

**BY ORDER OF THE COMMANDER
THULE AIR BASE**

**THULE AIR BASE INSTRUCTION
32-2001**



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Civil Engineering

**FIRE AND EMERGENCY
SERVICES PROGRAM**

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This publication implements and extends the guidance of Air Force Instruction (AFI) 32-2001, The Fire and Emergency Services Program; DoD Instruction (DoDI) 6055.06, DoD Fire and Emergency Services (F&ES) Program; and National Fire Protection Association (NFPA) standards. It establishes and describes specific fire safety practices for conducting on and off- base activities in the Thule Air Base Defense Area. Requirements in this publication are mandatory, unless indicated otherwise and applies to military, civilian, personnel assigned and attached to and visitors of Thule Air Base (TAB), Greenland. All personnel are responsible for the actions of their families and guests while visiting TAB. Send requests for waivers to this regulation to the fire chief. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, Records Management and Information Governance Program and are disposed of in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This rewrite of THULEABI 32-200, *Fire and Emergency Service Program*, has been revised and needs to be completely reviewed. Major changes include: Authority; Responsibilities; Guidance Updates; Acronym updates; Base Maintenance Contract; Performance Work Statement; Portable Space Heater Guidance.

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1. Overview. The objective of the installation Fire Prevention Program is to eliminate the potential causes of fire and reduce loss of life, injuries, and property damage and to protect the environment should fire occur. Accomplishing these objectives is vital if the mission is to continue without delay due to fire. To reach these objectives, it is necessary to reduce unsafe practices and conditions. This is done through the education of all personnel, command support at all levels, and enforcement of safe practices. Therefore, fire prevention and fire safety will not be compromised for reasons of expediency or economy.

2. Authority.

2.1. Base Fire Marshal. The senior Civil Engineer officer is the officer designated as the Base Fire Marshal and serves as an advisor to the 821 ABG/CC on fire matters. The Base Fire Marshal is the Authority Having Jurisdiction (AHJ) and is authorized to direct stoppage of operations or processes considered to be a fire or explosive hazard.

2.2. Installation Fire Chief. The Installation Fire Chief (IFC) is the fire protection flight chief and is responsible to the Base Fire Marshal for establishing and managing effective fire protection and prevention programs. Through the Assistant Fire Chief of Fire Prevention, the IFC develops and administers the installation fire prevention program.

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 in the performance of fire suppression or rescue operations.

3. Responsibilities.

3.1. **Functional Managers.** The functional manager is the commander or senior operating official at any level that exercises managerial control of an activity or operation. Functional managers are responsible for administering the fire prevention program within their functional area and for initiating corrective action on fire hazards and fire deficiencies. In addition, functional managers are responsible for notifying the Base Maintenance Contract (BMC) office in writing of changes in facility managers and telephone numbers of facility managers and their alternates.

3.2. **Unit Commander/Supervisors.** Unit Commander/Supervisors are responsible at all levels for ensuring sound fire prevention procedures are established and practiced in each activity or facility under their jurisdiction. They shall enforce this instruction as it pertains to the buildings, areas, and property under their control. They will:

3.2.1. Ensure all personnel are knowledgeable of required fire/emergency reporting procedures, use of fire extinguishers, and fire prevention practices.

3.2.2. Ensure fire prevention inspections and practices in facilities, rooms, or areas, which are under continuous lock and key, are the responsibility of the individual supervisor maintaining that secured area. Additionally, it is their responsibility to arrange/provide access to these facilities for the Fire Department to perform scheduled fire prevention visits.

3.2.3. Conduct periodic reviews of the fire safety programs.

3.2.4. Review for completeness the corrective actions required and the corrective actions taken on an AF Form 1487, Fire Prevention Visit Report. The Base Civil Engineer (BCE) must sign and date the reverse side of the form.

3.2.5. Initiate appropriate administrative or disciplinary 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.

3.3. Facility Managers:

3.3.1. Each facility manager as designated in AFI 32-9005, *Real Property Accountability and Reporting*, is responsible to the unit commander for the fire safe condition of all facilities under their jurisdiction. The facility manager or designated alternate shall accompany the Fire Prevention Inspector during the fire prevention visit and take immediate corrective action on fire hazards or discrepancies found during the inspection.

3.3.2. In addition to escorting the Fire Prevention Inspector during inspections, facility managers shall accomplish those fire prevention duties as outlined elsewhere in this instruction and as outlined in the Facility Managers Guide provided by the BMC.

3.3.3. The facility manager shall check all fire extinguishers, standpipes, fire doors, exits, exit lights, and emergency lights to ensure proper operation/conditions. Report all discrepancies to Service Call, ext. 2111, for corrective action. Discrepancies involving fire extinguishers shall be reported to the Fire Prevention Section, ext. 3158.

