

**BY ORDER OF THE COMMANDER
SPACE BASE DELTA ONE**

**SPACE BASE DELTA ONE
INSTRUCTION 32-2001**



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Civil Engineering

FIRE AND EMERGENCY SERVICES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Department of the Air Force Instruction 32-2001, *Fire and Emergency Services Program*. This instruction applies to all personnel and activities occupying or utilizing property on Peterson AFB and Cheyenne Mountain SFS, including tenant units, vendors, concessionaires, contractors, and their employees. Should any existing contract requirement or statement of work conflict with the guidance contained in this instruction, a request to modify that provision to comply with this instruction be forwarded to the Contracting Officer for inclusion in the next modification accomplished on the contract. Failure to observe the prohibitions and mandatory provisions in **paragraph 3.2** of this publication or noncompliance may result in a violation of Article 92 of UCMJ. Civilian and Contractor personnel who violate the punitive publications may also be subject to disciplinary action. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governments Program*, and disposed of in accordance with the *Air Force Records Disposition Schedule* (RDS). This publication may not be supplemented. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority or, alternately, to the Publication OPR for non-tiered compliance items. See DAFMAN90-161, Table 1.1, for a description of the authorities associated with the Tier numbers.

SUMMARY OF CHANGES

This instruction has been substantially revised and needs to be completely reviewed. A major change includes identifying the associated unit compliance requirements as specified under paragraph 4.16.1 and the authorities to waive unit level requirements in this publication is identified with tier “T-3”.

1. Overview. The objective of the Fire Prevention Program is to prevent fires, facilitate early intervention at fires that do occur, and ensure the safety of exposed personnel during fires. The direction establishes and assigns fire prevention and fire protection engineering standards, procedures, and responsibilities at Peterson Space Force Base (SFB) and Cheyenne Mountain Space Force Station (SFS). It provides guidance to assist commanders in protecting courtesy copy property and personnel under their control. This requires commanders' support at all levels and the active participation of all personnel.

2. Authority:

2.1. Base Fire Marshal. The Base Civil Engineer is designated as the Base Fire Marshal and serves as an advisor to the SBD-1/CC on fire matters for both Peterson SFB and Cheyenne Mountain SFS. The Base Fire Marshal is the Authority Having Jurisdiction (AHJ) and is authorized to direct stoppage of operations or processes considered a fire or explosive hazard.

2.2. Installation Fire Chief. The Installation Fire Chief (IFC) is the fire protection flight chief responsible to the Base Fire Marshal for establishing and managing effective fire protection and prevention programs. The IFC is the Authority Having Jurisdiction (AHJ) on all fire-related issues. The IFC develops and administers the installations fire prevention and protection programs.

2.2.1. The IFC or Senior Fire Official (SFO) has full authority over all fire suppression and rescue operations.

2.2.2. The Incident Commander (IC) may establish priorities based on prevailing conditions; however, no one outside the fire protection organization shall give orders or interfere with the IFC or firefighters during fire suppression or rescue operations.

3. Responsibilities:

3.1. Functional Managers. Organizational Commanders or Directors are responsible for overall fire safety within their unit.

3.1.1. Appoints a Facility Manager (FM) and alternate for each building, facility, or area within a facility under their jurisdiction.

3.1.2. Conduct annual reviews of the fire safety programs.

3.1.3. Ensure all newly assigned personnel, military, civilian, and contractors receive unit fire prevention and fire extinguisher training, if applicable, within 30 days of assignment and annually thereafter.

3.1.4. Develop an emergency action plan for each facility under their jurisdiction for personnel to follow when a fire is discovered. Instruction is required to cover fire reporting, personnel evacuation, first-aid firefighting using fire extinguishers, closing doors, etc. *Note:* Depending on the type of activity, instructions also include such items as emergency removal of aircraft from hangars, protection of high-value and critical items, fuel handling procedures, and the safe handling of classified material during mission transfer.

3.1.5. Initiate action against personnel who willfully damage or tamper with fire protection systems and devices, initiate false reports (telephonic or electronic), or fail to comply with the fire prevention policies or practices through misconduct, disregard for fire directives, or negligence.

