

**BY ORDER OF THE COMMANDER
RAMSTEIN AIR BASE (USAFE)**

**RAMSTEIN AIR BASE INSTRUCTION
32-2001**



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Civil Engineering

FIRE PREVENTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction aligns with Air Force Policy Directive 32-20, *Fire Emergency Services*, and implements Air Force Instruction (AFI) 32-2001, *Fire and Emergency Services Program*. It establishes policies, practices and procedures for a comprehensive base fire prevention program within the Kaiserslautern Military Community (KMC). It applies to all personnel assigned or attached to units in the KMC, to include all tenant organizations. It assigns responsibilities for fire prevention and protection and establishes a recognized standard practice for safeguarding life and property from the effects of fire. This instruction is consistent with Air Force Occupational Safety, Fire and Health standards, National Fire Protection Association (NFPA) standards, Unified Facilities Criteria (UFC), Engineering Technical Letters and the International Building Code. Standards for unique conditions for which no fire prevention criteria have been developed or published will be developed according to the recommendation of the KMC fire department. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-332, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule located in Air Force Records Information Management System (on the Air Force Portal). Ensure that any local policy/guidance, publications, instructions or supplements are created in accordance with AFI 33-360, *Publications and Forms Management*, and the United States Air Force of Europe supplement.

SUMMARY OF CHANGES

The updated publication will be used to provide facility managers and unit commanders with current fire prevention requirements as outlined in the NFPA standards. According to these current NFPA standards, the 2015. version of Ramstein Air Base Instruction (RABI) 32-2001. *Fire Prevention Program* is outdated. Redundant and conflicting information was removed. Procedures that are no longer applicable were updated to current standards. This instruction applies to all the Air Force (AF) KMC areas. This document is substantially revised and must be completely reviewed.

Chapter 1

ADMINISTRATION & ENFORCEMENT

1.1. Scope/Purpose.

1.1.1. The scope of this instruction defines policies and responsibilities and sets standards and procedures for fire prevention and protection as a facility engineering function.

1.1.2. The purpose of this instruction is to provide additional fire prevention. This instruction is not all-encompassing; additional assistance is available from the Fire Prevention Section.

1.2. Authority

1.2.1. This instruction is governed by AFI 32-2001, *Fire and Emergency Services Program*, 28. September 2018.

1.2.2. KMC Fire and Emergency Services Flight (86. CES/CEF) is authorized to inspect, at reasonable times, any building or premises, for dangerous or hazardous conditions or materials. The fire department will inform any person failing to comply with this standard of their violation. All violations will be recorded in writing and the reference standard noted.

1.2.3. Fire protection waivers, exceptions and alterations: The fire department is not authorized to approve waivers, exceptions or alterations. Waivers, exceptions and alterations concerning fire protection will be made in accordance with (IAW) AFI 32-2001. and UFC 3-600-01, *Fire Protection Engineering for Facilities*.

1.3. Objective

1.3.1. The main objective of the fire department is to prevent loss of life, injuries and property damage caused by fire. In order to prevent or reduce loss of life from fire, commanders, facility managers, supervisors and all military and civilian personnel must take adequate precautions. Since the most effective means of reducing fire loss is an aggressive and well-managed fire prevention program, all AF personnel assigned to the KMC, support units and contractors, will adhere to all provisions of this regulation.

1.4. Fire Prevention & Protection Program

1.4.1. Every AF activity will have a fire prevention and protection program based on its size, mission and available resources.

1.4.2. The Base Fire Marshal, (86th Civil Engineer Group Commander [86. CEG/CC] and/or 86th Civil Engineer Squadron Commander [86. CES/CC]) is responsible to the 86th Airlift Wing Commander, (86. AW/CC) for fire prevention and protection within the KMC. In addition, the Base Fire Marshals is also responsible for the technical development and execution of an effective fire prevention and protection training program for the KMC.

1.4.3. Fire Inspection Program: The fire department performs fire prevention visits and advises unit commanders, facility managers and supervisors of hazards and fire safety deficiencies noted in their facilities. The primary responsibility for correcting identified hazards or deficiencies rests with the unit commander and facility manager of the facility inspected.

1.5. Public Education

1.5.1. The Fire Prevention Section (86. CES/CEFP) is available to present fire prevention lectures and demonstrations on subjects listed below. Some of the courses require students to participate in hands-on training. Request training from the Fire Prevention Section at 480-5940.

- 1.5.1.1. Facility Managers Fire Safety Program
- 1.5.1.2. Newcomers Fire Safety Briefing
- 1.5.1.3. Portable Fire Extinguisher Training
- 1.5.1.4. Family Child Care Providers Fire Safety Program
- 1.5.1.5. Home Fire Safety
- 1.5.1.6. Contractors Fire Safety Briefing
- 1.5.1.7. Welding, Cutting & Brazing Fire Safety Program

1.6. Fire Protection Engineering Program

1.6.1. All construction, alterations, modifications, renovations and self-help projects shall be coordinated with the 86. CEG and the base Fire Prevention Section, located in building 571, or call 480-5940. All work must be documented on a TRIRIGA *Service Request*, and submitted through the 786. CES Customer Service Section.

