireprevention@us.af.mil](mailto:673ces.cef.fireprevention@us.af.mil) within 30 days of issuance.

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

3.2.1. **Sound the Alarm** (Verbal or Mechanical) **and Evacuate the Building.** If the building's fire alarm system has been activated, reporting by phone is still required.

3.2.2. **Call the Fire Department** by dialing **911** from any on-installation or family housing phone. **Note:** If you dial 911 from a cellular phone you will reach the Anchorage Fire Department. Tell the dispatcher that you are on JBER, and they will transfer you to JBER Fire and Emergency Services.

3.2.3. When the 911 operator answers the phone, remain calm and provide the following information:

3.2.3.1. Name and call back number.

3.2.3.2. Building number or location involved and room number or area.

3.2.3.3. Nature of the fire if known.

3.2.3.4. Do not hang up until instructed to do so by the operator.

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

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

3.2.6. Willful transmission, or reporting of a false fire or emergency alarm, is prohibited.

**3.3. Fire Evacuation Drills.** Fire drills will be scheduled and conducted by the Facility Managers or unit safety representatives IAW occupancy classification requirements in NFPA 101®, unless specified otherwise below or deemed necessary by the Fire Prevention Element. Fire drills will be coordinated with the Fire Prevention Element and documented. A fire department representative may observe and evaluate the drill. The following frequencies will be used for conducting fire drills in specific facilities.

3.3.1. Monthly: all installation schools, pre-schools, youth centers, school age program, home day care providers, and child development centers.

3.3.2. Semi-Annually: munitions storage areas.

3.3.3. Beginning of School: all installation schools will conduct one fire evacuation drill within the first 10 days of school and all school age care programs within the first 30 days of the school year and summer program.

**3.4. Inhibiting Emergency Response of Fire Vehicles.** Persons who are authorized to repair and/or block streets, or fire lanes, will notify the emergency communication center operator (552-2801, option 2) at least 24 hours before such restriction takes effect, and when removed. Fire lanes will not be less than 20 feet of unobstructed width and will be marked with signs.

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

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

3.5.2. Managers of assembly facilities will provide a minimum of one trained crowd manager.

3.5.2.1. Where the occupant load exceeds 250, additional crowd managers will be assigned at a ratio of one manager for every 250 occupants, unless otherwise permitted by the Fire Prevention Element.

3.5.2.2. The crowd manager is responsible to direct personnel to exits in an orderly manner in the event of an emergency.

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

3.5.4. Manager of assembly facilities must notify the Fire Prevention Element at least two weeks prior to any special event to obtain a permit. **Note:** All special events, including Haunted Houses, require a permit from the Fire Prevention Element and must receive a pre-event inspection.

3.5.5. Fire prevention inspectors will inspect places of assembly before all major social events.

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

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

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

3.5.6.3. Cooking is not permitted under kitchen hoods without all filters installed. Filters must be of an approved baffle type meeting Underwriters Laboratory (UL)® 1046, *Standard for Grease Filters for Exhaust Ducts*, and be maintained in a good state of repair.

3.5.6.4. Hoods and exhaust ducts serving kitchen equipment must be thoroughly cleaned every 6 months, or more frequently, to prevent grease accumulation. Documentation will be maintained in TAB E of the fire prevention folder.

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

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

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

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

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

3.6.2. Vehicles will not be parked unattended in front of hangar doors.

3.6.3. Vehicles will not be parked within 10 feet of any building or structure except in designated parking areas or while loading or unloading.

3.6.4. Motor vehicles will not be parked or stored inside any building unless the area is designated for that purpose.

3.6.4.1. Personnel requesting designated areas must submit a written request, including a drawing of the proposed parking area, to the Fire Prevention Element. All requests must specifically identify the reason, location, number, and type of vehicles. Convenience parking requests will not be considered.

3.6.4.2. Approved parking requests will be reviewed annually during facility fire inspections or when the conditions change.