3.1.6. Ensure suspense dates are met with corrective actions documented on the AF Form 1487, *Fire Prevention Visit Report*.

3.2. Facility Managers. Facility Managers are responsible to the unit commander for the fire-safe conditions of the facilities under their control. Inspect and document monthly fire extinguisher inspections for all facilities.

3.2.1. Ensure exit and emergency lights are inspected monthly to ensure proper operating condition for no less than 30 seconds, and documentation of these inspections is in the facility fire prevention folder.

3.2.2. Submit a work request via NexGen or equivalent with 21 CES or 21 CES/OL-CM Customer Service for corrective action.

3.2.3. Ensure access to facilities and secure areas for fire prevention personnel to perform scheduled inspections.

3.2.4. Attend scheduled Facility Manager Training conducted by the 21 CES or 21 CES/OL-CM and the Fire Prevention Office to ensure an efficient fire prevention program is in place.

3.2.5. Direct personnel during emergency evacuations and take accountability for all personnel informing the fire department immediately upon arrival of missing or unaccounted personnel. Ensure personnel only reenter the facility with the approval of the Senior Fire Official.

3.2.6. Enforce compliance with Designated Tobacco Areas IAW AFI 48-104, *Tobacco Free Living*, and ensure that noncombustible receptacles are emptied regularly.

3.2.7. Notify Fire and Emergency Services when keys are changed so they may be added to the facility Knox Box.

3.2.8. Conduct briefings, as required, to ensure all personnel within their facility are familiar with the facility fire prevention emergency action plan, extinguisher locations, use, evacuation procedures, etc.

4. Fire and Emergency Reporting and Evacuation Procedures.

4.1. On-Base Reporting. The primary means of reporting a fire or emergency from any phone, including housing and cell phones, is by dialing 911 and identifying the facility by building number, not facility name. **NOTE:** Personnel using cell phones to report emergencies should advise the dispatcher of the location of the emergency by facility number or nearest intersection as well as the installation, i.e., Peterson SFB, CMSFS, etc. This will ensure that the appropriate Emergency Responders are dispatched to the emergency.

4.1.1. Installed fire alarm systems in buildings alert the Consolidated Emergency Control Center (CECC), but occupants should call 911 to ensure notification and provide any additional pertinent information.

4.1.2. Individuals discovering a fire or evidence of a fire, regardless of how minor or whether it has been extinguished, must report it. **NOTE:** When a fire is discovered, the primary objective is to begin evacuation by initiating the fire alarm system and notifying the Fire Department via 911.

4.2. False Alarms. Willful misconduct or negligence involving fire prevention policies, reporting, or causing a false alarm to be transmitted, tampering with, or misusing of fire protection systems or devices, are subject to punishment under the Uniform Code of Military Justice. Civilian employees, contractors, etc., are subject to legal action under applicable federal and state laws.

4.3. Fire Exit Drills. Fire exit drills are required to be conducted in all facilities in intervals outlined in **Table 1**. They are the responsibility of the Facility Manager to conduct and track, ensuring that they encompass the entire facility. These drills must be coordinated when more than one unit occupies one facility. In some facilities, such as places of public assembly, i.e. theater, club, etc., special training is required for employees only, and practice drills are required separately from fire exit drills. Workplace-specific training is available from the Fire Prevention Office.

Table 1. Fire Evacuation Drill Schedules.

Occupancy	Frequency	Notes
Day Care Centers/Youth Centers	Monthly while in session	May be deferred one month due to inclement weather.
All Facilities to include CMSFS Mass Evacuation Drill	Annually	All personnel are required to Participate.
NOTE: The Installation Fire Chief or designated representative can, in the interest of life safety, conduct fire evacuation drills in any facility or area at his or her discretion.		

5. Yielding to Emergency Vehicles/Restricted Parking.

5.1. Yielding. All emergency response vehicles responding to an emergency have the right-of-way over all other traffic. Upon hearing or observing approaching emergency vehicles with warning lights and sirens, traffic shall immediately clear all intersections, move as far as possible to the right, come to a complete stop, and remain stopped until all visible responding emergency vehicles have passed.