3.3.4. The facility manager shall ensure the fire/emergency reporting number 911 is affixed to every telephone.

3.3.5. The facility manager shall ensure all personnel are knowledgeable of fire/emergency reporting, to ensure all personnel within their facility are familiar with the facility fire prevention operating instruction, extinguisher locations and use, evacuation procedures, etc.

3.3.6. The facility manager shall inspect all designated smoking areas to ensure proper receptacles are provided for the disposal of smoking materials.

3.3.7. The facility manager shall ensure a closing or end of shift inspection at the end of each workday or activity to ensure the facility or area is left in a fire safe manner.

3.4. **Civil Engineering (BMC).** BMC shall establish procedures to ensure the Fire Prevention Section is notified of all pre-construction or pre-performance conferences. A fire protection representative must attend these conferences to coordinate fire prevention requirements with contractors.

3.5. **Concessionaires.** Concessionaires are responsible for fire prevention in their work areas and shall comply with this instruction as it pertains to them.

3.6. **Contractor Operations.** Employees of private contractors performing work under government contracts shall comply with this instruction.

4. Fire Prevention Visit Process.

4.1. **Fire Prevention.** The Fire Prevention Section is the agency that manages, enforces, and executes the fire prevention program. The Fire Prevention Inspector(s) shall conduct a quality inspection that shall contribute to the fire safety of the unit being inspected in addition to gaining the desired results for the fire protection organization.

4.1.1. All facilities are inspected for fire safety annually or after renovation and/or alteration. Public assembly buildings are inspected semiannually.

4.1.2. Walk-through visits shall be conducted on a no-notice basis when increased activity or the nature of special work or functions dictates it. These visits shall include periods of evening operations. Follow-up inspections on previously identified fire hazards and deficiencies shall be carried out in this manner.

4.1.3. The facility manager or designated alternate shall accompany the Fire Prevention Inspector on all visits.

4.1.4. Fire hazards noted during the inspection will be corrected on the spot if possible. If the fire hazard or condition poses an imminent danger, prompt action shall be taken to eliminate or reduce the danger. When the hazard involves an operation or process that must be stopped and action is not taken to do so, the IFC, Fire Marshal, Fire Contracting Officer's Representative (COR), Safety Officer and/or the functional manager concerned shall be notified to observe and resolve the hazardous condition. If the problem cannot be resolved, the 821 ABG/CC shall be notified.

4.1.5. The AF Form 1487, *Fire Prevention Visit Report*, is annotated to show any fire hazard or deficiency found. The Fire Inspector shall provide the facility manager the original copy of the AF Form 1487 and brief them on the hazards noted with recommendations for corrective actions. The facility manager must indicate the actions taken on the reverse side of the form, have the functional manager sign and date, and return the form to the Fire Prevention Section within the specified time.

4.1.6. Any AF Form 1487 identifying hazards or deficiencies that require submission of an AF Form 332, *BCE Work Request*, to BMC for corrective action shall show full justification with references.

4.1.7. The facility/functional manager shall start immediate corrective actions for the identified hazards and/or Fire Safety Deficiency (FSD) as described using AF Form 4437, *Deliberate Risk Management Worksheet*.

5. Fire/Emergency Reporting Procedures.

5.1. **Immediate Reporting.** Immediate and accurate reporting of a fire or emergency is essential to minimize fire vehicle response time. Any person discovering a fire or potential fire or emergency situation must report it immediately to the Fire Department. This includes any fire whether it has burned itself out or been extinguished without the aid of the Fire Department.

5.2. **Fire/Emergency Reporting Telephone Numbers.** Report all fires or emergencies to the Fire Department by dialing 911 from any of the base extension telephones.

5.3. Fire/Emergency Evacuation Procedures:

5.3.1. Sound the alarm, both mechanically and verbally. In buildings equipped with fire alarm systems, activate the nearest fire alarm pull station.

5.3.2. Call the Fire Department. When reporting a fire or emergency, give your name and telephone number, location/address of the emergency, and type of fire or emergency. Remain on the telephone. DO NOT HANG UP until released by the Alarm Room Operator (ARO).

5.3.3. Ensure all personnel are evacuated from the facility and assembled at a designated area at least 50 feet from the facility and ensure accountability of all personnel. See [Attachment 2](#) for actions to take during storm conditions CHARLIE and DELTA. If personnel are unaccounted for, inform the first arriving unit from the Fire Department.

5.3.4. Extinguish the fire if possible, using fire extinguishers or hose stations on fires that have just started or are small in size. If the fire is uncontrollable, abandon firefighting efforts and evacuate the building. Do not become trapped, always maintain a clear egress path to safety.

5.3.5. Designate at least one individual outside of the building to direct the Fire Department to the location of the fire or emergency.

