

**BY ORDER OF THE COMMANDER  
99TH AIR BASE WING (ACC)**

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



**4 MAY 2016**

**Civil Engineering**

**FIRE PREVENTION METHODS AND  
POLICIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes procedures governing fire protection programs to prevent fires, and reduce losses resulting from fire to personnel, real property, equipment, and vehicles for all areas on Nellis and Creech Air Force Base, and applicable areas of the Nevada Test and Training Range (NTTR). It provides guidance and motivation to reduce unsafe practices, conditions, and fire hazards. This instruction applies to all personnel assigned or attached to Nellis or Creech AFB, and associated units operating throughout the NTTR, Air National Guard and Air Force Reserve personnel. NTTR units operating remotely outside the established organizational structure may apply more stringent instructions for their areas of responsibility, but must route coordination through the 99 ABW/CC. This publication may not be supplemented. Maintain records created as a result of prescribed processes IAW AFMAN 33-363, Management of Records, and dispose of them IAW the AF Records Disposition Schedule (RDS) as found on the AF Portal at the AF Records Information Management System (AFRIMS) link. Contact supporting records managers as required.

**SUMMARY OF CHANGES**

This revision incorporates changes to publication references, changes to emergency reporting and notification, (Para 2.5) Assignments and Responsibilities - Unit Commanders and Supervisors, (Para 2.7) Facility Managers roles and responsibilities, (Para 3.3.3) Electrical Appliances and Portable Heaters requirements, (Para 7.2) Responsibilities of Managers of Public Assemblies, (Para 9.3) Barricades and Bollard requirements, (Para 10.1) Extinguisher requirements and user responsibilities, (Para 12.2) Barbecue requirements, (Para 12.10) Self-help

work requirements and responsibilities, (Para 12.12.11) requirements for Building/Facility Managers requirement to provide keys to Fire Department, (Para 13.1.7) Base Housing Occupants responsibilities for use of Portable Barbecues.

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## Chapter 1

### ROLES AND RESPONSIBILITIES

**1.1. Responsibilities.** Preserving life and property from fire is a fundamental duty of all levels of command and supervision. The most crucial ingredient in an effective fire prevention program is the commander's involvement and awareness. A command is only as interested in fire protection as its commander. Without the commander's involvement and support, the program will certainly fail regardless of the resources applied. Every Air Force unit will have a fire prevention program suited to its size and need. All personnel, including contractors and concessionaires, will observe fire prevention measures when working on Nellis/Creech Air Force Bases and the NTTR. Supervisors are responsible for the enforcement of this directive insofar as it pertains to their respective building, area, and Air Force property. Willful violators will be subject to disciplinary action and/or pecuniary liability. Any fire hazard or condition recognized by using personnel that are not specifically covered by this instruction would be brought to the attention of the Base Fire Marshal. The Base Fire Marshal has the authority to cause work stoppage of operations in any situation where a serious fire hazard is determined to exist. Carelessness is the leading cause of fires. The misuse of smoking material, improper use and handling of flammable liquids, and disregard for established safety procedures are common causes of recurring fire loss.

**1.2. Reporting Fire and/or Smoke.** It is the responsibility of all personnel to report all fires to the Fire Department whether or not the fire can be or has been extinguished.

1.2.1. The base fire department will be immediately notified by any person who:

1.2.1.1. Discovers a fire.

1.2.1.2. Suspects there may be a fire.

1.2.1.3. Discovers past presence of a fire.

1.2.1.4. Detects the smell or presence of smoke.

1.2.1.5. Detects a gas leak.

1.2.1.6. Procedures for reporting a fire:

1.2.1.6.1. Immediately warn all building occupants verbally and/or by activating installed fire alarm system (if any).

1.2.1.6.2. Dial 911 using an on base telephone system (Nellis or Creech).

1.2.1.6.2.1. Dial 911 from family housing areas.

1.2.1.6.2.2. Dial 911 from cell or off-base phone at Nellis. Immediately inform the Dispatcher you are on Nellis or Creech

1.2.1.6.2.3. Dial (702) 404-0911 from cell or off-base phone at Creech to report all emergencies. Dialing 911 from a cell or off-base phone will otherwise connect to the County Dispatch Center, and caller must inform the Dispatcher of specific location (Creech AFB, Point Bravo, Silver Flag Alpha, Angel Peak, and Tolicha Peak).

1.2.1.7. The person reporting the fire will give the Emergency Communication Center (ECC) or NTTR operator the following information if time permits:

1.2.1.7.1. Exact location of the fire, including the building number, stairwell, floor, room number, and/or the common name of the building, such as Enlisted Club, Post Office, Officers' Club, etc.

1.2.1.7.2. The individual reporting the fire shall give their name, grade, and the phone number from which the call is being placed.

1.2.1.7.3. The type of fire, if known. For example, building, electrical, gasoline, etc.

1.2.1.8. Immediately after notification is made to the Fire Department, the person discovering the fire will, if time and/or conditions permit:

1.2.1.8.1. Close all doors and windows.

1.2.1.8.2. Close and lock all safes containing classified material.

1.2.1.8.3. Post an individual in a conspicuous location outside the building to direct the fire department personnel to the exact location of the fire.

1.2.1.8.4. Use the available fire extinguishers in an effort to control or extinguish the fire.

1.2.2. In case of fire personnel shall activate the automatic fire alarm systems and pull boxes which are installed in various base facilities. The alarm sounding devices warn building occupants to evacuate the building and send notification of alarm to the fire department. A positive means, such as a telephone, shall be utilized to contact the fire department dispatcher with specific information.

**1.3. False Reporting and/or tampering.** False reporting is prohibited and includes but is not limited to:

1.3.1. Willful transmission of an emergency alarm either by phone or the deliberate pulling of a manual fire alarm box or destruction to a fire device.

1.3.2. Rendering any portable or fixed fire extinguishing system or device or any fire warning system or device inoperative or inaccessible.

1.3.3. As necessary during emergencies, maintenance, drills, prescribed testing, alterations, or renovations, portable or fixed fire-extinguishing systems or devices or any fire warning system or device shall be permitted to be made inoperative or inaccessible.

1.3.4. Persons shall not render a fire protection system or device inoperative during an emergency unless by direction of the incident commander.

1.3.5. Reporting of a false fire.

1.3.6. Causing intentional fire loss.

**1.4. Telephone Stickers.** The "911" Fire reporting telephone number stickers will be affixed to each government issued telephone instrument by facility managers, including family housing. Stickers are available at the Fire Prevention Office, Nellis building 277, or Creech building 1150.

**1.5. Fire Apparatus Priority.** Fire apparatus responding to alarms have the right-of-way at all times. Upon approach of fire apparatus responding to an alarm with emergency rotating beacons

(blinking red lights), all traffic will move to the right of the road, stop, and remain stopped until all apparatus has passed. Following emergency vehicles is prohibited.

**1.6. Supervising Fire Fighting Operations.** The Incident Commander (IC), Fire Chief, or Senior Fire Officer (SFO) at the scene, is in complete charge of all firefighting and rescue operations. During these operations, persons outside the fire protection organization will not give orders or interfere with the IC, Fire Chief, SFO, or firefighters.

## Chapter 2

### ASSIGNMENTS AND RESPONSIBILITIES

**2.1. 99th Air Base Wing (ABW) Commander.** 99 ABW/CC has authority over all fire protection and fire prevention programs under their command.

**2.2. 99th Mission Support Group (MSG) Commander.** The 99 MSG Commander exercises primary responsibility for fire prevention and is responsible for protecting resources under their jurisdiction through the Base Civil Engineer (BCE).

**2.3. 99th Civil Engineer Squadron Commander (Base Fire Marshal).** The Fire Marshal is responsible for oversight of fire protection and fire prevention programs and provides the Fire Chief the resources necessary to execute the mission.

2.3.1. Ensures all AF IMTs 332, *Base Civil Engineer Work Request*, are submitted to the Fire Prevention Element for review and coordination prior to processing.

2.3.2. Ensures all project specifications and drawings are coordinated with the Fire Chief or their designee for review and signature.

2.3.2.1. A minimum of 14 working days is required for review of said plans. Therefore, organizations submitting project drawings should schedule for this time frame.