1.7. Construction Requirements, Alterations & Modifications

1.7.1. All AF and associated unit construction within the KMC must comply with the provisions of all applicable Engineer Technical Letters, NFPA standards and requirements with UFC 3-600-01, *Fire Protection Engineering for Facilities*. This applies to new construction, reconstruction, rehabilitation, alterations, modifications, self-help projects and maintenance or repair of existing facilities.

1.7.2. Building or portions of buildings may be occupied during construction, repair, alterations or additions only if required means of egress and all fire protection features are in place and continuously maintained for the part occupied and remain IAW Engineering Manual 385-1-1, *US Army Corps of Engineer Safety - Safety and Health Requirements*.

1.7.3. The Fire Prevention Section shall be notified in writing of all pre-construction conferences, pre-final and final facility inspections via e-mail 86ces.cef.firepreventionsection@us.af.mil at least 14. days in advance.

Chapter 2

FIRE PREVENTION RESPONSIBILITIES

2.1. Unit Commander

2.1.1. Unit commanders are responsible for developing and enforcing a fire prevention program within their unit. Each unit's fire prevention program shall include written guidance for fire reporting, evacuation and firefighting procedures.

2.1.2. Unit commanders are responsible to ensure the timely correction of identified safety and fire deficiencies within the facilities for which they are responsible.

2.2. Facility Managers

2.2.1. Facility managers are appointed by their unit commanders and must maintain the following fire prevention program documentation in their facility folder:

2.2.1.1. A copy of this instruction;

2.2.1.2. Monthly fire extinguisher inventory;

2.2.1.3. Copies of AF Forms 1487, *Fire Prevention Visit Report*, from past 3. fire prevention visits with corrective actions annotated on the back;

2.2.1.4. Copies of all AF Forms 332. & TRIRIGA Service Requests for their facility; and

2.2.1.5. Copies of approval letters coordinated through the Fire Prevention Section.

2.3. Individuals

2.3.1. Each individual is responsible for protecting Air Force property from the dangers of fire and conducting themselves in a manner that does not pose a fire risk to themselves or others.

Chapter 3

FIRE PREVENTION ASSESSMENT

3.1. Frequently Used Terms

3.1.1. Fire Hazard: A condition that could cause a fire.

3.1.2. Fire Safety Deficiency (FSD): A condition which reduces fire safety below an acceptable level, including noncompliance with standards, but which by itself will not cause a fire to occur. It could increase the severity of damage or loss should a fire occur, or cause a delay in the detection or reporting of a fire.

3.1.3. FSD Code: A Roman numeral from one (I, most severe) through three (III, least severe) which signifies the relative seriousness of the deficiency and is used to prioritize correction efforts and resources.

3.2. Fire Prevention Practices

3.2.1. The primary responsibility for fire prevention and compliance with the recommendations of fire inspectors rests with the unit commander. Commanders accomplish this through facility managers and supervisors. Fire inspectors will visit all facilities and areas at periodic intervals to ensure prompt detection and elimination of fire hazards. These visits do not relieve the commander or the facility manager of the responsibility of identifying hazards in areas under their control. Facility managers will be notified of existing hazards in their areas by the use of AF Form 1487. Failure to take immediate action to eliminate a hazardous condition will result in the submission of reports for corrective actions through command channels to the unit commander. Fire inspectors may conduct no-notice walk-through inspections. If an AF Form 1487. is issued, the following corrective actions must be taken by the unit commander and facility manager.

3.2.1.1. If the hazards cannot be corrected at once, implement interim control measures to reduce the risk to an acceptable level, as instructed by the fire inspector.

3.2.1.2. FSDs will be programmed for corrective actions, using a TRIRIGA Service Request form, and submitted to the Base Civil Engineer. For all FSDs, the TRIRIGA Service Request form will be given to the unit commander for signature and submitted to 786. CES Customer Service.

3.2.1.3. For hazards that are not defined as an FSD and cannot be corrected within 30 days, the facility managers will establish a hazard abatement plan. This action must be accomplished on an AF Form 3, *Hazard Abatement Plan*, through the wing safety office. Once completed, a copy of the form must be forwarded to the Fire Prevention Section.

3.3. AF Form 1487. Procedures

3.3.1. The AF Form 1487. will be used to document all FSDs found during fire prevention visits. When significant findings are identified, the fire inspector will annotate the form with the fire hazards or deficiencies noted during the assessment and the corrective actions required to eliminate them, including references to the governing standard and interim control measures. This form also provides a tracking mechanism to follow up on corrective actions.

3.3.2. The AF Form 1487. will be e-mailed to both the facility manager and the alternate. The facility managers or alternates are responsible for initiating corrective actions within their authority and responsibility, by following the corrective actions annotated on the form.

3.3.3. On the back of the AF Form 1487, the facility manager will annotate the corrective actions taken and the date they were implemented.

3.3.4. The facility manager will ensure that the unit commander reviews the form and signs as the functional manager on the back of the form. The unit commander will delegate signing the back of the form in writing and send a signed memo to the facility manager.