5.4. **False Fire Reporting.** Any person(s) involved in malicious and/or deliberate transmission of false information pertaining to a fire or emergency including falsely initiating a fire department response shall be handed over to the 821st Security Forces Squadron (SFS) or the Danish Police Inspector (DPI). This includes tampering with fire reporting equipment and devices; e.g. covering smoke and heat detection equipment etc.

6. Yielding to Emergency Vehicles/Restricted Parking.

6.1. **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 siren in operation, 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.

6.2. **Following.** Do not follow behind responding emergency vehicles closer than 500 feet.

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

6.4. Parking in a designated Fire Lane is prohibited.

7. Fire Hydrants.

7.1. **Fire Hydrants.** Fire hydrants shall not be used by any person other than the Fire Department, except when the IFC or a designated representative grants permission.

7.2. **Access to Fire Hydrants.** Access to fire hydrants, post indicator valves, and sprinkler system connections shall be maintained by a clearance of at least 15 feet. Parking vehicles or equipment within 15 feet of a fire hydrant is prohibited.

7.3. **Obstruction of Fire Hydrants.** Items such as signs, fences, or any other obstacles shall not obstruct or conceal a fire hydrant, post indicator valve, or fire department connection. Tampering With Fire Hydrants. Tampering with fire hydrants, such as removing caps or unauthorized use is strictly prohibited.

7.4. **Tampering With Fire Hydrants.** Tampering with fire hydrants, such as removing caps or unauthorized use is strictly prohibited.

7.5. **Maintenance of Water Mains and Fire Hydrants.** Water mains and fire hydrants shall not be shut off, nor shall any maintenance be performed that could interfere with the water supply without prior notification of the Fire Department (at least 24 hours notice). Exception to this will be only when emergency work to repair these systems is required.

7.6. **Notification of defective Fire Hydrants.** The Civil Engineering (CE) maintenance shop shall notify the Fire Department of proposed water curtailments that affect fire hydrants. The maintenance shop shall also identify inactive/defective fire hydrants by placing the appropriate "OUT OF SERVICE" sign on the hydrant.

8. Fire Extinguishers.

8.1. **Fire Extinguishers.** Fire prevention personnel shall determine the type, number, distribution and placement of portable fire extinguishers as in National Fire Protection Association (NFPA) 10, *Standard for Portable Fire Extinguishers*.

8.2. **Purchasing.** The Fire Department is responsible for purchasing portable fire extinguishers, and shall maintain and re-service fire extinguishers in all Air Force buildings.

8.3. **Used Fire Extinguishers.** Fire extinguishers that have been used to extinguish a fire, accidentally discharged, having broken seals, missing pins or have become inoperative, are to be delivered by the using organization to the Fire Department Extinguisher Maintenance Shop, Building 628, for re-servicing, repair or replacement. The facility manager shall ensure a replacement fire extinguisher is placed in the location of the unserviceable extinguisher until the unserviceable extinguisher has been repaired or replaced.

8.4. **Blocking of Fire Extinguishers.** Fire extinguishers shall not be blocked from immediate use or obscured from sight. Signs marking the location of the extinguisher shall be posted when the extinguisher cannot be seen clearly.

8.5. **Mounting.** Fire extinguishers shall be permanently mounted to walls using an approved bracket or in recessed/semi-recessed fire extinguisher cabinets. No fire extinguisher shall be repositioned to another location without the approval from the Fire Prevention Section.

8.6. **Proper Use.** Fire extinguishers shall not be used for any purpose other than extinguishing fires. Appropriate action shall be initiated against personnel willfully misusing fire extinguishers.

8.7. **Visual Inspections.** Fire extinguishers and installed fire suppression systems shall be visually inspected monthly and documented in facility folder or electronically by the facility manager, or designated representative.

8.8. **Flightline Fire Extinguishers.** The number and type of wheel-mounted flightline fire extinguishers authorized for TAB are established in Allowance Source Code (ASC) 490. Once issued to the Fire Department, these extinguishers are assigned to the individual organizations having a valid need for them.

8.9. **Responsibility.** The using organization is responsible for moving the extinguishers within their work/ramp area to meet required coverage during maintenance and aircraft engine starts as outlined in all applicable Technical Orders.

8.10. **Servicing.** If an extinguisher is used or found to require servicing, the using organization shall notify the Fire Department.

9. Facility Evacuation Training.

9.1. **Purpose.** The annual facility evacuation training is the responsibility of the facility manager to ensure the safe evacuation of personnel in case of fire. The Fire Prevention Section will conduct annual facility evacuation training for dormitories and facilities in accordance with the BMC Performance Work Statement (PWS). The intent of the facility evacuation training is to expose occupants to the sound of the fire alarm system, test capacity of the fire exits, and to practice organizational fire and emergency reaction plans.