2.3.2.2. Organizations/actions that require submission of projects for review include, but are not limited, to:

2.3.2.2.1. Non-appropriated funds

2.3.2.2.2. Army and Air Force Exchange Services (AAFES)

2.3.2.2.3. Defense Commissary Agency (DeCA)

2.3.2.2.4. Simplified Acquisition of Base Engineer Requirement (SABER)

2.3.3. Ensures the Emergency Communication Center (ECC) is notified when roads/streets are to be blocked by contractors or other repair/maintenance personnel.

2.3.4. Ensures the Fire Prevention Element is notified of the time of the final test to permit inspections and certifications, upon completion of work on projects, involving fire suppression or detection systems.

2.3.5. Ensures the ECC is notified when fire protection and detection systems and fire hydrants are being tested, worked on, put out of service and/or returned to service.

2.3.6. Ensures the Fire Prevention Element is notified, at least 72 hours in advance, of any pre-construction conferences.

2.3.7. Ensures Civil Engineering:

2.3.7.1. Rapidly responds to fire incidents when requested by the IC/SFO.

2.3.7.2. Provides support for heavy equipment at the scene of a fire or emergency as required.

2.3.7.3. Prioritizes calls for certified fire/safety hazards depending on the severity and/or repair time required.

2.3.8. Ensures the Real Estate Element notifies the Fire Prevention Element prior to building re-designation, use, occupancy change, or disposal. A facility manager's list shall be provided to the ECC.

2.3.9. Ensures the project engineers notify the Fire Chief or their designee of all pre-design, pre-construction and pre-performance conferences, pre-final inspections, board reviews, and modifications of projects at least 72 hours in advance.

**2.4. Installation Fire Chief (IFC).** The Fire Emergency Services (FES) Flight Chief is the IFC and is responsible to the Base Fire Marshal (BFM) for the enforcement of the fire protection and fire prevention programs. The Fire Chief will have full authority to remove any fire hazard found to exist during fire inspections, advise and make recommendations to the Base Fire Marshal on technical matters, and has full authority over all firefighting activities.

2.4.1. Assistant Chief of Fire Prevention. The Assistant Chief of Fire Prevention is responsible to the IFC for the overall supervision of the installation fire prevention program. Functions of this position are to orient base personnel to safe practices, the operation and use of fire extinguishers, and to inspect facilities and areas to identify and eliminate fire hazards.

**2.5. Civil Engineer Engineering (CEN) Flight Chief.** The CEN Flight Chief is responsible to the BFM to ensure all construction projects are designed with all required fire/life safety features according to all applicable and referenced building and electrical codes.

**2.6. Civil Engineer Operations (CEO) Flight Chief.** The CEO Flight Chief is responsible to the BFM for inspection, testing, maintenance and documentation associated with all fire detection, notification, suppression, water distribution systems, including any fire pumps. CEO is also responsible for acquiring and maintaining any reserve/backup stock(s) of fire extinguishing agent(s) needed for installed systems.

**2.7. Civil Engineer Readiness and Emergency Management (CEX) Flight Chief.** The CEX Flight Chief is the installation lead for the installation Emergency Management program and is responsible for maintaining the Installation Emergency Management Plan and fulfilling the requirements of DoDI 6055.17, *DoD Installation Emergency Management (IEM) Program*, as it pertains to implementing the National Incident Management System through the AF Incident Management System. Additionally, the CEX Flight Chief maintains a close relationship with the IFC and ensures effective integration of CEX personnel during emergency operations according to their training and equipment. This necessitates coordination of CEX roles and responsibilities during emergency operations such as HazMat/CBRN incidents with the IFC and periodic participation in associated training events.

**2.8. Unit Commanders.** Have jurisdiction over all construction projects with technical expertise from the Base Fire Chief or their designee and Engineering Contract Manager regarding fire protection and life safety. This encompasses all USAF, Navy, Corps of Engineers, (and their Guard/Reserve components if applicable), AAFES, DeCA, NTTR/Creech base maintenance contractor and SABER controlled projects.

2.8.1. Are responsible for and must ensure that sound fire prevention procedures are established and practiced in each activity or facility under their jurisdiction. They will have facility managers check for workplace hazards.

2.8.2. May request Fire Prevention personnel to provide appropriate lectures and demonstrations. Schedules are made to obtain the largest possible audience. Call DSN 682-9630 to schedule a visit.

2.8.3. Ensure the complete orientation of assigned personnel, building managers and supervisors through the use of training outlines established according to AFI 91-202, *The US Air Force Mishap Prevention Program*. Supervisors at all levels are responsible for enforcement of sound fire prevention practices in their work areas.

2.8.4. Fire prevention visits and fire safety practices in facilities, rooms, or areas which are under continuous lock and key, are the responsibility of the supervisor maintaining that secured area. Additionally, it is the facility manager's responsibility to arrange access to these facilities for the fire inspector to perform scheduled fire prevention inspections.

2.8.5. The above attendance includes, but is not limited to:

2.8.5.1. All pre-construction and pre-performance meetings.

2.8.5.2. All pre-final/final inspections.

**2.9. Facility Managers.** The fire prevention program is set up and maintained to ensure fire safety in all buildings. This is done through education and training of all personnel assigned to base facilities. Facility managers have a broad range of responsibilities to fulfill and achieve these goals. The items listed in this Chapter are intended to give a more comprehensive scope of the responsibility that comes with being designated a facility manager.

2.9.1. The facility manager is the point of contact (POC) for all fire-related issues within their facility; as such, they are required to accompany fire inspectors during all inspections. If this is not possible, then a qualified substitute must be appointed.

2.9.2. Correct any hazard or deficiency promptly. Hazards or deficiencies that cannot be corrected on the spot should have an AF IMT 332 or a work order issued. This can be accomplished by contacting CE customer service for assistance. All hazards should be reported to the installation safety office via the AF Form 457, *USAF Hazard Report*, by telephone, e-mail or in person.

2.9.3. When hazards and deficiencies are noted that cannot be corrected on the spot, an AF IMT 1487, *Fire Prevention Visit Report*, shall be issued. Note the suspense date and coordinate corrective action through the commander to get the AF IMT 1487 returned on time. The squadron commander will be notified of any AF IMT 1487 that does not meet the assigned suspense date. All hazards should be reported to the installation safety office via the AF Form 457, and by telephone, e-mail or in person.

2.9.4. Make weekly fire safety inspections, check installed fire protection systems, emergency lights, exit lights, and housekeeping practices. Pay particular attention to the use of extension cords, restricted hallways or blocked exits, and storage of flammables. Turn off electrical equipment if it will be unattended or not used for an extended period.

2.9.4.1. Outside housekeeping is often overlooked. Keep fire lanes and hydrants unobstructed and accessible.

2.9.4.2. Perform monthly inspections of fire extinguishers and document the results (e.g., tags on the extinguisher, notebook, and electronic files). Keep a folder to track extinguisher inspections, work orders, visit reports (hood and duct cleaning and deep fat fryer thermostat calibration, where applicable), training, or other necessary documentation for 6 years. Local base fire protection documentation is required reading for facility managers and provides excellent guidance for walk-through inspections.

2.9.5. Train all personnel working in the facility, to include contract and concessionaire employees, on reporting fire procedures, the location and use of fire extinguishers and alarm pull-boxes, as well as emergency evacuation procedures. If there are any questions concerning fire safety, contact the base fire prevention office. This training should be kept in job safety training outline IAW AFI 91-202, A5.1. All personnel must be trained on the location and use of emergency and fire protection equipment. Training must be discussed in detail by the immediate supervisor with all employees upon initial assignment, prior to starting work or when work conditions or tasks change

2.9.6. Post emergency reporting numbers on all phones.

2.9.7. Conduct a walk-through at the close of business each day to ensure the work area is fire-safe. This task can be delegated to trained personnel who are on duty at closing time.

2.9.8. Evacuation of Building: When a fire alarm is activated, all personnel shall evacuate the building. In buildings not equipped with a fire alarm system, the person discovering the fire will alert all personnel and ensure that the building is evacuated. Upon evacuation, utilize 911 to ensure response by emergency personnel.