3.3.5. The facility managers will keep a copy of the completed form for their records.

3.3.6. If facility managers require additional time to initiate corrective action, they can request extensions to the suspense date from the Fire Prevention Section by calling DSN 480-5940. **Repeated overdue AF Forms 1487. will be channeled through command channels for corrective actions.**

3.3.7. Facility managers are required to track the completion of work required to correct deficiencies. Some corrections will take long periods of time. Facility managers must relay TRIRIGA Service order numbers and the status of extended projects to the Fire Prevention Section as soon as possible.

Chapter 4

FIRE REPORTING, EVACUATION & DRILLS

4.1. Fire Reporting Procedures

4.1.1. Initiate evacuation of the area or facility by yelling “Fire, Fire, Fire” repeatedly and/or by activating the fire alarm.

4.1.2. Call the fire department from a safe location using one of the following emergency numbers that pertain according to the type of phone system being used:

4.1.2.1. On-base: Defense Switched Network (DSN)-dial 112.

4.1.2.2. Commercial and/or Cell phone—dial 06371-47-112, for emergencies on Ramstein Air Base, Landstuhl Regional Medical Center, Vogelweh, Rhine Ordnance Barracks and Einsiedlerhof.

4.1.2.3. The commercial or cellular phone number can be used to contact the KMC fire department for emergencies at off-base residences. This will ensure the caller reaches an English speaking operator who can then call the dispatch center for their servicing fire department.

4.1.2.4. Dialing 112. on a commercial or cellular phone off-base puts a caller into the German national emergency reporting system. The caller cannot be sure that they will be able to reach an English-speaking operator from these numbers.

4.1.3. Give the dispatch operator the following information:

4.1.3.1. Building number or location of fire, including the installation (Ramstein, Vogelweh, Landstuhl, etc.);

4.1.3.2. Describe object that is on fire (i.e., car, a transformer, smell or see smoke, etc.);

4.1.3.3. If anyone is trapped in the facility or personnel unaccounted for, if known;

4.1.3.4. Your name and a number you can be reached in case the operator gets disconnected and needs to call you back (meanwhile stay on the line until the operator tells you that you can go as long as it is safe, or if danger, tell the operator that you will call again when you are at a safe location and ensure you call the operator back); and

4.1.3.5. The person discovering a fire should meet arriving fire crews to give details as needed.

4.2. Evacuation

4.2.1. Upon activation of the fire alarm system, the facility will be evacuated and occupants shall proceed to a designated location, per the facility evacuation plan, at least 75. feet away from the facility. **NOTE:** Never re-enter an evacuated facility until the incident commander authorizes it.

4.3. Fire Drills

4.3.1. Facility managers are encouraged to conduct fire drills to test their fire evacuation plans, at regular intervals. **NOTE:** At no time will facility managers or building occupants

initiate a fire evacuation drill using the building fire alarm system without first coordinating with the base Fire Prevention Section.

4.3.2. Schools and Educational Facilities: The fire department will assist schools by conducting one drill each month that class is in session. All fire evacuation drills will be coordinated between the fire department and school principal or vice principal.

4.3.3. The Base Fire Chief or representatives can, in the interest of safety, conduct fire drills in any facility at his/her discretion. These drills will be coordinated with appropriate unit leadership to prevent having an adverse impact on the mission.

4.3.4. The Fire Prevention Section is available to assist with fire drills when manpower permits.

Chapter 5

FIRE PREVENTION PROCEDURES FOR PROJECTS

5.1. Construction Projects

5.1.1. All AF and support unit construction, renovation, alteration or modification projects will be monitored by the Fire Prevention Section to ensure they comply with all fire prevention regulations. Each contract will include a specific section that addresses the applicable fire prevention requirements set forth in this instruction and UFC 3-600-01.

5.2. Plans Review Procedures

5.2.1. The fire prevention representative will coordinate on projects to signify that all fire protection and life safety aspects of the project design are incorporated. This coordination does not indicate fire protection engineering design acceptance. The accuracy and code compliance of the design remains the responsibility of the project design team.

5.2.2. A fire prevention representative is required to review all phases of project design plans, specifications, project books, including work orders, Multiple Award Construction Contract projects and programming documents (Department of Defense [DD] Form 1391) for all construction, renovation, alteration and modification of all AF and support unit facilities, structures and systems.

5.2.3. A complete set of plans and specifications will be delivered to the Fire Prevention Section for all phases of projects. The Fire Prevention Section requires at least 14. working days to allow for a full, comprehensive review of fire protection and life safety features. This timeframe may be increased by the Fire Prevention Section depending on the scope of the project. The suspense date will be agreed to, in writing, prior to the Fire Prevention Section accepting plans. The reviewer will provide the project engineer with written comments prior to the suspense.

5.3. Design Review Meetings

5.3.1. A fire prevention representative will attend all pre-design, design, pre-performance, board review and modification of project meetings. The project engineer will notify the Fire Prevention Section at least five workdays in advance of all meetings.

5.4. Pre-Construction Requirements

5.4.1. A fire prevention representative will attend all pre-construction and modification meetings. The construction manager will notify the Fire Prevention Section at least five workdays in advance of all meetings.

5.4.2. Working or Shop Plans and Specifications: Before installation of any fire protection system component, a fire protection engineer meeting the requirements of UFC 3-600-01. is required to review construction or shop plans for all fire suppression and detection systems. The Fire Prevention Section requires a record copy of the construction or shop plans with the stamp and signature of the reviewing fire protection engineer.