9.1.1. Unit commanders may conduct facility evacuation training at their discretion.

9.1.2. Fire evacuation drills shall be conducted at least annually in all work facilities, unless otherwise indicated.

9.1.3. When annual facility evacuation training is conducted an AF Form 1085, *Fire Protection Training Report*, is issued. The AF Form 1085, with names of all training participants, is kept by the fire department.

9.2. **When to Conduct Fire Evacuation Drills.** Fire evacuation drills shall be conducted at the following intervals for the following occupancies:

9.2.1. Hospitals – fire drills shall be conducted at a minimum once per quarter.

9.2.2. Places of Public Assembly – managers of these facilities must conduct quarterly fire drills of employees to ensure their familiarity with fire evacuation procedures of customers and their responsibilities during fire/emergency situations. No requirement exists for fire drills that require the public to evacuate premises.

9.3. The IFC may direct fire drills in any facility where the needs for such drills are indicated.

9.4. **Fire Alarm Systems.** Fire alarm systems shall not be used to conduct fire evacuation drills without prior coordination with the Fire Department.

10. Fire Exits and Exit Lights.

10.1. **Standards.** Fire exits capacity and arrangement shall be in accordance with NFPA 101, *Life Safety Code*.

10.1.1. Exit doors in occupied facilities shall remain unlocked and unobstructed at all times.

10.1.2. Exit doors must swing in the direction of exit travel, when 50 or more people occupy the facility.

10.1.3. Building exits shall be kept clear at all times and properly identified by exit signs that shall be readily visible from any direction of exit access.

10.1.4. Do not obstruct exits or exit signs with draperies, decorations, placards, tables, chairs, furniture etc.

10.1.5. Padlocks, chains, sliding bolts, or any device that retards the intended safety action of the panic hardware shall not be installed on doors.

10.1.6. If exits become inoperative for any reason, the facility manager shall ensure immediate action is taken to correct the problem.

10.2. Illumination of Fire Exits. Fire exit signs shall be suitably illuminated by a reliable light source. External and internal illuminated exit signs shall be visible in both the normal and emergency lighting modes. Burned out lights or inoperative battery backups shall be immediately reported to Service Call at ext. 2111.

11. Fire Prevention Training.

11.1. **Fire Prevention Training.** Annually, and upon request, Fire Prevention Section personnel shall conduct fire prevention training for any organization. This training is available on any fire safety related subject and may consist of lectures, films, and demonstrations.

11.1.1. Fire extinguisher education is required for all personnel upon assignment, and annually thereafter. This education shall include general principles of fire extinguisher and extinguishing systems use, and the hazards involved with initial stage firefighting. BMC and non-BMC personnel will receive this training during monthly 'Arctic Start' (newcomers) briefings.

11.1.2. Fire extinguisher training (initial hands-on) is required for all newly assigned aircraft maintenance and servicing personnel on the use of the 150-pound Novec 1230 flightline fire extinguisher. After initial training, personnel shall receive annual refresher education on the proper use of these extinguishers.

11.2. **Fire Suppression Systems.** Personnel who work in areas protected by one of following types of installed fire suppression systems shall receive initial education, and thereafter- annual refresher education:

11.2.1. Aqueous Film Forming Foam (AFFF) extinguishing systems.

11.2.2. Wet Chemical extinguishing systems.

11.2.3. Carbon Dioxide (CO2) total flooding systems.

11.2.4. Clean Agent (Gaseous Chemical) FM-200 extinguishing systems, or similar.

12. Smoking and Disposal of Smoking Material.

12.1. **Smoking in Industrial Areas.** Industrial areas are defined as, but not limited to, all hangar bays, craftsmen shops, vehicle maintenance shops, fuel shops, paint shops, warehouses, storage areas, or areas where processing, servicing, testing, or fabricating is done. As a rule, smoking is prohibited in these areas IAW 821 ABG/CC smoking memorandum.

12.2. **Smoking in Approved Areas.** Smoking, striking matches, or operating mechanical cigarette lighters shall not be permitted:

12.2.1. Within 100 feet of a hydrant fueling system or aircraft being defueled or refueled.

12.2.2. Within 50 feet of hangars, aircraft repair docks, paint shops, flammable liquid storage or similar locations where concentrations of flammable/combustible vapors/dust may be found. Facility Managers will submit an AF Form 332 to have signs made and installed.

12.2.3. Anywhere on the flightline, including the runway, taxiway, ramp and apron areas.

12.2.4. In munitions storage areas.

12.2.5. In administrative buildings except as approved IAW 821 ABG/CC smoking memorandum.

12.3. **Designated Smoking Areas.** Smoking is only permitted in designated smoking areas approved by the installation commander (reference 821 ABG/CC smoking memorandum).