2.9.9. Assembly Points: Facility managers shall identify specific areas a safe distance (minimum 150 feet) from their respective buildings/facilities. Areas will be assembly points for building evacuees and personnel accountability.

2.9.10. Exit Drills: Conduct fire evacuation drills on assigned facilities to ensure all personnel are familiar with evacuation procedures. During fire evacuation drills, occupants of any building alerted to the possibility or presence of a fire will evacuate to a safe distance. The development and posting of fire evacuation plans are not required in buildings when the means of egress is obvious, or adequate exit lights or signs are installed. The Fire Prevention Element will be notified 24 hours in advance of any fire drills.

2.9.10.1. Fire evacuation drills will be held as listed below:

2.9.10.1.1. Monthly:

2.9.10.1.1.1. Child Care

2.9.10.1.1.2. Preschool

2.9.10.1.1.3. On-Base School

2.9.10.1.2. Quarterly:

2.9.10.1.2.1. Hospital (one per shift)

2.9.10.1.2.2. Public assembly facilities (evacuation not required)

2.9.10.1.3. Semi-annual:

2.9.10.1.3.1. Munitions areas or facilities

2.9.10.1.4. Annual:

2.9.10.1.4.1. Industrial occupancies

2.9.10.1.4.2. All other facilities occupied by 25 or more persons

2.9.11. Facility managers are responsible to the functional manager for the fire safe condition of their facilities. The facility manager or alternate will accompany the fire inspector during scheduled inspections and effect immediate action to correct fire hazards noted during inspections. Fire hazards, not corrected within 30 days, will be annotated on AF IMT 3, *USAF Hazard Abatement Log*, and submitted according to AFI 91-203, *Air Force Occupational Safety, Fire Prevention, and Health Program*.

**2.10. Fire Prevention Lectures and Demonstrations.** Fire prevention lectures and demonstrations are available for all on-base personnel, upon request of that group, the unit commander, or the functional supervisors. Call the Fire Prevention Element at the base fire department for an appointment, DSN 682-9630.

**2.11. Commander, 99th and 799th Security Forces Squadrons.**

2.11.1. Ensures the Base Defense Operation Center (BDOC) Controller dispatches patrols to the scene of fire and/or emergency to provide traffic, security, and personnel control.

2.11.1.1. Prohibits parking within 15 feet of a fire hydrant, fire department sprinkler connection, street intersection fire lanes or areas that block the way of fire apparatus and equipment.

2.11.1.2. Notifies the responsible First Sergeants and Dormitory Superintendent of any dormitory where there is evidence or facts that willful damage or tampering has occurred to the fire alarm system, fire extinguishers, and/or life safety devices.

2.11.2. Ensures the BDOC Controller notifies the base alert photographer and coordinates transportation to the fire scene, if necessary.

**2.12. Fire Inspection Program.** Fire prevention and life safety inspections are conducted on a scheduled and/or no-notice walk-through basis. In addition, facility managers and/or alternates must perform weekly inspections of their assigned facilities.

2.12.1. During a fire inspection, the following should take place:

2.12.1.1. An AF IMT 218, *Facility Fire Prevention/Protection Record*, will be used to document the fire inspection process when no hazards are found.

2.12.1.2. An AF IMT 1487 will be issued to the facility manager when a fire hazard or deficiency is noted but not spot corrected.

2.12.2. The facility manager must ensure all hazards are corrected by the suspense date indicated on the AF IMT 1487, signed by functional manager and returned to the Fire Prevention Element, 99 CES/CEFP (Nellis-Creech).

2.12.2.1. Fire hazards not abated within 30 days will be reported on an AF IMT 3, IAW AFI 91-203.

2.12.3. After conferring with the BFM, the Fire Chief may route the AF IMT 1487 through channels to the highest base command level for correction of hazards and/or deficiencies, when deemed necessary by the BFM or Fire Chief IAW AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*.

**2.13. Administrative Action.** When unit commanders/functional managers are notified of violations relating to paragraphs 13.1.1 through 13.1.14 of this instruction, they will perform the following:

2.13.1. Take appropriate action to correct the violations.

2.13.2. Inform the Fire Prevention Element within seven (7) days of the inspection of the corrective actions to be taken by email or phone number on the AF Form 1487 (Block 14). Furthermore, inform the Fire Prevention Element within thirty (30) days of the inspection that the corrective actions are completed or when they will be. The AF Form 1487 will be issued by hard copy or via e-mail.

2.13.3. Administrative actions taken by commanders will be handled through their chain of command.

## Chapter 3

### FIRE HAZARDS AND THEIR ELIMINATION

**3.1. Control of Smoking.** Commanders will ensure all approved smoking areas are inspected periodically to ensure that all smoking material has been disposed of in a proper manner.

3.1.1. Requests for outside designated smoking areas in explosive storage areas will be submitted in writing through the Base Civil Engineering IAW AFI 40-102, *Tobacco Use in the Air Force*, to ensure code compliance and proper routing.

3.1.2. Metal receptacles procured by the using organization for the disposal of smoking materials are required in all areas in which smoking is permitted. These receptacles will not be used for the disposal of other waste material. Commanders will ensure that contents of these receptacles are wet down prior to disposal. The top of the lid will be stenciled "SMOKING MATERIAL ONLY".

**3.2. Electrical Installation and Equipment.** All electrical equipment installations will conform to the National Electrical Code as defined by National Fire Protection Association (NFPA) Standards.

**3.3. Electrical Appliances.** Only closed element type (actual heating rod is inside noncombustible sheath) electrical appliances are permitted, i.e., hair dryers, curling irons, coffee pots, irons, stereos, microwave ovens, television, popcorn poppers, etc. All electrical appliances not meeting the criteria are prohibited.

3.3.1. All electrical appliances which produce moderate to extreme heat in the course of their normal operation must bear an Underwriters Laboratories (UL) listing and/or Factory Mutual (FM) approval.

3.3.2. Electrical coffee makers, coffee pots, and microwaves may be operated in base buildings. In all cases, the appliance must bear the approval of the UL. The appliance must also be placed upon a non-combustible surface and be turned-off at the end of each workday or when not in use.

3.3.3. Portable space heaters equipped with enclosed heating elements and a safety tip-over switch may be authorized in areas where heating is not available as long as heaters are placed away from combustibles and are unplugged at the close of each duty day. Only oil-filled heaters will be used to replace current heaters. Approval shall be obtained from the 99 CES Customer Service section.

**3.4. Electrical Equipment Installed in Hazardous Locations.** All electrical equipment installed in hazardous locations shall conform to National Electric Code and UL requirements for the particular location. This includes, but is not limited to, areas where flammable liquids, dust, or gases are present.

**3.5. Extension Cords.** Extension cords or flexible wiring shall be in continuous lengths and in good condition. Extension cords which are frayed, worn, broken, spliced or taped are unacceptable. Extension cords will not:

3.5.1. Be used as a substitute for fixed wiring of the structure.

- 3.5.2. Run through holes in walls, ceilings, or floors.
- 3.5.3. Run through doorways, windows, or similar openings.
- 3.5.4. Be concealed behind building walls, ceilings, or floors.
- 3.5.5. Be attached to building surfaces.
- 3.5.6. Be used if not equipped with a fuse or built-in circuit breaker if it is a multiple outlet adapter or extension cord.
- 3.5.7. Cords cannot be run in series (2 or more together); must be of one continuous length.

**3.6. Alterations.** Alterations in wiring and bridging of fuses are prohibited. Only qualified electricians will install, alter, or repair electrical wiring.

**3.7. Lights.**

- 3.7.1. Clearance between electrical light fixtures and stored material will be 18 inches or more.
- 3.7.2. Branch lighting circuits will not be fused in excess of 20 amperes. Other circuits will be fused in accordance with National Electrical Code standards, or as specified by the 99th Civil Engineer or Creech contracted CE. Fuses will not be bridged, bypassed, or replaced with one of larger capacity. Circuit breakers will not be secured in the "on" position.
- 3.7.3. Electric light fixtures (screw shell type) will not be used as receptacles.
- 3.7.4. Only UL listed lighting equipment shall be used. In areas where flammable or explosive vapors are likely to exist, electrical equipment must be approved for Class I and appropriate division hazardous location.
- 3.7.5. Cover plates will be installed on all wall outlets, switches, panel boxes, and junction boxes.