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

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

3.7.1. Smoking is not permitted in installation facilities except where authorized.

3.7.2. Smoking areas and outside facilities are designated by unit commanders and coordinated with the designated bargaining unit. Requests for designated areas in hazardous locations will be sent to the Fire Prevention Element with a drawing showing the proposed smoking area.

3.7.3. Smoking materials will not be discarded in wastepaper baskets or other containers used for trash.

3.7.4. An adequate number of metal containers with self-closing lids labeled "Smoking Material Only" will be distributed where smoking is permitted.

3.7.4.1. Paper will not be discarded in these receptacles.

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

3.7.5. Smoking in, or on, beds is strictly prohibited.

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

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

**3.8. Electrical.** Installation, adjustments, or alterations of electrical wiring or installed appliances will be accomplished only by qualified licensed electricians or authorized contractors in accordance with NFPA®, *National Electric Code*®.

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

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

3.8.3. No device will be installed which interferes with the normal operation of circuit breakers or fuses.

3.8.4. All electrical switches in light and power panels will be correctly labeled to show which circuits or devices they control.

3.8.5. Electrical appliances will bear UL ® or other recognized testing laboratory certification.

3.8.6. With the exception of hard plumbed units, all coffee makers will be unplugged at the end of the day.

3.8.7. Extension cords will not be used in lieu of permanent wiring. In areas that have insufficient outlets, the Facility Manager will submit a NexGen™ Work Task to 773 CES Customer Service to have additional outlets installed or relocate equipment so an extension cord is no longer required. Extension cords are for temporary use and will be rated for the capacity of the equipment being served.

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

3.8.9. Electrical cords will not be nailed or stapled to building surfaces. They will not be run through doorways, windows, holes in walls, under rugs or carpets. Cords used for the exterior installation of items such as holiday lights or vehicle plug-in-heaters will be weatherproof and attached using devices specifically designed for that purpose. Care will be taken to ensure the cord is not damaged.

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

3.8.11. Permanent electrical wiring will not be exposed.

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

3.8.13. Multiple plug adapters are prohibited.

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

**3.9. Fire Extinguishers.** Fire extinguishers will not be used for any purpose other than fire protection. No person will render any portable fire extinguisher inoperative or inaccessible. Any proven abuse may subject personnel to disciplinary action.

3.9.1. Facility managers/supervisors will inspect, document, and maintain the location of all their facility fire extinguishers in accordance with NFPA 101® requirements.

3.9.2. Fire extinguishers will be properly hung or placed into cabinets and kept clear and accessible at all times. Extinguisher cabinets will not be locked.

3.9.3. A 36-inch clearance is required in all directions.

3.9.4. Fire extinguishers will not be removed or repositioned without approval from the Fire Prevention Element.

3.9.5. Facility managers are responsible for conducting a monthly visual inspection of all fire extinguishers within their facilities to ensure they are in their designated location and are serviceable. Extinguisher tags will be signed off monthly.

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

3.9.7. New facilities will not be occupied before fire prevention personnel inspect them for suitable fire extinguisher coverage. Fire prevention personnel will provide guidance on fire extinguisher requirements and placement.

3.9.8. Using organizations are responsible for the purchase, maintenance, and proper disposal of extinguishers. All purchases of fire extinguishers will be coordinated with the Fire Prevention Element.

3.9.9. Service of flightline fire extinguishers (150-pound halon or 125-pound dry chemical) will need to be coordinated with the Fire and Emergency Services Logistics Element (552-2801, option 3).

3.9.9.1. Daily inspection of all fire extinguishers is the responsibility of the flightline supervisors.

3.9.9.2. Any discharge of halon from a fire extinguisher must be immediately reported to the emergency communication center (552-2801, option 2).

### **3.10. Fire Protection Systems.**

3.10.1. Fire alarm pull boxes will be readily visible and will be located within five feet of an exit door.

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

3.10.2.1. All sleeping areas will have hard-wired smoke alarms installed.

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

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

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

**3.11. Hydrants.** The use of fire hydrants for any purpose other than firefighting is prohibited without authorization from the installation fire chief.