5.2. Following. Do not stay within 500 feet of the responding emergency.

5.3. Passing. Vehicles shall not pass stationary emergency response vehicles with warning lights operating and proceed past a fire scene unless directed to do so by Security Forces or Fire Department personnel.

5.4. Parking in a designated Fire Lane is prohibited.

6. General Fire Prevention Practices.

6.1. Extension Cords. Extension cords shall not be used as a substitute for permanent wiring.

6.1.1. Cords cannot be attached to structures, run through doors, doorways, windows, holes in walls, ceilings, etc.

6.1.2. Do not place under rugs, carpets, or other items that conceal damage and insulate conductors that may cause wires to overheat.

6.1.3. Need to be in serviceable condition and approved by a recognized testing agency or laboratory.

6.1.4. Frayed, deteriorated, spliced, or degraded cords shall not be used.

6.1.5. Multi-outlet assemblies require a built-in surge protector. **NOTE:** Using surge protectors and extension cords in combination (daisy-chaining) is prohibited.

6.2. Mechanical Rooms. Mechanical rooms, including communication rooms, are not used to store items other than those necessary for the function of installed equipment and are not to be utilized for general storage.

6.3. Flammable Liquids. All flammable liquids need to be stored in approved flammable storage cabinets or lockers unless the facility is specifically designed for flammable liquids storage.

6.3.1. Flammable storage cabinets in places of public assembly cannot be located in areas readily accessible by the general public nor near primary escape routes designed for occupant egress.

6.3.2. Keep flammables in approved safety containers when in storage and dispensed only in areas where adequate ventilation is available.

6.3.3. Gas-powered equipment, such as lawnmowers, motorcycles, etc., should only be stored in a building if the building is designated as a garage or authorized vehicle storage area. Do not refuel gas-powered engines while hot or inside a facility.

6.3.4. Equipped vats containing flammable or combustible solvents used for cleaning purposes be equipped with a fusible link and self-closing lid.

6.3.5. Do not pour flammable or combustible liquids into any utility hole, sewer, drainage ditch, or any other location that could result in increased potential for fire or pollution of the environment.

6.3.6. Do not perform maintenance on gasoline trucks, storage devices, facilities, or tanks until drained, vented, and properly purged of flammable vapors. After purging, only work once an explosive test is performed and the Confined Space Entry Team, Bioenvironmental, Safety, and the Fire Department issue a permit.

6.4. Welding, Cutting, and Brazing. Welding, cutting, and brazing will only be accomplished once a valid AF Form 592, *USAF Welding, Cutting, and Brazing Permit*, has been issued. Fire and Emergency Services issues welding, cutting, and brazing permits following an inspection of the area where the operation is to take place. In certain circumstances, the permit may be issued for an extended period, generally at most 30 days. Certifications are valid for one year from the date of issue, and training is provided by appointment. It can be scheduled by contacting fire prevention at PSFB at 556-4242 or 556-7774 and CMSFS at 474-3095 or 474-3355 before operations. Permits are not required for authorized welding shops, and shop supervisors must establish operating instructions for welding, cutting, and open flame work.

6.5. Open Flame or Fires: No open fires, such as campfires, bonfires, trash fires, or vegetation fires (regardless of size), are authorized on Peterson SFB or Cheyenne Mountain SFS.

6.6. General Storage Practices. Storage of items must be a minimum of 18 inches clearance between ceilings, lights, smoke or fire detection devices or appliances, circuit panels, and fire sprinkler heads.

6.6.1. Combustible materials, supplies, gas-powered equipment, flammable liquids, etc., are not stored in Heating, Ventilation, Air Conditioning (HVAC), mechanical, electrical, or boiler rooms, nor in attics or under stairs unless specifically designed for that purpose.

6.7. Candles and Other Types of Flame-Producing Devices. The use of open flame devices, such as candles, liquid or solid fuel burners, incense, etc., is prohibited in all base facilities, including dormitories and Temporary Lodging Facilities (unless specifically approved by the Fire Prevention Office in advance).