**3.8. Heating and Cooking Appliances.**

- 3.8.1. Furnace, heat exchanger, and air handling rooms shall be kept locked, and will only be entered by authorized personnel. These rooms will not be used as storage by facility managers or any other building occupants.
- 3.8.2. Stoves, hot water heater pipes, grease ducts, and/or heating equipment will have sufficient clearance to prevent ignition of surrounding combustible material as outlined in National Fire Codes. Only qualified civil engineer or housing maintenance personnel will light, adjust, move, or repair any furnace, range or stove, or the control system.
- 3.8.3. Clothes dryers will be vented to the outside of all the buildings. Users will clean lint trap after each use.

## Chapter 4

### HOT WORK

**4.1. Welding and Cutting.** The flame and heat produced by welding and cutting may create a fire or explosion hazard. Due to the numerous possibilities of fire or personal injury, it is essential that safe welding practices be observed at all times. Additional safety requirements for welding, cutting, and brazing are contained in AFI 91-203. A fire extinguisher will be available prior to any welding, cutting, or brazing operations, including the use of propane torches.

4.1.1. Welding or torch cutting operations will be performed by qualified and/or certified personnel IAW AFI 91-203 and, whenever possible, in booths or rooms constructed for that purpose.

4.1.2. Cutting with high speed friction blade saws requires the same safety standards as any other hot work actions.

4.1.3. When welding, cutting, brazing, torching, or any hot work is performed outside of authorized booths or rooms, an AF IMT 592, *USAF Welding, Cutting and Brazing Permit*, is required prior to performing the job. To obtain approval and a permit, contact the Fire Prevention Element, DSN 682-9630.

**4.2. Within Vicinity of Flammable or Explosive Materials.** Hot work will not be permitted in the vicinity of flammable or explosive material until all possibility of fire or explosion has been minimized. Where the removal of combustible material is impractical, a suitable fire resistant shield and/or welding blanket will be placed between the material and the welding operation.

**4.3. Safety Watch.** When hot work is conducted outside an approved location, an extra person will be used as a “safety watch” on a team. Their sole responsibility will be to watch for falling sparks and hot metal chips and if needed, promptly use the available fire equipment.

**4.4. Equipment Inspection.** Prior to use all hot work equipment will be inspected daily by the user for damage, loose connections, or unsafe conditions. Repair or replacement will be made immediately.

4.4.1. All personnel are responsible for keeping oil and grease away from oxygen cylinders and fittings (this is an explosive hazard).

## Chapter 5

### STORAGE OF FLAMMABLE LIQUIDS AND GASES

**5.1. Above and Underground Storage.** All above and underground storage will be operated according to applicable directives and technical orders. When conditions are found in which a publication does not cover, the National Fire Protection Association manuals and/or the decision of the Base Fire Marshal will apply.

5.1.1. All organizations or activities having a requirement to store flammable or combustible liquids inside or outside facilities shall procure and maintain an approved metal storage cabinet as required by AFI 91-203.

5.1.1.1. All approved metal storage cabinets shall have "FLAMMABLE-KEEP FIRE AWAY" on front of the cabinet as required by AFI 91-203.

5.1.2. Flammable liquids stored inside a building will comply with UFC 3-600-01, *Fire Protection Engineering for Facilities*. Flammable liquids will be removed to the storage structures or locker at the end of each workday. Glass type containers will not be utilized for the storage, dispensing, or carrying of flammable liquids, especially gasoline, except those used by POL Petroleum Oil Lubricant personnel for testing purposes or for alcohol used for cleaning computer video equipment, etc. Flammable liquids will not be transported in open containers.

5.1.3. Small quantities of flammable/combustible office cleaning materials can be stored in offices and/or supply rooms without being in storage cabinets.

5.1.4. Cleaning solvent tanks will be of metal construction, equipped with a hinged cover and counterbalanced by a chain with a fusible link to ensure closing in the event of fire.

5.1.5. The use of any flammable liquid (flashpoint of 100 degrees F or less) for cleaning purposes is prohibited. Only cleaning products approved by 99 CES/Environmental Management will be used. Contact the 99 CES for lists.

**5.2. Spray Painting.** Spray painting inside buildings is not permitted unless accomplished in an NFPA 33 compliant approved spray booth or when authorized painters are spray painting the building. Exception to this requirement is spray painting in hangars authorized by AFI 91-203. Spray residue will be removed daily.

### **5.3. Use of Approved Flammables.**

5.3.1. Operations requiring the use of approved flammables will be located so as not to interfere with the evacuation of personnel in the event of ignition.

5.3.2. Extreme care will be taken to avoid spilling fuel. Should a spill or leak occur, all operations will be stopped immediately and the Fire Department notified.

5.3.3. The use of any flammable liquid to remove paint from floors is prohibited.

5.3.4. Metal containers with a lid plainly marked with the name of the contents will be used for the separate disposal of oil and paint soaked rags, waste paper, shavings, and other flammable material. At the end of each day or shift, the containers will be emptied.

**5.4. Powered Equipment and Vehicle Servicing.** Powered equipment and vehicles shall not be fueled while the engine is running. No refueling will be conducted inside a building or within 20 feet of a building even though the vehicle is not running.

**5.5. Disposal of Flammable Liquids.** Flammable liquids will not be permitted to enter drainage or sewer systems. The 99 CES/Environmental Management Office must be contacted for proper disposal.

5.5.1. Contaminated aviation fuels not suitable for use in ground equipment and all other contaminated petroleum products will be disposed of according to environmental directions.

5.5.2. All flammable liquid storage cabinets which contain such items as paint, varnish, lacquers, WD-40 and other finishing materials will have the words “Flammable Keep Fire Away” on the front of the cabinet, IAW AFI 91-203.

5.5.2.1. All flammable liquids stored in flammable liquid storage cabinets must be compatible with each other to alleviate the possibility of a chemical reaction, fire and/or explosion.

5.5.2.2. All storage must be compatible (do not mix flammables and acids, etc.).

**5.6. Storage of Flammable Gas Cylinders and Chemicals.**

5.6.1. Cylinders that contain flammable and/or explosive gases can only be effectively extinguished by stopping the flow of gas at its source. In order to eliminate fires due to this cause, the following prevention control measures will be enforced.

5.6.1.1. Gases shall be stored in authorized locations in accordance with National Fire Codes and AFI 91-203. The Fire Prevention Element will approve the stored area.

5.6.1.2. To prevent cylinders from falling over in accordance with National Fire Codes and AFOSH Standards, oxygen and acetylene gas cylinders shall be stored in a secured upright position.

5.6.1.3. Cylinders permitted inside buildings will be stored away from highly combustible material and located where they will not be exposed to excessive increases in temperature.

5.6.1.4. The valve on empty gas cylinders will be closed and the valve bonnet cover will be installed when cylinders are being handled.

5.6.1.5. All flammable gas storage areas will be conspicuously posted with the words “Flammable Gas” and “No Smoking within 50 Feet.”

5.6.1.6. All petroleum-based products will be kept away from oxygen cylinders and fittings.

5.6.1.7. In spaces or areas designated for storage of flammable explosive gases in groups A, B, C, and D, all electrical wiring and equipment will comply with Class 1, Division 1 and 2, as defined in **Chapter 5**, Article 500, of the National Electric Code.

5.6.1.8. All chemicals and gases will be stored according to AFI 91-203 and NFPA 30 Flammable and Combustible Liquids Code.

## Chapter 6

### PACKING MATERIAL AND HOUSEKEEPING

#### 6.1. Storage.

6.1.1. All packing material will be stored in their original bales. Once these bales are broken for use, the remaining packing material must be contained in approved containers as required by the National Fire Codes, AFI 91-203 and AFOSH Standards.

6.1.2. Aircraft docks and maintenance hangars shall not be used for storage and maintenance simultaneously.

6.1.3. Packing material for supply must be stored/stacked in a manner to minimize the spread of fire, provide ready access for firefighting, salvage operations, and/or rapid removal of any material constituting a hazard. Therefore, proper stacking and good housekeeping shall be maintained at all times.