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

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

3.11.3. The emergency communication center (552-2801, option 2) will be notified of any hydrants out of service and given 24-hour notice of any proposed water shut off which will affect the installation's water distribution system.

**3.12. Housekeeping.** Facility managers must ensure buildings are kept in a fire safe condition at all times.

3.12.1. Facility users will maintain all areas in accordance with safe housekeeping practices.

3.12.2. Storage under stairs and in stairwells is prohibited.

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

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

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

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

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

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

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

3.13.1. When more than one type of compressed gas cylinders are being stored a separation distance of at least 20 feet will be maintained. That distance can only be reduced if one or both of the gases is enclosed in a gas cabinet or if secured on a welding cart for regular use. All compressed gas cylinders will have safety caps installed and be secured to prevent toppling.

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

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

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

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

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

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

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

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

**3.14. Flammable/Combustible Liquids.** POL facilities include any area or building used for storage, dispensing, or handling of any type of flammable/combustible liquids. All incidental storage of flammable material must consult the Fire Prevention Element prior to establishing incidental storage areas. Requests will be submitted to the Fire Prevention Element and include a floor plan showing the proposed storage location.

3.14.1. Flammable storage cabinets in motor pools or where there are more than 3 in a building, and all flammable storage rooms within the building must be approved in writing by the Fire Prevention Element and authorization will be posted on the front of the cabinet/room.

3.14.2. All drums or tanks used for the dispensing of flammable/combustible liquids will be properly bonded and grounded in accordance with T.O. 00-25-172.

3.14.3. Storage of flammable/combustible liquids will be in accordance with DAFMAN 91-203, and NFPA® 30, *Flammable and Combustible Liquids Code*. Only approved areas, cabinets, and containers will be used.

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

3.14.5. Liquid petroleum gas (LPG) tanks will be stored in a 1-hour fire rated enclosure designed for flammable gas storage or stored outside a facility. Storage of hand-held cylinders within a facility and all outside storage must be in accordance with NFPA® 58, *Liquefied Petroleum Gas Code*. Outdoor storage must not be closer than five feet to any doorway or window and will be labeled "Flammable Gas".

3.14.6. Spray painting operation in a facility will only be accomplished when approved by Ground Safety, Bioenvironmental Engineering, and the Fire Prevention Element. Spray painting operations will be in accordance with DAFMAN 91-203 and NFPA® 33, *Standard for Spray Application Using Flammable or Combustible Materials*.

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

3.14.8. Gasoline, naphtha, lacquers, paints, thinners, alcohol, or other flammables will not be used as cleaning solvents.

3.14.9. All dip tanks or cleaning vats which use flammable liquids will be equipped with an automatic, self-closing cover, or lid.

3.14.9.1. Each will have fusible links installed in such a manner that it will close automatically in case of fire.

3.14.9.2. When tanks are not in use, the covers or lids will be kept closed.

3.14.9.3. Dip tanks will only be located in motor pool and maintenance facilities.

3.14.10. Weapons cleaning/parts washers must meet the requirements in DAFMAN 91-203 and the following:

- 3.14.10.1. The location will be of enclosed 1-hour construction, with a self-closing 1-hour rated fire door.
- 3.14.10.2. Positive ventilation must be available. (A window at minimum, but an exhaust fan is preferred.).
- 3.14.10.3. A serviceable, 2A:10BC portable extinguisher will be mounted outside the room.
- 3.14.10.4. No modifications will be made to the weapons cleaning/parts washers.
- 3.14.10.5. Only solvent recommended by the manufacturer and approved by the authority having jurisdiction will be used.
- 3.14.10.6. Only small arms weapon parts will be cleaned in the device.
- 3.14.10.7. Weapons cleaners/parts washers will be operated and maintained in accordance with the manufacturer instructions. The room and the device will be secured when not in use.
- 3.14.10.8. A portable, eyewash station will be installed in the room.

**3.15. Hot Work.** Compliance with the requirements in NFPA® 51B, *Standard for Fire Prevention During Welding, Cutting, and other Hot Work*, and DAFMAN 91-203, is mandatory.