6.8. Fireworks. Fireworks are forbidden on Peterson SFB and Cheyenne Mountain SFS to include the housing area.

6.9. Barbeque Grills. Grills will not be used inside, within 10 feet of any facility, or inside the fenced area of the flight-line.

6.9.1. Thoroughly extinguish charcoal with water before disposal.

6.9.2. Gas grills are not to be stored inside facilities.

6.10. Cooking in Air Force Facilities. As a general practice, cooking is prohibited in all buildings except those areas specifically designated for kitchen use and shall be supervised at all times. **EXCEPTION:** Coffee makers and microwave ovens are authorized for use.

6.10.1. Toasters may only be operated in a designated break room or kitchen.

6.10.2. Coffee makers and microwaves shall be used IAW DAFMAN 91-203.

6.10.3. The use of any type of hot plate, microwave convection oven, or noncommercial deep fat fryers is strictly prohibited. Turkey fryers or similar open-flame cooking appliances shall not be operated indoors, on combustible decking, or within 10 feet of any structure.

6.11. Fire Hydrants. Fire hydrants are tested, maintained, and serviced by 21 CES/CEO or 21 CES/OL-CM/CEO.

6.11.1. When fire hydrants are out-of-service, 21 CES/CEO or 21 CES/OL-CM/CEO will identify equipment with a metal or plastic placard no smaller than 12 inches in diameter with weatherproof white letters on a red background reading "OUT-OF-SERVICE." **NOTE:** Out-of-service conditions include water outages that cause fire hydrants to become non-operational.

6.11.2. When fire hydrants are placed in or out of service, the CECC is notified immediately at 556-7354 or 474-3100.

6.11.3. The use of fire hydrants for other than fire protection purposes is required to be coordinated with Peterson Fire Prevention Office at 556-7774 or 556-4242. Cheyenne Mountain Fire Prevention Office at 474-3095 or 474-3355.

6.12. Fire Extinguishers. Fire extinguishers are placed in specific locations as required by national consensus standards. Building occupants or users will only relocate extinguishers with prior coordination with the Peterson Fire Prevention Office at 556-6574 or the Cheyenne Mountain Fire Prevention Office at 474-3355.

6.12.1. Once installed, fire extinguishers become the responsibility of the unit to which they are assigned. These responsibilities include, but are not limited to:

- 6.12.1.1. Performing visual inspections of extinguishers monthly and documenting on the extinguisher tag.
 - 6.12.1.2. Confirming extinguishers are visible and accessible for use at all times.
 - 6.12.1.3. Ensure extinguishers requiring maintenance, servicing, or those damaged or discharged are reported to the appropriate Fire Prevention Office. Peterson Fire Prevention Office at 556-7774 or 556-4242. Cheyenne Mountain Fire Prevention Office at 474-3095 or 474-3355.
- 6.13. Decorations and Furnishings. All unique event decorations and furnishings shall be noncombustible, fire retardant, or treated with a fire retardant. Decorations, including curtains, drapes, etc., may not obstruct or hang from installed fire protection devices and not block or otherwise obstruct egress routes or exits.
- 6.13.1. Holiday tree lighting and wiring must bear the UL seal of approval and be in good condition.
 - 6.13.2. Outdoor lighting and extension cords used for that purpose must be weatherproof and specifically designed for outdoor use.
 - 6.13.3. Live holiday trees are not permitted in base facilities, except for the privatized housing area. Fire and Emergency Services may issue permits for the Base Chapel.
 - 6.13.3.1. Use of artificial trees is required to be certified as flame retardant by the manufacturer and be kept away from heated sources, and not obstruct egress routes or exits.
 - 6.13.4. Unplug powered/lighted decorations when the facility or room is unoccupied.
 - 6.13.5. Combustible decorations, i.e., fishnets, parachutes, sheets, carpeting, curtains, camo netting, etc., are not utilized on ceilings or walls.
- 6.14. Occupant Load. The Fire Prevention Office provides maximum occupant load information for any facility upon request.
- 6.14.1. In places of Public Assembly, the occupant load signage is displayed near the exit of each room/area and is enforced by the facility manager.
 - 6.14.2. If it is anticipated that the occupant load exceeds the maximum occupant load for a special event, obtain written approval from the Fire Chief before the event.
 - 6.14.2.1. The approval request needs to include a floor plan (single line drawing) which consists of the room's layout for the event and assignments of qualified Crowd Managers at levels outlined in National Fire Protection Association (NFPA) 101.
- 6.15. Exit and Exit Access. Exit doors in facilities shall remain unobstructed and unlocked at all times while the facility is occupied. **NOTE:** Do not set draperies, decorations, or placards on exit signs or doors.
- 6.15.1. Keep exits and entryways free of snow and ice accumulation.