6.1.3.1. Packing materials and/or commodities particularly susceptible to water damage shall be stored on skids, dunnage, pallets, etc., thereby maintaining a minimum clearance of four inches from the floor. This is imperative to prevent moisture from weakening stacked storage, which could fall on firefighters or other personnel working in these areas.

6.1.4. Height of piles should be kept as low as practical and volume sufficiently limited so that any fire occurring within the pile can be contained and extinguished by available means. Where automatic sprinkler protection is provided, clearance of at least 18 inches when stack heights do not exceed 15 feet will be maintained. When stack heights exceed 15 feet, a 36-inch clearance will be maintained.

**6.2. Housekeeping.** Good housekeeping in all facilities and/or work areas is essential to preventing fires. Housekeeping is the responsibility of all military and civilian personnel. The quality of cleanliness and orderliness directly reflects the efficiency of the unit fire prevention program.

6.2.1. All trash containers over five gallons in capacity will be equipped with a cover. All trash containers shall be emptied at the end of each work week to prevent accumulation.

6.2.2. All exterior trash containers, dumpsters and trash collection rack shall be a minimum of 25 feet from any buildings, lids should remain closed.

6.2.3. Sawdust or wood shavings shall not be used to clean up spilled flammable or combustible substances due to the increased fire hazard it creates.

6.2.4. No combustible materials, i.e., trash, rags, mattresses, etc., will be allowed to accumulate or be improperly stored in any facility and/or work area.

6.2.5. No rubbish, paper, dry grass, other combustibles, flammables, or vegetation will not be permitted under, or in the vicinity of buildings, tanks, unloading racks, aircraft parking areas, ammunition storage areas, or similar locations.

6.2.6. Rubbish, combustible material, rags, mattresses, and other such combustibles and waste material will not be permitted, or be stored in an unordered manner in corners, closets, hallways, under stairwells and other areas, where such accumulation may contribute to a fire.

### **6.3. Waste Materials and Environmental Control.**

6.3.1. Clean and oily rags will be kept in metal containers with lids, clearly labeled "Clean Rags" or "Dirty Rags."

6.3.2. Safe Handling of Trash: Trash shall not be allowed to accumulate or be stored under stairwells, in corners, closets, hallways or other areas where accumulation may result in a fire and/or contribute to the spread of fire.

6.3.3. Waste lumber and/or related combustible materials, i.e., sawdust, straw, excelsior, burlap, etc., generated during construction or self-help projects, shall be stored in an area free of ignition sources to prevent the possibility of fire.

## Chapter 7

### PUBLIC ASSEMBLY AND OTHER RELATED AREAS

#### 7.1. Responsibilities.

7.1.1. Managers of places of public assembly and recreational facilities, or assistants designated in writing, will conduct daily closing inspections. This responsibility will not be delegated to janitorial personnel.

7.1.1.1. Managers closing inspections will include:

7.1.1.1.1. Checking thermostat heat controls.

7.1.1.1.2. Disconnecting all nonessential electrical appliances.

7.1.1.1.3. Ensuring that cooking equipment has been turned off and cooled.

7.1.1.1.4. Ensuring that all trash containers have been emptied or removed to the exterior of building as necessary.

7.1.1.1.5. Ensuring that smoking materials have been placed in butt cans and separated from trash containers.

7.1.1.1.6. Checking stuffed furniture for hot embers from smoking material; remove cushions where necessary.

7.1.2. Random no-notice spot checks will be performed by fire prevention personnel.

7.1.2.1. Fire Prevention inspections and practices in facilities, rooms, or areas that are under continuous lock and key are the responsibility of the individual supervisor maintaining that secured area.

7.1.3. Managers of public assembly and recreational facilities are required to notify the Fire Prevention Element at least 72 hours prior to all major social events when temporary decorations or unusual arrangements are planned to ensure that proper fire prevention practices are adhered to.

7.1.4. Managers of facilities in which commercial or restaurant type cooking is performed must establish and enforce the following procedures:

7.1.4.1. All installed grease filters and exposed surfaces of kitchen range hoods must be thoroughly cleaned by the operator daily or as often as necessary to prevent accumulation of grease. Spare filter sets may be required in kitchens that are operated continuously. Wire mesh filters are not authorized for use.

7.1.4.2. Kitchen range hoods and exhaust ducts serving kitchen equipment must be thoroughly cleaned as necessary to prevent accumulation of grease. This cleaning cycle includes grease accumulation on fans, roofs, louvers, exterior walls, copulas, etc.

7.1.5. Cooking is not permitted under a range hood without grease filters installed.

7.1.6. The exhaust system must work at all times while the cooking equipment is in use.

7.1.7. If an exhaust fan motor is shut down or removed for repair or replacement, stop use of the kitchen equipment serviced by that exhaust system until the fan is restored to service.

7.1.8. Deep fat fryers will be equipped with a primary thermostat of 400 degrees Fahrenheit and a secondary thermostat that must ensure that the maximum temperature of the liquid does not go over 475 degrees Fahrenheit. This 475 degrees Fahrenheit maximum temperature includes the additional rise in temperature (called overshoot temperature) which occurs for several minutes after the secondary thermostat de-energizes the unit. Thermostats must be tested annually by the 99 CES. Those units requiring disassembly or the transfer of hot liquid to conduct the test will be modified with a shunt bypass assembly as described in NFPA 13, *Installation of Sprinkler Systems*. Modifications to meet these requirements will be accomplished during the next annual test. A record of the test date will be recorded on the appliance.

7.1.9. The Fire Prevention Element, IAW NFPA 101, *Life Safety Code*, shall determine maximum occupancy loads based on the layout and utilization of the facility. A copy of the occupancy load will be provided to the facility manager, and posted in the manager's office.

## **7.2. Base Theater/Briefing Facility.**

7.2.1. At no time will the posted occupancy load of any area be exceeded, unless a temporary permit is granted by the base fire department.

7.2.2. No trash will be allowed to accumulate in the theater. All trash will be removed from the building prior to closing each evening.

7.2.3. Footlight electrical sockets will be kept free from accumulation of lint and other foreign matter. A bulb will be in the lamp socket at all times.

7.2.4. The area beneath the stage shall not be utilized as a storage area.

**7.3. Child Development Center.** The Child Development Center will comply with the National Fire Codes and AFI 34-276, *Family Child Care Programs*.

**7.4. Hospital.** The hospital shall comply with the National Fire Codes and AFI 91-203.

## Chapter 8

### MOTOR DRIVEN EQUIPMENT - VEHICLE OPERATION AND PARKING

**8.1. Inside Operation.** A motor vehicle powered by an internal combustion engine will not be operated inside a hangar or nose dock unless equipped with spark arresters. Motor vehicles will not be stored in hangars without written permission of the Base Fire Chief. They will only be operated in hangars when necessary to transport material or equipment.

**8.2. Refueling.** Equipment will not be refueled indoors. The refueling of vehicles on which fuel tanks are located above or adjacent to the engine is prohibited until sufficient time has elapsed to permit the engine temperature to cool.

**8.3. Parking.**

8.3.1. Vehicles and trailers will not be parked within 15 feet of a fire hydrant, fire department sprinkler connection, fire lanes and all sides of the building that would preclude access to fire apparatus IAW NFPA 1, *Uniform Fire Code*.

8.3.2. Petroleum fuel trucks will not be parked on the flight line in such a manner as to endanger adjacent aircraft or within 100 feet of any building, structure, stored material or aircraft. Parking for servicing aircraft will be according to T.O. 00-25-172, *Grounding Servicing of Aircraft Static Grounding/Bonding*.

8.3.3. Motor vehicles will not be parked inside buildings not designated for such purposes. The Base Fire Chief must approve any deviation in writing.

8.3.4. Vehicles will not be parked near an aircraft in any manner that will provide a source of ignition to fuel vapors in the event of a fuel spill or interfere with Fire Department operations.

**8.4. Powered Lawn Mower Storage.** Power lawnmowers will not be stored inside buildings unless purged. Additional requirements are contained in AFI 91-203.

## Chapter 9

### TRAFFIC AND PEDESTRIAN CONTROL AT FIRES

**9.1. Traffic across Fire Hose.** No person shall drive any vehicle over any fire hose unless hose bridges are in use, or they are directed to do so by Fire Department personnel.