3.15.1. Hot Work Permits: Welding, cutting, or brazing will not be accomplished until a valid AF Form 592, *USAF Hot Work Permit*, has been issued by a fire department representative or an individual trained by the Fire Prevention Element. **Note:** Hot Work permits are not required in welding shops/areas authorized by the Fire Prevention Element, Bioenvironmental Engineering and Wing Safety.

3.15.1.1. Personnel certified by the Fire Prevention Element may issue Hot Work permits for work in non-hazardous areas.

3.15.1.2. Any hot work permits for hazardous areas are required to be issued by the Fire Prevention Element. A list of hazardous areas is covered during hot work permit certification training and includes any work done on or in hangars and flightline maintenance buildings.

3.15.1.3. Aircraft welding must comply with DAFMAN 91-203, NFPA® 410, *Standard on Aircraft Maintenance*, and applicable maintenance operating instruction (MOI). Hot Work permits of this nature will be issued by Fire Prevention Element with the concurrence of Wing Safety and Bioenvironmental Engineering.

3.15.2. All personnel who conduct hot work on JBER must be trained by the Fire Prevention Element. Upon successful completion of training, personnel will be issued a competency card that is valid for one year from date of issue.

3.15.3. Facility managers must be informed of hot work operations prior to starting.

3.15.4. A fire watch is required for all hot work operations. Fire watches will have fire extinguishing equipment readily available and be trained in its use. A fire watch will be maintained for at least 60 minutes after the completion of any hot work operation to detect and extinguish possible smoldering fires.

3.15.5. The use of a blowtorch or any makeshift appliance for paint removal or burning designs on wood is prohibited.

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

3.15.7. Electrical connections, cables, and plugs on arc welding equipment will be kept in good repair. Frayed or damaged connections will be repaired or replaced.

### **3.16. Open Burning, Recreational Fires, and Fireworks.**

3.16.1. Open burning, including the burning of rubbish and similar material, is strictly prohibited on this installation without written approval from the installation fire chief or their designee. Open fires, including, but not limited to bonfires, campfires not in designated fire ring, and burn barrels require a burn permit from the Fire Prevention Element.

3.16.1.1. Prior to any open burning, local fire conditions must be checked/confirmed prior to ignition.

3.16.1.2. Campfires are excluded from requiring a permit if in a designated fire ring, not self-made rings.

3.16.1.3. Field training open fires are covered in **paragraph section 5.4** of this instruction.

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

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

3.16.1.6. Campfires and cooking will be constantly attended by a competent person until such a fire is totally extinguished.

3.16.2. Fireworks of any kind (including bottle rockets, roman candles, sparklers, firecrackers, etc.) are prohibited on this installation.

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

3.16.3.1. During religious services in installation chapels.

3.16.3.2. Special events in officer, enlisted clubs, and dining facilities. Candles used in these facilities must be in a sturdy noncombustible holder.

3.16.4. Barbecue grills, outdoor fireplaces, smokers, and other open flame cooking appliances will not be operated indoors, on a combustible deck, or within 10 feet of any combustible structure. Remaining coals or ash from solid fuels, such as wood or charcoal, must be thoroughly soaked with water before disposal.

**3.17. Decorations.** Decorative materials such as streamers, crepe paper, scenery, cotton batting, straw, and hay must be flame resistant.

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

3.17.2. Fresh Christmas trees are only permitted in military family housing. When Holiday trees are displayed, they will not obstruct egress to exits and must be kept away from sources of heat.

3.17.2.1. Only indirect lighting is authorized for aluminum trees. Electrical lights must never be placed on metal trees due to the shock hazard.

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

3.17.2.3. Powered/lighted decorations will not be left plugged-in when the facility or room is unoccupied.

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

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

3.18.1. Portable electric space heaters must be UL® listed/labeled, be equipped with tip-over protection, and only be used in areas for which they are listed.

3.18.1.1. Heaters will only be plugged into approved receptacles and must be turned off when not attended. Use of extension cords with these heaters is not permitted.