5.5. Construction Requirements

5.5.1. The Fire Prevention Section will monitor all construction projects for compliance with applicable codes and standards by using announced and unannounced field inspections. Any deficiencies noted during the field inspections will be provided in writing; to the construction manager. If a deficiency requires immediate attention, the fire prevention inspector will notify the construction manager immediately to start corrective actions and will follow-up with a written report within 24. hours.

Chapter 6

FIRE SAFETY IN OCCUPANCIES

6.1. Family Housing and Dormitories

- 6.1.1. Sponsors are responsible for fire prevention in their quarters.
- 6.1.2. Charcoal and propane cooking equipment shall not be used indoors or in garages. Outdoor cooking equipment is permitted 15. feet away from facilities and on balconies (propane only) of stairwell housing units.
- 6.1.3. Storage is prohibited in mechanical rooms.
- 6.1.4. Fueling of powered equipment is prohibited in garages, basements, or storage rooms. Always allow equipment time to cool before refueling.
- 6.1.5. Electrical installation, repair and change in electrical wiring, fittings or attachments for electrical appliances is not permitted.
- 6.1.6. At no time shall cooking of any kind be left unattended.
- 6.1.7. The base fire department should be notified by the CE housing flight if any someone with special needs is living in base housing.

6.2. Assembly

- 6.2.1. Assembly occupancies are used for a gathering of 50 or more people for deliberation, worship, entertainment, eating, drinking, or similar uses.
- 6.2.2. Open flame devices used in any assembly occupancy shall meet the following criteria:
 - 6.2.2.1. Candles or gaslights may only be used on tables used for food service or for chapel services They shall be securely supported on a noncombustible surface and away from combustible materials. Flames shall be protected by glass globes;
 - 6.2.2.2. Portable cooking or warming equipment fueled by small heat sources shall be used IAW manufacturer's recommendations;
- 6.2.3. Facility managers will ensure all entrances and exits are free and clear at all times of product advertisements, displays, and anything that can impede immediate exit of personnel from the facility; and,
- 6.2.4. No exits will be blocked for security reasons without coordination from the Fire Prevention Section.

6.3. Warehouses

- 6.3.1. Access aisles at least eight feet wide shall be maintained to provide convenient access to all portions of the storage areas.
- 6.3.2. Cross aisles of not less than four feet in width shall be provided for stacks up to ten feet in height. Cross aisles shall be at least five feet in width where stacks exceed ten feet in height.

6.3.3. Highly combustible materials, such as rags and shredded paper, shall be stored in fire-resistant bins with fusible link or self-closing doors.

6.3.4. A 24-inch space shall be maintained between stored combustible materials and interior finish, firewalls and partitions. Packing materials shall be kept in the original bales until used. Broken bales shall be kept in all metal-lined bins with automatic self-closing covers.

6.3.5. Waste from packing and unpacking or other sources shall not be allowed to accumulate. All waste shall be moved outside daily, at the end of the working day or shift, and disposed of in designated containers.

6.3.6. Materials shall not be stored under or piled against building doors, exits or stairways.

Chapter 7

WELDING, CUTTING & BRAZING

7.1. Policy and Procedures

7.1.1. Indoor hot work designated areas must be approved by the Fire Prevention Section, Occupational Safety, and the Bio-Environmental Flight IAW AFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*.

7.1.2. At location, other than approved hot work designated areas, the use of welding and brazing equipment or burning and heating torches is prohibited except by written permit issued by the Fire Prevention Office IAW AFMAN 91-203.

7.1.3. Request to conduct welding, cutting and brazing operations should be made at least 48. hours in advance to acquire the permit. Allow time for the fire prevention personnel to conduct a visit of the area where the operation will be conducted to ensure accurate instructions are reviewed and understood by personnel, to include an assessment of dangers involved with the operation.

7.1.4. Contract managers and project managers are responsible to brief proper procedures to all contractors under their authority and ensure they acquire the appropriate permits before starting any operations.

7.1.5. Permit issue authority can be transferred to a responsible and trained person, as long as there is a valid need for this service as determined by the fire prevention personnel.

7.1.6. Open burning is prohibited on base without prior approval of the Fire Prevention Section. Please contact 480-5940, at least five duty days before event, with request.

Chapter 8

DECORATIONS

8.1. Policy

8.1.1. Hay, straw and similar materials will not be used inside or near buildings for any purpose. Exception: Religious and special events, with prior approval of the Fire Prevention Section.

8.1.2. Curtains, draperies, netting or other decorative, combustible materials used in places of assembly, administrative facilities or dormitories, will be factory treated with flame-resistant material and will not block exits, means of egress, or exit signs.

8.1.3. Combustible decorations that are placed in exit ways or near ignition sources for special events or occasions will be approved by the Fire Prevention Section prior to installation.

8.1.4. Lighting decorations will be of the type approved by Underwriters Laboratories (labeled on package UL) incorporated, Computational Engineering (European equivalent CE) or Verband der Elektrotechnik (German equivalent VDE).

8.1.5. Materials such as polyurethane foam, styro-foam, rubberized hair, etc., have been determined to be extremely flammable and will not be used as decorative material.