**9.2. Vehicle Control.** All fire-fighting vehicles responding to any emergency call will have the right of way over all other vehicles. Upon approach of fire-fighting vehicles with red light and sirens in operation, all traffic will immediately clear all intersections, move as far as possible to the right, and come to a full stop. Traffic will not commence until all fire-fighting vehicles have passed.

**9.3. Barricades.** No streets or other passageways will be barricaded or otherwise obstructed without prior coordination with the fire department. Bollards will not be locked or installed where they cannot be removed in an emergency by a single individual.

## Chapter 10

### FIRE EXTINGUISHERS

#### 10.1. Control and Maintenance of Fire Extinguishers.

10.1.1. Fire extinguishers will not be moved or relocated by other than authorized fire department personnel, except those provided for use near aircraft.

10.1.2. The mounting of extinguishers at locations designated by the fire department is the responsibility of the building occupants.

10.1.3. Fire extinguishers will not be obstructed or blocked in any manner that would prevent their immediate access and use, nor will they be utilized as doorstops.

10.1.4. Commanders and/or building managers are responsible for notifying the Fire Department of changing conditions within buildings, structures, and areas which may require changes in allocation and distribution of portable fire extinguishers.

10.1.5. The fire department has only limited fire extinguisher maintenance capability, specifically for wheeled-halon flight line fire extinguishers. Initial purchase, testing and maintenance for facility and vehicle-mounted fire extinguishers, and associated funding, are the direct responsibility of the using organization. The fire department maintains a list of qualified fire extinguisher service providers in the local area for organizational reference.

10.1.6. Inspection of fire extinguishers:

10.1.6.1. Extinguisher(s) located within facilities will be inspected monthly by the facility manager or designated alternate facility manager. An annual fire extinguisher inspection will be completed during the facility fire inspection conducted by the Fire Inspector. Document inspections on AF IMT 3136, *General Purpose Checklist* or computer generated form and maintain records for three (3) years. Inspect the following:

10.1.6.1.1. Proper location.

10.1.6.1.2. Safety pin and/or seal intact.

10.1.6.1.3. Sufficient pressure (if applicable).

10.1.6.1.4. Deterioration of any components.

10.1.6.1.5. Any damage to the extinguishers.

10.1.6.1.6. Identification decal.

10.1.6.1.7. Using organization will not paint any portion of a fire extinguisher.

10.1.6.1.8. Extinguishers mounted in vehicles and on portable equipment are the direct responsibility of the organization utilizing said equipment.

10.1.7. Procurement of facility/vehicle fire extinguishers will be the responsibility of the using organization.

10.1.8. Fire extinguishers that are not clearly visible in all directions shall be marked in accordance with the National Fire Codes and AFOSH Standards. The Facility Manager will

identify extinguisher locations, coordinate extinguisher locations with the Fire Prevention Element and ensure the extinguishers are not obstructed in any way.

10.1.9. Fire extinguishers will be used only for firefighting operations. All extinguishers will be identified by their classification (A, B, C, D or K). Any willful misuse and tampering of fire extinguishers shall be punishable under the Uniform Code of Military Justice (UCMJ) Article 92, or local or federal law.

10.1.10. 150 pound Halon extinguishers will not be towed at speeds exceeding 10 MPH. Fire department personnel will pick up extinguishers that have flat tires after flightline crews report the problem through the Maintenance Operations Center MOC.

10.1.11. Safety pins will not be removed, nor seals broken, except in the event of an actual fire.

10.1.12. Aircraft Maintenance Officers will ensure:

10.1.12.1. Responsible personnel make daily inspections of all extinguishers under their jurisdiction according to AFI 91-203 and NFPA 10, *Portable Fire Extinguishers*. All 150 lb. Halon 1211 flight line fire extinguishers will be inspected daily and upon each use (aircraft in maintenance status or being prepared/recovered from flight operations). A visual inspection of pressure, safety pin/seals, hoses and nozzles and mobility of the extinguishers shall be the using organization responsibilities. **Note:** All 150 lb. Halon 1211 flight line fire extinguishers that are found to have deficiencies or have been discharged will be immediately brought to the base fire department service line. At no time will a deficient extinguisher be placed on an aircraft.

10.1.12.2. Fire extinguishers will be properly positioned for the protection of parked aircraft, engine starts, and aircraft upon which maintenance is being performed IAW T.O. 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, and T.O. 1F-16C-2-12JG-00-1, *Org Maint -- Job Guide -- Servicing (Lockheed Martin)*.

10.1.13. Fire extinguishers will be located to preclude the possibility of collision or upset by taxiing aircraft.

10.1.14. Missing fire extinguishers shall be reported immediately to the Fire Prevention Element, the building manager, and/or aircraft maintenance officer responsible for the location of the missing extinguisher.

10.1.15. Extinguisher Maintenance Responsibilities (150 lb. Halon flight line fire extinguishers): IAW Technical Order, National Fire Codes and AFOSH Standards, annual inspection and maintenance shall be performed by the Fire Prevention Element. Records will be kept on computer database .

## Chapter 11

### EXIT CRITERIA

**11.1. Exits and Fire Escapes.** All building exits and fire escapes shall meet the criteria outlined in the National Fire Codes. 11.1.1. Exits and fire escapes will be accessible at all times.

11.1.1. When the exit is not immediately visible to the occupants, a readily visible sign, in all cases, shall mark the exits.

11.1.2. Any door, passage, or stairwell that is neither an exit, means of exit access, or located and/or arranged so it can be mistaken for an exit, shall be identified with a sign stating "NOT AN EXIT." Doors leading to basements, closets, storerooms, etc., shall be labeled indicating their exact use.

11.1.3. A sign reading "EXIT" with an arrow indicating the direction of travel shall be placed in each location where the direction of travel is not readily apparent.

11.1.4. All exit signs will have the word "EXIT" in plain, legible letters not less than 6 inches high, with the principal strokes no less than 3/4 inches wide.

11.1.5. All windows, doors, or other openings that are blocked will be labeled as such and will be approved in writing by the Base Fire Chief.

11.1.6. The facility manager or their designee to ensure proper operation will test exit doors, including panic hardware, daily to ensure single action releases lock and opens door. Any problems shall be reported immediately to the CE Service Call. Exits shall not be locked, chained, barred, or in any way impede the egress of occupants while the facility is occupied.

11.1.6.1. Exit doors from places of public assembly accommodating 100 or more persons shall be equipped with panic hardware.

11.1.7. Illuminated exit signs shall be maintained and serviceable at all times by the building manager or designee in accordance with the National Fire Codes and AFOSH Standards.

11.1.7.1. Illuminated exit signs shall be suitably illuminated by a reliable light source giving a value of not less than five candles on the illuminated surface.

11.1.7.2. Exit signs shall be distinctive in color and shall provide contrast with decorations, interior finish, and other signs. Illuminated exit signs shall be red on a white background.

11.1.8. Emergency lighting shall be maintained and serviceable at all times by the building manager or designee in accordance with the National Fire Codes and AFOSH Standards.

## Chapter 12

### OTHER FIRE PREVENTION PROCEDURES

**12.1. Open Burning.** Open fires, the burning of rubbish, and similar material within the limits of Nellis/Creech AFB will be allowed only at times and places approved by the Base Fire Chief.

**12.2. Barbecue (BBQ).** Grills shall be located in safe areas. At no time will BBQ grills be permitted within 10 feet of any building and/or building overhangs IAW NFPA 1 *Uniform Fire Code*. BBQ grills shall not be located within 50 feet of any aircraft or other hazardous area IAW NFPA 407 *Aircraft Fuel Servicing*.

**12.3. Blow torches.** Blow torches or flame units will not be used to remove paint from any surface or to burn wood for decorative purposes unless authorized by the Base Fire Chief.

**12.4. Heaters.** Open flames or element space heaters will not be used in a hangar, shop, or vehicle garage where a fire hazard would be created. Approval shall be obtained from the 99 CES Customer Service section. If approved they must have tip over automatic shut off capability.