3.18.1.2. Electric heaters will not be operated within three feet of any combustible materials.

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

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

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

3.18.4.1. Qualified personnel will clean chimneys annually and the Facility Manager must maintain written records in TAB E of the fire prevention folder. This requirement also applies to military family housing.

3.18.4.2. Masonry fireplaces will have hearth extensions of brick, concrete, stone, tile, or other approved noncombustible material properly supported and with no combustible material against the underside. Wood-trim mantels and other combustible material will not be placed within six inches of a fireplace opening.

3.18.4.3. Screens will be installed and used on fireplaces.

3.18.4.4. Burning highly combustible, solid material, such as dried Christmas trees and wrapping paper is prohibited.

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

3.18.5. Clothes dryers will be exhausted to the outside of the facility. Dryer vents will be inspected by a certified Heating, Ventilation, and Air Conditioning Technician at least once per year and cleaned as required to prevent lint build-up.

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

3.19.1. Exits will be kept free of snow and ice accumulation by the using organization.

3.19.2. All emergency exit doors in places of public assembly and other facilities, as outlined in the NFPA® 101, will be equipped with panic hardware.

3.19.2.1. No lock, padlock, hasp, bar, chain, or other device will be installed or maintained on any exit door equipped with panic hardware.

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

3.19.2.3. Fire rated doors will be kept closed at all times, with the exception of those equipped with magnetic releases.

3.19.2.4. No doorstops or other non-approved devices will be installed on fire rated doors.

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

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

3.19.5. Adequate fire aisles will be maintained in all hangars and warehouses. In warehouses, wall aisles will be a minimum of 24 inches. Main and cross aisles will comply with NFPA 101®.

3.19.6. Readily visible signs will mark access to exits.

3.19.6.1. If signs are not visible from all points in a corridor or hall, directional signs will be conspicuously located to direct occupants to exits.

3.19.6.2. Exit-ways will not be used for storage of any type.

3.19.7. Prior to blocking any door or exit, the Facility Manager will contact Fire Prevention Element for approval.

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

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

3.19.10. Hangings or draperies will not be placed over exit doors or otherwise be located to conceal or obscure any exit.

3.19.10.1. Mirrors will not be placed on exit doors.

3.19.10.2. Mirrors will not be placed in or adjacent to any exit in such a manner as to confuse the direction of exit.

**3.20. Cooking.** Cooking is prohibited in all buildings except those specifically designated with kitchen facilities. Cooking must be supervised at all times. Cooking surfaces must be kept clear of combustibles a minimum of 18 inches.

3.20.1. Coffee makers, soup warmers, hot air popcorn poppers, microwave ovens, and toasters are permitted for use in offices, shops, day rooms and unaccompanied personnel quarters. These items must be supervised while in use.

3.20.1.1. All appliances must bear the UL® label or other recognized testing agency seals of approval.

3.20.1.2. These appliances will not be plugged into systems furniture or extension cords.

3.20.1.3. External timers are not authorized on coffee pots.

3.20.2. Areas, other than dwelling units, that are provided with range top cooking surfaces must be equipped with an approved range top extinguishing system. **Exception:** Range top extinguishing system is not required for facilities equipped with an automatic sprinkler system or if the cooking surface is equipped with burners and controls that have a limited maximum temperature of 662 degrees F.

3.20.2.1. The range top extinguishing system must be connected to the building fire alarm system to sound a general building fire alarm and must automatically shut off all sources of fuel and electric power that produce heat to the equipment being protected by that unit.

3.20.2.2. Systems will be cleaned as needed to prevent the accumulation of grease and must receive inspection, testing, and maintenance every 6 months.

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

### **3.21. Aircraft Hangars/Flight Line Areas.**

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

3.21.2. All electrical equipment will be of an approved type, as prescribed in UFC 4-211-01, *Aircraft Maintenance Hangars*.

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

3.21.4. Fuel will not be drained from aircraft onto the ramp or allowed to run into sewer lines, ditches, etc. Drip cans and pans will be used to catch fuel leaking from aircraft.