8.1.6. Live greenery will not be used as wall or ceiling decorations deemed unsafe by the Installation Fire Chief or approved representative.

8.2. Haunted Houses

8.2.1. All Haunted House facilities must be approved by the Fire Prevention Section at least two weeks before assembly.

8.3. Holiday Decorations

8.3.1. Natural-cut Christmas trees shall not be permitted in assembly, educational, health care, detention, correctional, mercantile, lodging or dormitory occupancies. Exception: Trees may be located in areas protected by an approved automatic sprinkler system.

8.3.2. Natural-cut Christmas trees will not be located near heating vents or other fixed or portable heating devices that could cause the tree to dry out prematurely or to be ignited.

8.3.3. In occupancies where natural trees are permitted, the bottom of the trunk will be cut at an angle at least one inch above the end to help the tree absorb water. The tree will be placed in a suitable stand with adequate water. The water level will be checked and maintained daily.

8.3.4. Artificial Christmas trees shall be labeled or otherwise identified or certified by the manufacturer as being “flame-retardant” or “flame-resistant.”

8.3.5. Only listed electrical lights and wiring for the appropriate application shall be used on Christmas trees and similar decorations.

8.3.6. Interior lighted displays and tree lights will be turned off when the building is unoccupied.

8.3.7. Christmas trees or decorations shall not be allowed to obstruct corridors, exit ways or other means of egress.

Chapter 9

ELECTRICAL INSTALLATION & EQUIPMENT

9.1. Policy

9.1.1. Electrical appliances and electrical cords will not be nailed or stapled to interior building surfaces or run through doorways, windows and holes in walls, or under rugs or carpets.

9.1.2. The use of multiple high-wattage appliances in multiple outlet extension cords, which could result in over-loading the circuit, are prohibited.

9.1.3. Instances of faulty wiring or electrical hazards, which deal with real property, will be referred to the 786. CES Service Call Desk, DSN 489-6623/7703/6676/7662.

9.1.4. Electrical distribution and fire alarm panels will not be blocked. Occupants must maintain clear access for CE craftspeople and/or contractors.

9.1.5. Do not store or hang clothing or other combustibles within 18. inches of electrical equipment (i.e., portable heaters, light fixtures).

9.1.6. Transformers, if used, must have a fuse to prevent overloading of the circuit, and must bear the UL, CE or VDE label.

9.1.7. Do not plug electrical equipment that is 110V into 220V outlets. The items will overheat and increase the possibility of fire.

Chapter 10

HEATING APPLIANCES OR EQUIPMENT

10.1. Space Heaters

10.1.1. No written approval from the Fire Prevention Section is needed. Space heaters must comply with AFMAN 91-203, Section 6.2.5.

10.1.2. Where portable electric heaters are necessary and have been approved for use, they must bear the seal of approval from the UL, CE, VDE.

10.2. Cooking Appliances

10.2.1. Hotplates, frying pans, and toasters are prohibited in work areas, except where approved for cooking by unit commanders and coordinated through the Fire Prevention Section.

10.2.2. Coffee pots and microwaves do not need to be coordinated prior to use, but must bear the seal of approval from the UL, CE, VDE.

10.2.3. At least 18. inches of clearance must be maintained between any heat-producing appliance and combustible materials.

Chapter 11

POWERED MECHANICAL EQUIPMENT & REFUELING

11.1. Motor Vehicle Storage

11.1.1. Motor vehicles will not be stored in hangars or other shops not specifically designed for that purpose unless approved by the Fire Prevention Section. Spark arrestors will be installed on all internal combustion engines required to operate within the confines of a facility defined as a hazardous area.

11.1.2. Forklifts and other material-handling equipment using internal combustion engines may be parked inside overnight and weekends only in areas within the facility designated for specific parking by the Fire Prevention Section. Forklifts and other material-handling equipment will not be parked in front of fire exits or exit accesses.

11.1.3. Follow safe operating procedures IAW AFMAN 91-203. Section 12.3.5.

11.2. Refueling and Defueling

11.2.1. Refueling will be accomplished only after the engine has been shut down and ignition placed in the "OFF" position and sufficient time is allowed for cooling.

11.2.2. When fuel is spilled during servicing, no attempt will be made to start the engine until all traces of fuel have been removed. All fuel spillage must be promptly reported to the FACC call DSN 112. or Comm 06371-47-112.

Chapter 12

AIRCRAFT HANGARS

12.1. Policy

12.1.1. The provisions of Technical Order (TO) 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding (ATOS)* regarding surveillance of powered aircraft ground equipment during operation within hangars or hazardous locations will be strictly enforced.

12.1.2. Doors leading from hangar areas to offices or partitioned rooms will have installed self-closing equipment to allow automatic closure during aircraft occupancy or repairs.

12.1.3. Vehicles will not be driven or parked in hangars at any time without the written approval of the Fire Prevention Section. Those vehicles designed for the towing of aircraft are allowed in hangars while actually preparing for and towing aircraft. Such vehicles will be equipped with an approved spark arrestor on the exhaust system.