**12.5. Candles or Open Flame Devices.** The use of candles, incense, or other open flame devices is prohibited in base facilities. If candles are to be used for special functions, approval shall be coordinated with the Fire Prevention Element.

**12.6. Decorations.** Decorations, i.e., stage curtains, netting, drapes, and/or other materials utilized in places of public assembly, administrative facilities, dormitories, shall be of flame resistant materials. IAW National Fire Codes and AFOSH Standards, the Fire Prevention Element shall be notified, and give their approval, prior to any decorations and/or adornments being installed. This applies to normal day-to-day operations, as well as special events/functions.

12.6.1. When purchasing decorations, the purchaser will obtain, from the dealer or manufacturer, a certificate listing the flame resistant properties of the decorative materials to be used.

12.6.2. No flammable or combustible materials will be used as decorations and/or adornments, inside or immediately adjacent to any buildings.

12.6.3. Decorations will not block or obscure view of exits.

**12.7. Lighting.** Electrical lighting, decorations, equipment, extension cords (surge bar type), etc., interior or exterior shall have an Underwriters Laboratory (UL) listing and/or Factory Mutual (FM) approval.

**12.8. Christmas and Holiday Trees.** Christmas and Holiday Trees will be as freshly cut as possible. Butt ends will be placed in water and kept in water and kept outdoors until the tree is ready to be trimmed. Trees placed indoors will be set in a container of water or wet or damp dirt or sand. Do not attempt to "fire proof" green trees. All holiday decorations will be taken down within one week following the holiday and immediately removed from the premises and disposed of properly. One live tree will be permitted in each of the following areas: Public assembly facilities and dormitories (day room). Trees will be monitored by the facility manager and watered and checked on a daily basis.

**12.9. Vegetation Control.** Dry grass, weeds, brush, or trash shall not be permitted under or adjacent to any building, POL tanks, POL dispensing area, and/or hazardous material storage areas.

**12.10. Self-help Work (Defined work that can be completed without CES specialist) .**

12.10.1. All self-help projects will require an approved AF IMT 332 and will be coordinated through the Fire Prevention Element, Ground Safety and appropriate CE agencies. Fire inspectors will conduct spot inspections.

12.10.2. Self-help projects without approval will be reported to the BFM.

12.10.3. Any changes to the configuration of the facility will require an inspection by the Fire Prevention Element.

**12.11. Installed Fire Detection/Protection Systems.**

12.11.1. Automatic alarm devices, wiring, and automatic sprinkler systems shall not be adjusted, removed, painted, obstructed, or otherwise disturbed except by authorized personnel.

12.11.2. Storage of material within 18 inches of sprinkler heads is prohibited. Access valves will not be blocked. A minimum of three feet clearance will be maintained around valves at all times.

12.11.3. The ECC will be notified prior to shutting down any system or section therein for repairs or maintenance.

12.11.4. The installation of false or lowered ceilings below sprinkler and/or detection systems is prohibited without a properly approved and coordinated AF IMT 332.

12.11.5. Sprinkler heads, heat detectors, and smoke detectors will not be painted except as provided by the manufacturer. Paint coatings can reduce the sensitivity of these units and may prevent their proper operation.

12.11.6. Whenever fire detection/suppression systems (sprinkler, pre-action, deluge, or automatic detection) are out of service, the organization having primary responsibility for the facility will be responsible for periodic patrol of the entire facility to ensure that there are no visible fire hazards. Should a fire occur, the organization will immediately notify the fire department and provide access to the responding firefighters.

12.11.7. Building manager and facility managers will be responsible for providing the base fire department with keys to rooms where fire alarm boxes, sprinkler controls, etc., are located.

**12.12. Fireworks.** Fireworks of any description shall not be used within the confines of Nellis/Creech AFB without prior approval of the Fire Prevention Element and 99 ABW/CC. Only licensed and bonded personnel will handle fireworks according to NFPA 1123, *Fireworks Display*.

**12.13. Designated Explosives Storage Area.** Persons in charge of these areas are responsible for posting and/or changing fire symbols and notifying the base fire department in each instance. The person in charge of explosive areas will ensure that personnel concerned are familiar with the contents of AFMAN 91-201, *Explosive Safety Standard*.

**12.14. Building Maintenance and Janitorial Supplies.**

12.14.1. Paste-type wax will not be used for shining floors; water emulsion will be a used (wood parquet floor not included).

12.14.2. The use of blow torches and/or improved open flame appliances for paint removal is prohibited.

12.14.3. Paint brushes will be thoroughly cleaned and dried after each use. Storage of paint brushes in containers with combustible/flammable solvent or paint thinner is prohibited.

12.14.4. Spontaneous Ignition Materials.

12.14.4.1. Oily clothing, when not in use, shall be hung in aired metal lockers or placed in metal containers with self-closing lids as required by the National Fire Codes and AFOSH Standards.

**12.15. Safety, Health, and Fire Prevention Signs and Tags.** Any signs or tags that are required as a result of this instruction will be according to AFI 91-203. It establishes uniform requirements for the use of signs and tags to inform personnel of immediate existing or potential hazardous situations that may produce occupational injury or illness.

## Chapter 13

### BASE HOUSING

**13.1. Responsibilities of Housing Occupants.** The family sponsor is responsible for the fire safe condition of their assigned quarters. They will ensure that their dependents are familiar with fire reporting and evacuation procedures. Sound fire prevention practices necessary to ensure fire safe conditions in family quarters are as follows:

13.1.1. The ignition of oil/grease on stoves has been the major cause of fire on many bases. It should be pointed out that the most common oils and greases have a flashpoint of approximately 500 degrees Fahrenheit and extreme caution should be used when cooking with oils and greases. Unattended cooking is prohibited.

13.1.2. ARC welding, torch welding, cutting and/or brazing shall not be permitted in base housing unless it is performed by an authorized contractor or CE personnel after the proper permits have been obtained from the Fire Prevention Office IAW AFI 91-203.

13.1.3. Because children cannot be under the constant supervision of their parents, we firmly believe that children should be taught and practice fire safety.

13.1.4. Flashlights instead of matches will be used as an emergency source of light.

13.1.5. Only safety matches should be used and these should be stored well out of reach of children.

13.1.6. Candles on Christmas trees are prohibited. Natural trees must be placed in water or wet sand well away from sources of heat. Tree lights must be thoroughly inspected for loose or defective wires before being put on the tree. Lights must be disconnected upon leaving the premises. Trees will not be placed near doors or other areas that prevent safe evacuation in case of fire. Natural trees should be removed immediately when they show signs of drying out, such as loss of needles. Lights on aluminum trees are prohibited due to possibility of electrical shock.

13.1.7. Portable barbecue (BBQ) grills shall be located in safe areas. At no time will BBQ grills be permitted within 10 feet of any building and/or building overhang until cool and coals properly disposed of. During use they should be kept as far as possible from buildings or other sources of ignition. Highly flammable liquids (gasoline, etc.) will not be used to start barbecues. Barbecuing in garages or under carports is prohibited. Hot coals will be thoroughly soaked with water prior to disposal.

13.1.8. Only minor maintenance of vehicles will be accomplished within carports. Maintenance requiring disconnection of lines or the use of starter fluids in carburetors within carports or garages is prohibited.

13.1.9. Storage of any kind is strictly prohibited in furnace rooms.

13.1.10. Occupants of military family housing must inspect and test the installed smoke detectors upon taking possession of quarters and on a monthly basis. Guidance for testing your smoke detector is contained in the manufacturer's operating instructions provided to occupants upon changing of detectors, or at the applicable manufacturer's web site.

13.1.11. Gasoline-powered equipment will not be stored in military family housing living areas, unless the storage room or area has walls and is separated from the living area by an un-pierced 1-hour rated fire-resistant partition and ceiling. All storage areas must be inspected and approved by installation fire authorities.

13.1.12. Prior to extended off-season storage, gas-operated equipment will be thoroughly cleaned the fuel tank drained, and spark plug wires disconnected.

13.1.13. Sponsors/occupants should also be familiar with the *Resident Guidelines*. This brochure is issued by the Welcome Center upon signing the housing agreement.