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

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

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

3.21.8. Spray painting of aircraft will be accomplished according to DAFMAN 91-203, and NFPA® 33. Requests for deviations will be submitted, in writing, to fire prevention, safety, and medical elements.

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

3.21.10. Aircraft servicing using ground power units inside hangars will comply with T.O. 00-25-172 and NFPA® 410.

3.21.11. Smoking on the flightline is strictly prohibited unless in accordance with **paragraph section 3.7**.

## Chapter 4

### TRAINING REQUIREMENTS

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

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

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

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

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

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

4.2.5. Additional training is available for all others upon request.

## Chapter 5

### FIELD EXERCISE FIRE PREVENTION REQUIREMENTS

**5.1. Camp Commander's Responsibility.** Camp commanders are responsible for fire prevention and will ensure:

- 5.1.1. A fire safety representative will be appointed and will actively supervise all fire prevention measures during field or training exercises.
- 5.1.2. All bivouac areas, including tents, are inspected daily for fire hazards.
- 5.1.3. Fire hazards are eliminated, and regulations enforced, including:
  - 5.1.3.1. No fuel will be stored inside of tents or buildings.
  - 5.1.3.2. No fabric or clothing will be allowed to come into contact with lanterns, stoves, stovepipes, or heat-producing equipment.
  - 5.1.3.3. No smoking inside of tents.
- 5.1.4. All personnel are trained in fire-reporting procedures and fire prevention.
- 5.1.5. All sleeping areas will have a smoke alarm installed. All tents with cooking or heating by means of fuel-fired equipment will have carbon monoxide alarms installed.
- 5.1.6. Personnel are trained in the proper operation and maintenance of fuel-consuming devices.
- 5.1.7. No fueling of fuel-fired equipment or devices is permitted inside of tents or buildings or within 50 feet of any flame-producing device.

**5.2. Field Space Heaters.**

- 5.2.1. For the safe and proper use of field heaters use the appropriate technical manuals.
- 5.2.2. For safe and proper use of commercial off-the-shelf heaters follow the manufacturer's instructions.

**5.3. Field Exercise Open Fires.**

- 5.3.1. Before building an open fire, the following conditions must be met:
  - 5.3.1.1. All combustible material will be scraped from an area 6 feet in diameter and a small hole will be dug in the center down to mineral soil for the fire.
  - 5.3.1.2. Fires will be kept small.
  - 5.3.1.3. Fires will never be built against trees, logs, near brush, or other combustible materials.
  - 5.3.1.4. Open fires will never be left unattended.
- 5.3.2. POL products will not be used to start or quicken fires.
- 5.3.3. Clothing will not be hung over or close to an open fire to dry unless a constant guard is maintained to ensure clothing does not catch fire.

5.3.4. Fires are not allowed if a burn ban is in effect. This can be checked by contacting the emergency communication center at 552-2801, option 2.

5.3.5. Before leaving an open fire, coals will be stirred while soaking them with water and all sticks turned and soaked. After the embers have been checked for hot spots, the fire pit will be covered with 6 inches of dirt.

#### **5.4. Field Exercise Cooking.**

5.4.1. Field mess ranges or fuel-operated devices will not be fueled inside of tents.

5.4.2. Field mess ranges must be provided with a clearance in accordance with each service component.

#### **5.5. Tents.**

5.5.1. Tent separation and fire access lanes will be established based on each service's technical manual recommendations.

5.5.2. Cleanliness of tents and tent areas will be maintained at high standards and all trash removed to the disposal-area pit. During fire season, grass and brush will be cleared from within three feet of tents up to and including 5 and 10-person tents and within 10 feet of larger tents.

#### **5.6. Storage Areas.**

5.6.1. Sites having minimum vegetation will be selected as storage areas. During fire season, grass and brush will be removed or cut and maintained at not more than 2 inches high within the area, and for a space of 20 feet around it.

5.6.2. POL storage areas will be established and strictly maintained per each service's technical manuals. Fire extinguishers will be available at all POL storage areas.