12.1.4. Fuel cell repair must be accomplished in designated locations only.

12.1.5. Electrical motors, switches, fixtures, extension lights and similar devices used within hangars shall meet National Electrical Code specifications.

12.2. Functions within Hangars

12.2.1. If the fire detection system will need to be turned off for a function within an aircraft hangar; the event coordinator will work with the hangar facility manager, 786th Civil Engineer Squadron, and the Fire Prevention Section.

Chapter 13

FIRE PROTECTION DEVICES & SYSTEMS

13.1. Policy

13.1.1. Fire safety systems and fire extinguishers shall not be tampered with or used for other than their intended purpose of fire suppression. No person will render any portable, fixed, fire extinguishing system or fire alarm warning system inoperative or inaccessible.

13.2. Facility Fire Extinguishers

13.2.1. IAW AFMAN 91-203. facility managers and using organizations shall budget for the purchase and maintenance of facility fire extinguishers. The fire department does not perform maintenance on portable hand-held fire extinguishers. Turn in outdated or empty fire extinguishers, to HAZWASTE building 2028, DSN 480-8987.

13.2.2. If a facility has a serviceable fire suppression and fire alarm monitoring system, general purpose fire extinguishers can be removed with coordination and approval by the Fire Prevention Section.

13.2.3. Facility fire extinguishers require the following inspections and maintenance during their life cycle:

13.2.3.1. Facility managers will conduct a monthly inspection (checking for damage, pressure, missing parts, and cleanliness) and annotate in facility manager's facility folder or other means presentable upon request by fire prevention inspectors; and

13.2.3.2. One and two year maintenance requirement;

13.2.3.2.1. German or European style fire extinguishers must receive maintenance from a certified contractor every two years from the stamped date on the bottle (which may be good for up to 20 years from that date).

13.2.3.2.2. American style fire extinguishers, will receive an annual inspection from a fire inspector during the facility annual fire inspection and will be replaced every six years from the manufacturers date.

13.2.4. The Fire Prevention Section establishes initial fire extinguisher requirements and locations. Unit commanders, through their facility managers are responsible for the procurement of, and accountability for, all facility extinguishers. Facility managers will provide a copy of the facility fire extinguisher inventory during fire prevention visits. This inventory should have the following minimum data included for each extinguisher:

13.2.4.1. Serial number;

13.2.4.2. Type of extinguisher; i.e., 10 lbs ABC, 30 lbs D;

13.2.4.3. Manufacture date; and

13.2.4.4. Manufacturer and model.

13.2.5. Facility fire extinguishers shall not be removed or relocated from their installed locations without prior arrangement with the Fire Prevention Section, except during fires or for servicing.

13.2.6. Fire extinguishers having a gross weight of 40 pounds or less must be mounted so that the top of the fire extinguisher is not more than five feet (1.53. m) above the floor with the clearance between the bottom of the fire extinguisher and the floor not less than four inches (10.2. cm). Fire extinguishers having a gross weight of more than 40 pounds shall be mounted so the top is not more than three and half feet (1.06m) above the floor with the clearance between the bottom of the fire extinguisher and the floor not less than four inches (10.2. cm).

13.2.7. Facility managers are responsible for notifying the Fire Prevention Section of changing conditions within facilities (change of occupancy) or areas requiring changes in the distribution of portable fire extinguishers.

13.3. Flightline Extinguishers

13.3.1. Flightline aircraft production supervision are responsible for aprons used to park, start, load or maintain aircraft and are responsible for the strategic placement of flightline fire extinguishers around aircraft during those activities IAW TO 00-25-172.

13.4. Fire Hydrants

13.4.1. The use of fire hydrants for other than firefighting purposes is prohibited except with approval of the Fire Prevention Section, 786th Civil Engineer Squadron Water Fuels Maintenance Shop the Water Plant, or pre-approved exceptions.

13.4.2. Fire hydrants shall not be obstructed by fences, barriers, vehicles, bushes, equipment, etc.

13.5. Fire Protection Systems

13.5.1. Qualified fire protection personnel are the only people authorized to allow the operation of fire alarm systems to conduct fire drills.

13.5.2. Facility managers, dormitory managers and supervisors are required to brief all building occupants on procedures concerning proper use of fire protection devices.

13.5.3. At least 18. inches of clearance must be maintained around detectors, sprinkler heads, fire alarm pull boxes and alarm bells, horns and lights. Decorations or other items are not authorized to hang or attach onto sprinkler heads. **NOTE:** Sprinkler systems built into storage racks do not require this clearance, but sufficient space should be maintained to allow the sprinkler head to cover the commodities stored on the shelves.

13.5.4. Ceiling fans should not be mounted closer than 36. inches from the fan blade tip to any smoke detector to allow proper operation of this device.

Chapter 14

EXIT & MEANS OF EGRESS

14.1. Policy

14.1.1. All fire exit doors must be unlocked, from the inside, when the building is occupied. Blocked doors require written approval from the Fire Prevention Section. A copy of the written approval must be maintained in the facility manager's facility folder. A sign, saying "NO EXIT" in six inches high and 3/4. of an inch wide letters, must be affixed to the door in a conspicuous location.

14.1.2. Stairways, hallways and escape tunnels shall not be used for storage purposes. Materials shall not be placed at the bottom of or under any stairway.