12.4. **Disposal of Smoking Materials.** An adequate number of ashtrays and metal receptacles with self-closing lids shall be used for the disposal of smoking materials and shall be provided at all buildings and areas where smoking is permitted. The receptacle shall be marked "Smoking Material Only."

12.5. **Supervisors Responsibilities.** Supervisors or a designated supervisor shall inspect smoking areas, to include smoke cabins, at the close of each shift or duty day to ensure that all smoking materials have been disposed of properly.

12.6. **Dormitory Manager Responsibilities.** Dorm managers or a designated dorm manager for authorized smoking dormitories shall inspect smoking areas, to include smoke cabins, at least twice a day to ensure that all smoking materials have been disposed of properly (reference 821 ABG/CC smoking memorandum).

12.7. **Smoking Material Receptacles.** Smoking material receptacles shall be emptied weekly or as needed. Thoroughly wet down the contents to ensure they are extinguished before combining them with other wastes in dumpsters.

12.8. **Trash Receptacles.** Smoking materials shall not be thrown in trash receptacles, on the floor, ground, nor from vehicles. Do not use smoking material receptacles for trash.

13. **Electrical Installation, Appliances, and Heating Equipment.**

13.1. **Standards.** All electrical services and installations shall conform to the NFPA 70, *National Electrical Code*. Only BMC Civil Engineering electricians and contract electricians may alter/repair electrical wiring outlets, etc. Unauthorized wiring shall be removed at the occupant's expense, as determined by the BCE.

13.1.1. All switches, outlet receptacles, fuse/circuit breaker, and junction boxes must have suitable cover plates.

13.1.2. Fuses/Circuit breakers shall not be bridged, by-passed, replaced with one of a larger capacity to prevent tripping, or secured in the OPEN position.

13.1.3. All portable extension cords shall be equipped with non-conductive plugs and kept in good condition.

13.1.4. Extension cords shall not be used in lieu of permanent electrical wiring.

13.1.5. Extension cords shall not be spliced or taped nor draped over nails or metal objects, run through windows or doors, holes in walls, run under rugs, or in any way be placed or fixed in a way that may subject the wiring to physical damage.

13.1.6. The use of excessive extension cords by means of multiple outlet plugs from single outlets is prohibited.

13.1.7. Frayed, deteriorated, spliced, or otherwise degraded cords will not be used and shall be removed from service and replaced immediately.

13.1.8. All extension cords must be of sufficient gauge to carry the ampere load of the attached equipment, without heating the extension cord, plugs, or other components.

13.1.9. Extension cords must have the Underwriters Laboratory (UL), Factory Mutual (FM), or other nationally recognized testing authority seal of approval.

13.2. **Explosion Proof Electrical Equipment.** Explosion proof electrical equipment shall be used in hazardous locations where flammable gases/vapors are present and as required by NFPA 70.

13.3. **Heat Producing Appliances.** Heat producing appliances such as coffee pots shall be disconnected from wall outlets when no longer in use and when unsupervised. Automatic timing devices shall not be used to leave these appliances unattended, even if they are built into the appliance.

13.3.1. Cooking with conventional high heat producing appliances is prohibited in all buildings except those having specific areas designated as kitchen facilities.

13.3.2. Microwave ovens are permitted in all facilities, when approved by the organizational commander.

13.4. **Portable Space Heaters.** The use of portable space heaters is permitted but shall be used IAW AFMAN 91-203, section 6.2.5. (Overview of requirements below.)

13.4.1. Use Underwriters Laboratories-listed (UL) or host nation equivalent space heaters equipped with automatic shutoff devices that will shut off the heater if it tips over. Space heaters shall also have an overheat protection device, an automatic thermostat control and must be disconnected when not in use.

13.4.2. Plug space heaters directly into a wall receptacle. Do not plug space heaters into multiple outlet strips. Do not use an extension cord with an electric space heater.

13.4.3. Maintain a 36 inch minimum distance or IAW manufacturer's recommendations between any space heater and combustibles (i.e. papers, furniture, or curtains). **Note:** The more restrictive of the guidance will apply.

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

13.4.5. The use of space heaters in any hazardous location as defined by NFPA 70 is prohibited.

13.5. **Clearance between Light Fixtures and Combustible Materials.** A minimum clearance of 18 inches shall be maintained between electrical light fixtures and combustible materials.

14. Flammable/Combustible Liquid/Liquefied Petroleum Gas Storage.

14.1. **Control Measures.** Positive control measures shall be taken to keep flammable/combustible liquids and vapors from all sources of ignition. Specific guidance on the storage of flammable/combustible liquids is contained in NFPA 30, *Flammable and Combustible Liquids Code*. Requirements for the transportation of flammable and combustible liquids are contained in the U.S. Department of Transportation (DoT) regulations or in NFPA 385, *Standard for Tank Vehicles for Flammable and Combustible Liquids*.