6.15.2. All emergency exit doors in places of public assembly and other facilities, as outlined in NFPA 101, shall be equipped with panic hardware. **NOTE:** No lock, padlock, hasp, bar, chain, or other devices are installed or maintained on any exit door equipped with panic hardware.

6.15.3. Keep panic hardware in good operating condition. **NOTE:** The force required to open any door fully cannot exceed 30 pounds.

6.15.4. Keep fire-rated doors closed at all times except those equipped with magnetic releases.

6.15.5. No doorstops or other non-approved devices are installed on fire-rated doors.

6.16. Aircraft Hangars.

6.16.1. Units involved with aircraft will develop contingency plans that address containing fires on and around aircraft and removal of aircraft. **(T-3)**

6.16.2. Do not place gasoline engine-powered maintenance equipment in hangars, nose docks, corrosion control, or fuel cell repair facilities at any time IAW (National Fire Protection Association (NFPA) 30, *Flammable and Combustible Liquids Code*).

6.16.3. Establish fire lanes in front of hangars and shop areas and keep them clear at all times. **NOTE:** Lanes need to be a minimum of 20 feet wide.

6.16.4. Vehicles or equipment without approved spark arrestors are not operated inside high-hazard buildings such as hangars, etc.

6.17. Housekeeping.

6.17.1. Steel wool and rags, clean or soiled, are stored in separate metal containers with self-closing lids when not in use and be appropriately labeled as to their contents.

6.17.2. Do not allow rubbish and paper to accumulate inside or outside facilities.

6.17.3. Facilities such as carpenter shops and metal shops that are subject to excessive dust accumulation are regularly cleaned from ceiling to floor to reduce the possibility of dust explosions.

6.17.4. Report holes in walls to the Civil Engineer Squadron service desk for repair to maintain the fire-resistant integrity of the wall.

6.17.5. Combustible material must have a minimum clearance of at least six inches from steam pipes.

6.17.6. Janitorial supplies and equipment rooms are to be kept in order at all times. Hang all mops to prevent the head from resting on the floor.

6.18. Storage of Propane Cylinders: Comply with NFPA 58, *Liquefied Petroleum Gas Code*.

6.18.1. Outside storage of cylinders awaiting use (including barbecues) must be located at least 20 feet from any doorway or opening of a building.

6.18.1.1. Do not store cylinders larger than 1 lb. (small cylinder used for camping or soldering) indoors.

- 6.18.1.2. Do not store small cylinders near exits, stairways, or areas intended for egress use.
- 6.18.2. Protect cylinders with either an enclosure or a lockable ventilated metal locker or rack that prevents tampering with valves and pilferage of the cylinder.
- 6.18.3. Protection against vehicle impact will be provided by good engineering practice where vehicle traffic normally is expected at the location.
- 6.18.4. Storage locations will be provided with a 20-lb B:C rated portable fire extinguisher and be mounted within 30 feet of the storage area in accordance with NFPA 10, *Portable Fire Extinguisher Standard*.
- 6.18.5. Cylinders in storage are situated or placed to minimize exposure to excessive temperature rise (+125°F), physical damage, or tampering.
- 6.18.6. Cylinders in storage must be positioned so that the pressure relief valve is in direct communication with the vapor space of the cylinder.
- 6.18.7. It is not permissible to store propane gas cylinders, or any other compressed gas cylinders, with flammable or combustible liquids, within 20 feet of flammable materials.
- 6.18.8. For further information regarding the safe storage and handling of compressed gas cylinders, see Occupational Safety and Health Administration (OSHA) [29CFR 1910.101(b)] and Compressed Gas Association (CGA) Pamphlet P-1-1965, *Safe Handling of Compressed Gases*.