14.1.3. Self-closing exit doors must not be locked (from the inside), wedged or blocked in the open position.

14.1.4. Exits shall not be hidden by drapes, curtains or other decorative materials.

14.1.5. Fire exit doors, in occupancies where required, must be equipped with panic-type hardware as prescribed in NFPA 101, *Life Safety Code*. These doors shall not be padlocked, have sliding bolts, etc.

14.1.6. Exit doors must be mounted to open in the direction of exit travel.

14.1.7. The entire means of egress must be free of any obstructions which could hamper use as an egress component, which includes snow and ice removal.

14.1.8. No part of any exit or exit closure shall be used for any purpose that could interfere with occupant egress. Examples are storage, seating, lounging, advertisements, displays, etc.

14.1.9. All exits must be well marked and freely accessible. All exit lights and means of egress shall-be illuminated at all times.

14.1.10. For additional guidance please reference AFMAN 91-203, Section 25.4.4.9.

Chapter 15

BARBECUE (BBQ) & OPEN FLAMES

15.1. Policy

15.1.1. BBQ grills must be kept at least 15. feet from all buildings while they are in use. Grills will not be used under any awnings or overhangs that are connected to the building. Users are responsible for keeping flames in charcoal grills at a safe height. Propane Grills are allowed on balconies in military family housing; charcoal grills and smokers are not. No grill should ever be left unattended when in use.

15.1.2. Open fires, such as campfires, require written prior coordination and approval of the Fire Prevention Section. This does not apply to BBQ grills or camp stoves used by scouts with adult supervision. Commercial style home fire pits are authorized to be used, as long as the mesh cover is on it. Bonfires are strictly prohibited, unless written approval from the Fire Prevention Section.

15.1.3. Only lighter fluid will be used to start cooking fires. Fluids such as gasoline, kerosene or paint thinner are prohibited. Care must be taken not to use excessive amounts of lighter fluid.

15.1.4. Adequate measures must be taken when starting cooking fires to ensure all combustibles are moved to a sufficient distance so they cannot be ignited by the fire. Suitable extinguishing agents will be readily available to extinguish potential fires. **NOTE: Dumping of charcoal briquettes into any dumpster is strictly prohibited.**

15.1.5. Charcoal must be stored in a dry location. Wet charcoal often self-ignites during its process of drying by spontaneous heating. Wet charcoal must be kept in a metal container with a tight lid.

Chapter 16

HOUSEKEEPING

16.1. Policy

16.1.1. Good housekeeping for fire safety is the responsibility of all unit commanders and supervisors regardless of whether or not contract custodial services are provided.

16.1.2. Trash receptacles must be appropriate for the waste they contain and the likelihood of catching or spreading fire. For example, plastic receptacles are typically acceptable for ordinary office waste but inappropriate for shop rags or sawdust.

16.1.3. Storage is not permitted in attic, boiler, mechanical, or electrical rooms. Materials shall not be piled against buildings or in front of doors and exits.

16.1.4. Outdoor trash receptacles, including dumpsters, packing cases, cardboard compactors, etc., must be located 25 feet from any building and fire hydrant. They should also be kept clear of fire department access lanes.

16.1.5. Clean and dirty rags must be stored in separately marked metal containers with tight-fitting lids.

16.1.6. Sawdust and chips must be removed from all woodworking shops at the close of each work day. Under no circumstances will sawdust or sweeping compounds be used as an absorbent material for fuel, oils or other flammables.

16.1.7. Janitorial closets shall not be used as trash collection points. Closets must be kept clean and used for janitorial supplies only.

16.1.8. Dust and lint shall not be allowed to accumulate on electric motors, ventilation fans and vents. Ensure to clean lint traps regularly to reduce accumulation.

16.1.9. Care must be exercised when storing materials to assure clear/unobstructed access (including plants/shrubs/greenery) is maintained for fire-fighters and for rapid access to firefighting equipment, sprinkler control valves and heads, fuse boxes, alarm boxes, fire department connections, risers, drains and power switches.

Chapter 17

SMOKING & DISPOSAL OF SMOKING MATERIALS

17.1. Policy

17.1.1. The majority of fire incidents result from unsafe smoking practices. Fires of this type, particularly in dormitories and family housing, expose personnel to possible injury and death. Firm control measures are required to prevent this fire cause.

17.1.2. For issues concerning smoking consult, AFI 40-102, *Tobacco Free Living*.

17.1.3. "No Smoking" signs shall be prominently posted in all areas where fire, explosive or safety hazards exist.

17.1.4. Smoking in bed is prohibited.

17.1.5. Smoking is prohibited in aircraft maintenance facilities, flightline areas, weapons storage areas, and maintenance areas unless designated by the Fire Prevention Section, in coordination with the Maintenance Group Commander or equivalent, Airfield Manager and/or the functional manager.

17.1.6. Smoking materials must be disposed of in noncombustible receptacles provided for this purpose. Do not mix with other waste.

17.1.7. Supervisors are responsible for providing suitable noncombustible ashtrays in areas where smoking is authorized. Ashtrays must be emptied into receptacles provided for that purpose and not into waste baskets.