14.2. **Storage of Flammable Liquids.** Flammable liquids and other hazardous materials such as paints, spray paints, flammable thinners, gasoline, diesel fuel, etc., shall be stored in an approved manner or in approved type containers.

14.2.1. Only UL or DoT approved metal containers shall be used for storing or handling flammable liquids. The use of glass or plastic containers is strictly prohibited unless shipped that way by the manufacturer, and labeled accordingly.

14.2.2. All flammable liquid containers must be clearly labeled with one inch lettering clearly identifying contents.

14.2.3. Dispensing and storage containers, such as tanks and drums, will be bonded and grounded at all times.

14.2.4. Nozzles used to dispense flammable liquids shall be spring loaded or otherwise self-closing when hand pressure is released. Under no circumstances shall they be wired or bolted in the open position when dispensing flammable liquids.

14.2.5. Containers of flammable/combustible liquids shall remain tightly sealed, except when transferred, poured, or applied.

14.2.6. Approved safety cans shall be used for transporting and dispensing flammable/combustible liquids in quantities of five gallons or more.

14.2.7. All cleaning tanks and vats shall be equipped with self-closing metal lids with fusible links. Only approved solvents designated for the purpose of cleaning shall be used in these tanks/vats.

14.3. **Storage of Flammable/Combustible Liquids Indoors.** Flammable/Combustible liquids stored inside buildings shall be stored in flammable storage cabinets that comply with the requirements of NFPA 30, *Flammable and Combustible Liquids Code*.

14.3.1. Flammable storage cabinets shall be labeled in conspicuous lettering which is visible from 50 feet away, "Flammable – Keep Fire Away".

14.3.2. The use of flammable liquid storage cabinets is limited to those organizations whose primary work activity requires the use of flammable/combustible liquids at least daily.

14.3.3. When not in use, all flammable/combustible liquids shall be stored inside the storage cabinet and not more than a one-day supply shall be outside the cabinet at any time.

14.3.4. Flammable liquid storage cabinets shall be limited to three cabinets per fire area, unless approved in writing by the Fire Prevention Section.

14.3.5. Storage in flammable liquid cabinets shall be limited to flammable/combustible liquids only. All containers shall have tight fitting lids or covers.

14.3.6. Total quantities of flammable/combustible liquids permitted per storage cabinet shall be IAW NFPA 30.

14.3.7. Inventory sheets shall be posted on front of the storage cabinet, listing the contents and maximum quantities stored within. Inventory sheets shall be updated at least annually.

14.4. Exterior Flammable/Combustible Liquid Storage Facilities. The use of exterior flammable/combustible liquid storage facilities is limited to those organizations whose primary work activities use such liquids at least once a week.

14.4.1. Exterior storage facilities shall be located at least 50 feet away from other buildings or hazardous operations and identified with conspicuous lettering readable from 50 feet, "Flammable – Keep Fire Away." **Exceptions:** Storage facilities may be located adjacent to blank exterior walls having a two hour fire rating.

14.4.2. The exterior storage facility may be conventional metal or wooden lockers, sheds (metal, masonry, or wood), connex boxes, or similar structures.

14.4.3. The storage area must be protected against tampering or trespassers, and shall be kept free of other combustible materials not necessary to the storage.

14.4.4. Exterior storage facilities may not exceed 500 gallons of flammable/combustible liquids, of which no more than 200 gallons may be Class I.

14.5. Gasoline Powered Equipment. Gasoline powered equipment shall not be refueled while running, hot, or inside of buildings where vapors can accumulate. Gasoline powered equipment may be stored inside of a building, as long as the equipment is thoroughly cleaned and fuel tank drained.

15. Welding, Cutting, and Use of Open Flame Torches.

15.1. Welding, Cutting, and Brazing Operations. Welding, cutting, and brazing operations shall be conducted IAW NFPA 51B, *Fire Prevention During Welding, Cutting and Other Hot Work*. When welding operations are conducted outside approved welding shops, an AF Form 592, *USAF Hot Work Permit*, shall be issued by the Fire Department prior to start of any operation. The permit must be displayed at the job site and is only valid for 24 hours or one operational shift.

15.1.1. The supervisor in charge of the operation is responsible for obtaining the AF Form 592 from the Fire Department. Operations shall not commence until approval has been given by the Fire Department. The supervisor in charge of the operation is responsible for compliance with the precautions outlined on the permit and as directed by the fire prevention inspector.

15.1.2. The Consolidated Control Center ext. 2860 shall be notified prior to starting any welding, cutting, brazing, or soldering operation and again upon completion of the operation.