7. Peterson Privatized Housing and Temporary Lodging Facilities.

- 7.1. Family Sponsors. Residents are responsible for fire prevention in their homes and will ensure that dependents are familiar with the fire prevention instructions outlined in this publication.
- 7.2. Flammable Liquids. Gasoline and other flammable or combustible liquids may be stored in the shed or garage, not in the house.
 - 7.2.1. Storage of gasoline is limited to five gallons and be stored in an approved UL or Factory of Mutual (FM) safety container.
- 7.3. Combustible Storage. Storage is required to be at least 36 inches from the furnace, water heater, and other heat-producing devices.
- 7.4. Smoke and Carbon Monoxide Detectors. Detectors are inspected and tested at least monthly by the occupant. **NOTE:** If the detector has batteries, replace them at least annually.
- 7.5. Cooking Safety. Cooking appliances are never left unattended when in use. Lids are to be readily available to control grease fires when cooking. **NOTE:** Do not attempt to remove a burning pan from the stove. Place a lid on the pan, turn off the heat, then call the Fire and Emergency Services at 911.
- 7.6. Special Needs Family Members. The resident must notify Fire and Emergency Services (556-7354) (474-3095) of any family members who may require assistance or special needs when exiting the quarters during an emergency. The resident must notify Fire and Emergency Services immediately upon initial move-in and again upon moving out of the home.

7.7. Outside Open Flame Appliances. Outside open flame devices such as a Chiminea, wood-burning stoves, etc., may be used, provided the device contains a spark-arresting device. **NOTE:** These appliances must be positioned at least 10 feet from any structure, including housing, and away from combustible items. During high fire danger periods, residents discontinue the use of these appliances. **NOTE:** All personnel on Peterson SFB and Cheyenne Mountain SFS will adhere to fire restrictions implemented within El Paso County.

8. Dormitories. The following are specific requirements for dorms in addition to the general requirements in this document:

8.1. Cooking Appliances. Cooking appliances in the dorm room are limited to coffee makers and microwave ovens. **EXCEPTION:** Toasters may be used in the kitchen area only.

8.2. Decorations. Combustible materials, such as parachutes, canopies, etc., may not be hung from the ceiling or walls.

8.3. Extension Cords. Refer to [paragraph 4.1](#) of this instruction, Extension Cords.

8.4. Personal Appliances. Appliances with heating elements, such as clothes irons and hairdryers, are not left unattended, and ensure the unit is disconnected from electrical outlets when not in use.

KENNETH KLOCK, Colonel, USSF
Commander, Space Base Delta 1

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

DAFI32-2001, *Fire and Emergency Services (FES) Program*, 28 Sep 2018

AFI 33-322, *Records Management and Information Governments Program*, 27 July 2021

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

National Fire Protection Association (NFPA) 30, *Flammable and Combustible Liquids Code*

NFPA 58, *Liquefied Petroleum Gas Code*

Occupational Safety and Health Administration (OSHA) [29CFR 1910.101(b)], 7 March, 1996

Compressed Gas Association (CGA) Pamphlet P-1-1965, *Safe Handling of Compressed Gases*, 23 May, 2008

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

NFPA 10, *Standard for Portable Fire Extinguishers*

Prescribed Form

None

Adopted Form

AF 55, *Employee Safety and Health Record*

AF Form 332, *Base Civil Engineer Work Request*

AF 1487, *Fire Prevention Visit Report*

AF 592, *USAF Welding, Cutting, and Brazing Permit*

Abbreviations and Acronyms

LSC—Life Safety Code

NFPA—National Fire Protection Association

UL—Underwriters Laboratory

CECC—Consolidated Emergency Control Center