5.6.3. Special caution signs will be posted when the nature of the storage requires it.

5.6.4. Reusable containers will be stored in separate piles. Containers that have held flammable liquids will be kept tightly closed and stored in a POL area.

5.6.5. Ammunition and explosives used during field training exercises will comply with each service component.

**5.7. Flares and Smoke Grenades.** Personnel who are using flares or smoke grenades, or who are in the area where they are used or dropped, will locate the remains of the device and completely extinguish any burning residue and render any hot particles harmless.

**5.8. Fire Extinguisher Distribution.** Fire extinguishers will be maintained in all tents, POL sites, and required vehicles.

DAVID J. WILSON, Colonel, USAF  
Commander

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

DODI 6055.06, *DoD Fire and Emergency Services (F&ES) Program*, 03 October 2019

DAFI 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

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

AFI 32-6000, *Housing Management*, 18 March 2020

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

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

JBER Contractor's Guide, *Safeguarding Construction/Demolition Operations from Fire*, 14 September 2017

JBER Vendor Safety Guide, 31 October 2019

T.O. 00-25-172, *Ground Servicing of Aircraft and Static/Grounding Bonding*, 23 May 2022

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

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

NFPA® 33, *Standard for Spray Application Using Flammable or Combustible Materials*, Current Edition

NFPA® 51B, *Standard for Fire Prevention During Welding, Cutting, and other Hot Work*, Current Edition

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

NFPA® 70, *National Electric Code®*

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

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

NFPA® 101, *Life Safety Code*, Current Edition

NFPA® 410, *Standard on Aircraft Maintenance*, Current Edition

UFC 3-600-01, *Fire Protection Engineering for Facilities*, 8 August 2016, Change 6, 6 May 2021

UFC 4-211-01, *Aircraft Maintenance Hangars*, 13 April 2017

UL® 1046, *Standard for Grease Filters for Exhaust Ducts*, Current Edition

*International Building Code®*

***Prescribed Forms***

None

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

AF Form 592, *USAF Hot Work Permit*

AF Form 1487, *Fire Prevention Visit Report*

AF Form 4437, *Deliberate Risk Assessment Worksheet*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**CFR**—Code of Federal Regulations

**DAF**—Department of the Air Force

**DAFMAN**—Department of the Air Force Manual

**DAFI**—Department of the Air Force Instruction

**DoD**—Department of Defense

**DoDI**—Department of Defense Instruction

**IBC®**—International Building Code®

**JBER**—Joint Base Elmendorf-Richardson

**LPG**—Liquid Petroleum Gas

**MOI**—Maintenance Operating Instruction UPH

**NEC**—National Electric Codes

**NFPA**—National Fire Protection Association

**OPR**—Office of Primary Responsibility

**OSHA**—Occupational Safety and Health Administration

**POL**—Petroleum, Oil, and Lubricant

**RAC**—Risk Assessment Code

**RM**—Risk Management

**TLF**—Temporary Lodging Facility

**TO**—Technical Order

**UCMJ**—Uniform Code of Military Justice

**UFC**—Unified Facilities Criteria

**UL®**—Underwriters Laboratory

**UPH**—Unaccompanied Personnel Housing

**UPS**—Uninterruptible Power Supply

**VOQ**—Visiting Officer's Quarters

### *Office Symbols*

**ABW/CC**—Air Base Wing Commander

**AFCEC/CXF**—Air Force Civil Engineer Center Readiness Directorate Fire and Emergency Services

**CEG/CC**—Civil Engineer Group Commander

**CES**—Civil Engineer Squadron

**CES/CEFP**—Civil Engineer Squadron Fire and Emergency Services (also known as the Fire Prevention Element)

### *Terms*

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

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

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

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

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

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

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

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

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

**Functional Manager**—The senior-operating official at all levels exercising managerial control of an activity or operation. This individual usually can acquire and commit resources for the abatement of occupational safety and health hazards. Major command (MAJCOM) or installation commanders designate functional managers.

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

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

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

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

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

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