13.1.14. Exits must be clear of obstructions.

RICHARD BOUTWELL, Colonel, USAF  
Commander

## Attachment 1

### GLOSSARY OF REFERENCES, ABBRIVIATIONS, AND ACRONYMS

#### *References*

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

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#### *Abbreviations and Acronyms*

**AAFES**—Army Air Force Exchange Service

**ABW**—Air Base Wing

**AFOSH**—AF Occupational Safety and Health Standards

**AFMCP**—Air Force Military Construction Project

**AFOSH**—Air Force Occupational Safety and Health Standards

**AFRIMS**—Air Force Records Information Management System

**BBQ**—Barbecue

**BCE**—Base Civil Engineer

**BDOC**—Base Defense Operation Center  
**BFM**—Base Fire Marshal  
**CBRN**—Conventional, Biological, Radiation, Nuclear  
**CE**—Civil Engineer  
**CEN**—Civil Engineer Engineering flight  
**CEO**—Civil Engineer Operations  
**CEX**—Civil Engineer Readiness and Emergency Management flight  
**DECA**—Defense Commissary Agency  
**ECC**—Emergency Communication Center  
**FD**—Fire Department  
**FES**—Fire Emergency Services  
**FM**—Factory Mutual  
**HazMat**—Hazardous Materials  
**HQ USAF**—Headquarters United States Air Force  
**IAW**—In accordance with  
**IC**—Incident Commander  
**IEM**—Installation Emergency Manager  
**IFC**—Installation Fire Chief  
**JCAHCO**—Joint Commission on Accreditation of Health Care Organization  
**MAJCOM**—Major Command  
**MFH**—Military Family Housing  
**MOC**—Mission Operations Center  
**MSG**—Mission Support Group  
**NAFBP**—Nellis Air Force Base Pamphlet  
**NEC**—National Electrical Code  
**NFC**—National Fire Code  
**NFPA**—National Fire Protection Association  
**NTTR**—Nevada Test Training Range  
**OCR**—Office of coordinating responsibility  
**OPR**—Office of primary responsibility  
**OSHA**—Occupational Safety and Health Administration  
**POL**—Petroleum, Oil, Lubricants

**RDS**—Records Disposition Schedule

**SABER**—Simplified Acquisition of Base Engineer Requirement

**SFO**—Senior Fire Officer

**UCMJ**—United States Code of Military Justice

**UFC**—Uniform Fire Code

**UL**—Underwriters Laboratory

**Attachment 2****FIRE SAFETY CHECKLIST FOR ADMINISTRATIVE TYPE FACILITIES**

- A2.1.** Are all personnel knowledgeable of fire reporting procedures and first-aid fire extinguisher operations?
- A2.2.** Is the fire reporting phone number attached to each telephone?
- A2.3.** Are all rooms and areas neatly arranged and clean?
- A2.4.** Are combustible cleaning supplies, such as rags, loose steel wool, etc. kept in closed containers and identified as to their contents?
- A2.5.** Are all hallways, aisles, and passageways adequately lighted and clear of obstruction?
- A2.6.** Are all portable electrical appliances and fixtures in operational condition?
- A2.7.** Are all electrical motors free of lint and dust?
- A2.8.** Is there defective wiring, loose connection(s), or broken appliances, that may constitute a fire hazard?
- A2.9.** Are all nonessential portable electrical appliances, of the plug in type, disconnected from the electrical outlet at the end of the day?
- A2.10.** Are all extension cords necessary, of the approved type, and in continuous length without splice, this includes using more than one in a series.
- A2.11.** Is the required 18 inches of clearance maintained between storage materials and light fixtures, sprinkler heads, heat detectors, etc.?
- A2.12.** Is there an over accumulation of waste and rubbish in storage closets?
- A2.13.** Are all wastebaskets and trash container contents removed from the building at the close of each workday?
- A2.14.** Are all furnaces and boiler rooms clean and free of storage?
- A2.15.** Are fire extinguishers in proper locations, serviceable and unobstructed?
- A2.16.** Are fire alarm pull boxes visible and unobstructed?
- A2.17.** Are all drapes and curtains approved as fire safe for the specific area?
- A2.18.** Are contractors checked to ensure they maintain safe housekeeping standards?

**Attachment 3****FIRE SAFETY CHECKLIST FOR AIRCRAFT HANGARS AND MAINTENANCE SHOPS**

- A3.1.** Is fire prevention operating instructions current, posted, and enforced?
- A3.2.** Are all electrical motors, air compressors, and like machinery installed within 18 inches of floor approved for use in hazardous locations?
- A3.3.** Is all electrical wiring, receptacles, switch panels, fuse boxes, etc., properly installed and maintained in good repair?
- A3.4.** Are electrical motors kept free of dirt and lint accumulation?
- A3.5.** Are all extension cords used on the hangar maintenance and shop floors explosion proof?
- A3.6.** Are grounding connections adequate and aircraft properly grounded?
- A3.7.** Are personnel aware of emergency removal of aircraft in the event of fire?
- A3.8.** Are fire lanes for evacuation of aircraft inside and outside building kept clear of obstruction?
- A3.9.** Are all fire alarms visible and unobstructed?
- A3.10.** Is fire protection equipment in place, serviceable, and unobstructed?
- A3.11.** Are fire lanes properly marked and unobstructed on hangar floors?
- A3.12.** Are properly labeled metal containers provided for clean rags?
- A3.13.** Are separately marked containers with lids provided for soiled rags?
- A3.14.** Are oil spills left on floor unattended?
- A3.15.** Are approved absorbents used on oil spills?
- A3.16.** Are drip pans provided and placed under spills?
- A3.17.** Are drip pans emptied, when needed, to prevent accumulation of combustible and/or flammable liquids?
- A3.18.** Is drip pans spark proof or so protected?
- A3.19.** Is motorized equipment used in building equipped with spark arresters?
- A3.20.** Are combustion type power units being used inside hangars?
- A3.21.** Are all exit doors in good operational condition and properly marked?
- A3.22.** Are all fire doors properly fused, unobstructed, and operational?
- A3.23.** Are good housekeeping practices being observed?
- A3.24.** Are mops, brooms, etc., properly store in well-ventilated area?
- A3.25.** Are soiled clothing lockers of metal and well-ventilated?
- A3.26.** Are all areas, which use open flames well isolated from other areas of the building?
- A3.27.** Are all installed machines properly marked?

**A3.28.** Do paint, oil, etc., storage areas comply with existing directives and only one days supply kept in work area?

**A3.29.** Are all personnel briefed on what to do in case of fire?

**A3.30.** Is the fire reporting phone number attached to each telephone?

**A3.31.** Are all fire hazards that cannot be corrected by assigned personnel reported to the fire protection department?

**A3.32.** Are open fuel cell repairs being conducted inside building 190/199? If so, is the base fire department notified prior to such operations?

**A3.33.** Are spray paintings of aircraft being permitted only in hangars and docks that are designated and approved in writing by base health, safety, and fire prevention personnel?

**A3.34.** Are the uses of volatile liquids with a flash-point below 100-degree Fahrenheit for cleaning purposes strictly prohibited?

**Attachment 4****OPERATIONAL CHECKLIST FOR PLACES OF PUBLIC ASSEMBLY FACILITIES**

- A4.1.** Are all exit doors unobstructed, working properly, and equipped with approved panic hardware?
- A4.2.** Are all exit lights operative?
- A4.3.** Are all range hood exhaust fans in cooking facilities operational and filters installed?
- A4.4.** Are all fire extinguishers operational and unobstructed?
- A4.5.** Are spare filters available for replacement so those grease filters can be cleaned during operation?
- A4.6.** Has the base Fire Chief approved open flame and temporary decorations?
- A4.7.** Have all newly hired employees been indoctrinated in fire prevention practices?
- A4.8.** Are the fire alarm pull boxes visible and unobstructed?
- A4.9.** Is seating neatly arranged and unobstructed aisles maintained to permit exit in the event of a fire?
- A4.10.** Have all deep fat fryers been tested, tagged, and approved for use by the base civil engineer shop personnel?
- A4.11.** Is adequate approved self-closing receptacles available for disposal of smoking material?
- A4.12.** Are adequate noncombustible containers available for soiled linens?
- A4.13.** Is adequate self-closing waste receptacles provided in restrooms?