15.2. Removal of Combustible Materials/Vegetation. Prior to beginning any welding operation, personnel shall ensure that all combustible materials/vegetation within 35 feet of the operation has been removed and the proper type/class of fire extinguisher is immediately available.

15.2.1. Where the removal of combustible materials is impractical, a suitable fire resistive shield or welding blanket shall be placed between the materials and the welding operation. A fire watch or Fire Department standby shall be required.

15.2.2. Welding shall not be permitted in the vicinity of flammable or explosive materials until the possibility of fire or explosion has been eliminated.

15.2.3. Welding and flame cutting shall not be permitted when sustained winds are greater than 25 knots or in storm conditions BRAVO or higher.

15.2.4. Before welding or cutting on flammable liquid tanks, cylinders, or containers which contained flammable liquids (pipelines are excluded) they shall be thoroughly washed and steamed. Extreme care shall be taken to eliminate the accumulation of vapors by proper venting or positioning of the container during the filling operation.

15.2.5. To ensure an explosive mixture does not exist, the area or tank shall be sampled using flammable/explosive gas detector.

15.2.6. When welding and cutting operations are completed, the area shall be thoroughly and carefully checked at a minimum 30 minutes after the operation is complete by the supervisor in charge and IAW the issued AF Form 592 to ensure no fire hazard exists.

16. Open Burning and Fireworks.

16.1. **Open Burning.** Open burning on main base (campfires, burning, bonfires, etc.) is prohibited unless approved by the Installation Commander, the IFC and Environmental Management (BMC) in writing. Anywhere else outside the main base area but inside the Thule Defense Area, the Fire Department must be notified prior to ignition. Bon fires and camp fires must be at least 50 feet from any structure. Bon fires or camp fires should never be ignited when winds are more than 25 knots or storm conditions BRAVO or higher. Fire Department shall be notified before ignition. Ensure coals are properly extinguished before leaving area.

16.2. **Fireworks.** The individual use of fireworks on TAB is prohibited. Fireworks used during base-sponsored activities, such as New Year's fireworks display, shall be set up and discharged by properly trained and qualified personnel from a licensed commercial firm. Fireworks displays shall be accomplished IAW AFMAN 91-201, *Explosive Safety Standard* and NFPA 1123, *Code for Fireworks Display*.

16.3. **Barbecue Units, and Barbecue Pits.** Barbecue units, pits, and deep (turkey) fryers are not permitted within 15 feet of any structure or combustible materials. Units, pits, or fryers should never be ignited when winds are more than 25 knots or storm conditions BRAVO or higher. They will also never be used inside a facility. Fire Department shall be notified before igniting units or pits. Ensure coals are properly extinguished before leaving area.

17. Ammunition and Explosives.

17.1. **Storage, Handling and Maintenance.** The storage, handling, and maintenance of these materials shall be in strict compliance with AFMAN 91-201, *Explosives Safety Standards*.

17.1.1. Fire symbols shall be posted on the outside of facilities, which contains ammunition or explosives. Posting of half-sized symbols is required for inside munitions storage areas. Fire symbols shall be posted on doors leading into rooms or areas where munitions are stored.

17.1.2. A copy of the AF Form 2047, *Explosives Facility License*, shall be forwarded to the Fire Prevention Section and maintained on file.

18. Housekeeping.

18.1. **Good Housekeeping.** In general terms, any condition relative to the cleanliness of a building that could compromise fire safety constitutes poor housekeeping and may be identified as a fire hazard. Commanders, facility managers, and supervisors are responsible for maintaining a high state of cleanliness and orderliness throughout their building.

18.2. **Trash and Rubbish Containers.** Trash and rubbish containers used in all areas must have lids. Office trash receptacles are exempted from this requirement.

18.3. **Outside Trash and Rubbish Collection Containers.** Outside trash and rubbish collection containers must be kept closed and will be located not less than 10 feet from any portion of a building or be separated from adjacent structures by an enclosure or wall.

18.4. **Clean and Dirty Rags.** Clean rags and dirty rags shall be stored in separate metal containers with suitable lids and labeled with one inch lettering as to its contents.

18.5. **Steel Wool.** Store steel wool in metal containers with metal lids or self-closing lids. Containers shall be labeled with one inch lettering as to its contents.

18.6. **Storage of Materials.** Storage of materials in boiler rooms, mechanical equipment rooms, utility rooms, air conditioning compressor/air handling rooms, air conditioner plenums, generator rooms, telephone communications rooms, attics, concealed space, or under stairwells is prohibited.