Chapter 18

VEHICLE OPERATIONS

18.1. Policy

18.1.1. Parking of vehicles, especially overnight parking of trucks and cars must be carefully regulated so access to all sides of buildings and fire hydrants is not hindered.

18.1.2. Gasoline and other types of fuel trucks, whether loaded or unloaded, must not enter hangars, nor be parked within 50 feet of hangars, paint shops, fuel storage systems or munitions storage areas, except for the time necessary to unload or load their cargo. Exceptions only with written permission from the Fire Prevention Section.

18.1.3. Parking is prohibited within ten feet of any building except where surface parking areas are available and parking is authorized.

18.1.4. Fire lanes shall not be blocked or obstructed by vehicles at any time.

18.1.5. Vehicle parking is prohibited within 15. feet of any fire hydrant.

18.1.6. Vehicles used in handling material in flammable liquid storage warehouses or hazardous locations must be equipped with a suitable flashback spark arrestor or have a spark test completed annually.

18.1.7. Owner/operators will not park motorized vehicles (fuel using, internal combustion type) inside any building not previously designated for parking.

18.1.8. Vehicles will not be parked in warehouses or hangars overnight, with the exception of electrically-operated vehicles and those authorized by the Fire Prevention Section.

18.1.9. Follow guidance in AFMAN 91-203. Section 24.14.11, Vehicle Operations.

Chapter 19

STORAGE OF FLAMMABLE & COMBUSTIBLE LIQUIDS

19.1. Policy

19.1.1. Dispensing, storage and use of flammable liquids will be IAW the requirements of AFMAN 91-203, 29. CFR1910.106, *Flammable Liquids*, and NFPA 30, *Flammable and Combustible Liquids Code*.

19.1.2. Authorized storage areas (i.e., chemical sites) for flammable and combustible liquids will be located not less than 50 feet from other structures, except as authorized by the base fire department.

19.1.3. Flammable storage cabinets shall not be located next to exit doors or physically obstruct a means of egress from the building or area. Additionally, cabinets may not be placed under stairways or near any other egress routes.

19.1.4. Rags and other combustible materials will not be stored inside flammable storage cabinets. Unopened shipping boxes or containers and protective packaging from the manufacturers that contain flammable liquids are permitted. However, once the box or container is opened it shall be discarded.

19.1.5. Flammable or combustible liquid containers found to be leaking will be moved to a safe location and the contents transferred to a serviceable container. Leaking containers will be disposed of properly. Contact the 86. CES Environmental Management Flight, Waste Disposal Section, at DSN 478-8404/8407. or 480-9318. for guidance on container disposal.

19.1.6. Gasoline or other flammable liquids will not be used for cleaning equipment parts, refinishing floors, desks or other furniture. Only nonflammable cleaners or solvents or water-based solvent detergents will be used.

19.1.7. Gravity discharge of any flammable or combustible liquid from tanks, drums or containers (other than UL listed safety cans) is prohibited within structures, unless the area used for dispensing is approved, designed and designated for indoor dispensing.

19.1.8. Flammable or combustible liquids will be drawn from or dispensed into tanks or containers within a building or non-dispensing designated area only with the drum in an upright position, using approved and listed manually-, pneumatically- or electrically-operated pumps.

19.1.9. It is not required to obtain written approval from the Fire Prevention Section for flammable storage lockers as long as all guidance from this instruction is followed.

MARK R. AUGUST
Brigadier General, USAF
Commander

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

29. CFR Part 1910.146, Permit-Required Confined Spaces
UFC 3-600-1, *Fire Protection Engineering for Facilities*
AFI 32-2001, *Fire and Emergency Services Program*
AFI 33-360, *Publications and Forms Management*
AFI 40-102, *Tobacco Use in the Air Force*
AFMAN 37-123, *Records Management*
AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*
AFPD 32-20, *Fire Emergency Services*
NFPA 10, *Standard for Portable Fire Extinguishers*
NFPA 13, *Standard for the Installation of Sprinkler Systems*
NFPA 30, *Flammable and Combustible Liquids Code*
NFPA 72, *National Fire Alarm Code*
NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*
NFPA 101, *Life Safety Code*
TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding (ATOS)*
Engineering Manual 385-1-1, *US Army Corp of Engineer Safety - Safety and Health Requirements*
DODD 5100.3, *Support of the Headquarters of Combatant and Subordinate Joint Commands*, November 19, 1999.
DODI 5025.01, *DOD Directives Program*, October 28, 2007
DOD 5200.1-R, *Information Security Program*, January 14, 1997
DOD 5400.7-R_AFMAN 33-302, *Freedom of Information Act Program*, 21. October 2011.
AFPD 33-3, *Information Management*, 8. September 2011.
AFI 33-360, *Publications and Forms Management*, 12. February 2003
AFMAN 33-363, *Management of Records*, 1. November 1999.

Terms

DoD Component—USAF, USA, USN, USMC and the Defense Logistics Agency

NFPA—National Fire Protection Association: A national organization that publishes national consensus standards, known as national fire codes.

Senior Fire Official—consists of the following positions: Fire Chief, Deputy Fire Chief, Assistant Chief of Operations, Assistant Chief of Training, Assistant Chief of Prevention, and Assistant Chief of Health & Safety