19. Warehouse/Storage Facilities.

19.1. **Requirements of Warehouse/Storage Facilities.** These facilities shall meet the requirements set forth in DoD Regulation 4145.19R1, *Storage and Materials Handling*, and/or the applicable national fire codes. Buildings used for storage and warehouses shall have aisles between stacks, racks, and stored materials. Stacks shall be properly maintained to inhibit the spread of fire. The appropriate directives or Fire Prevention personnel will determine aisle width.

19.1.1. Stored materials shall be kept at least 18 inches away from ceiling light fixtures, sprinkler heads, and heat, smoke, and fire detectors.

19.1.2. If stacks of materials are over 15 feet high, the clearance for stored materials shall be 36 inches from sprinkler heads.

20. Dormitories and Lodging Quarters.

20.1. **Enforcement of fire prevention program in dormitories.** These facilities pose a high loss of life potential, where the careless act of one person places many people in jeopardy. Therefore, the strict compliance and enforcement of fire prevention and fire safety standards are especially important.

20.2. **Prohibited Items.** The following items are prohibited in dormitories and quarters:

20.2.1. Incense or any open flame devices, which produce a constant flame.

20.2.2. Firearms and ammunition.

20.2.3. Explosives or pyrotechnics – including fireworks.

20.2.4. Flammable/combustible liquids. This does not apply to small amounts of lighter fluid or butane for refilling cigarette lighters, or model glue and paints.

20.2.5. Cooking utensils or appliances, other than coffee makers and microwave ovens.

20.2.6. Decorative candles may be displayed; however may not be lit under any circumstances. Candles that are on display shall have the wick removed to avoid the possibility of the candle being lit. Candles without the wick removed are not allowed.

20.3. **Cooking Activities.** Cooking activities shall be restricted to those areas equipped with kitchen facilities.

20.3.1. While in use, all cooking appliances such as skillets and small deep fat fryers shall be monitored by the user at all times.

20.3.2. Toasters may only be operated in designated break room and kitchen areas.

20.3.3. Coffee makers must be UL or FM listed and placed on a noncombustible surface.

20.3.4. Turkey fryers or similar open flame cooking appliances shall not be operated indoors, on combustible decking, or within 10 feet of any structure.

20.3.5. Unattended cooking is strictly prohibited.

20.4. **Appliances.** Appliances such as hair dryers, curling irons, and electric blankets shall be unplugged from the wall receptacle when not in use. The use of electrical extension cords for these types of items are prohibited.

20.5. **Fire Alarm Panels.** Fire alarm panels and electrical panels shall be unobstructed and accessible at all times.

20.6. **Rack Storage.** If rack storage is used, a clearance of at least 18 inches shall be maintained between rack storage materials and the ceiling/ceiling fixtures, or fire detection devices.

20.7. **Evacuation.** Refer to [Attachment 2](#) for evacuation procedures for fire alarm actions in storm conditions CHARLIE & DELTA.

21. Public Assembly Facilities.

21.1. **Places of Public Assembly.** Places of public assembly include, but are not limited to the Tow Club, Community Center, Dining Hall, Base Exchange, and Chapel. These facilities present a high life loss potential resulting from the possibility of panic and require special fire prevention measures.

21.1.1. Managers/supervisors of public assembly facilities shall ensure a responsible individual is assigned during hours of operation to ensure complete and orderly evacuation of the building in an emergency and for prompt notification of the Fire Department.

21.1.2. Operating personnel are designated to check exit doors daily prior to the entry of patrons, to ensure doors are unlocked and the panic hardware is operational.

21.1.3. Aisles leading to exits shall not be obstructed by tables, decorations, displays, partitions, or portable seating, etc., at any time.

21.2. Managers/Supervisors of Public Assembly Facilities. Managers/supervisors of public assembly facilities shall establish and maintain a fire prevention certification-training folder for all employees/workers. The certification training ensures the employees have been properly trained and understand their fire prevention duties and responsibilities within their work area. The certification training includes documented quarterly exercises for employees (building evacuation is not required) and the immediate indoctrination of newly hired employees.

21.3. The Fire Prevention Section. The Fire Prevention Section shall be notified, at ext. 3158, prior to any major social event, activity, or concessionaire set-up that involves temporary decorations or unusual interior arrangements within 72 hours of the event taking place. The Fire Department shall inspect the facility to ensure all fire safety measures have been taken.

21.4. Maximum Capacity or Occupant Load. The maximum capacity or occupant load must be posted in the main offices of all places of public assembly. Capacity or occupancy load is not to exceed the maximum standard as set forth in NFPA 101.

21.5. Curtains and Draperies. The Fire Department shall be provided a copy of the manufacturer's certification showing that curtains and draperies, such as scene curtain in TOW Club but not small blinds/curtains etc., purchased for use in these facilities are flame resistant.

21.6. Commercial Cooking Facilities. For those places of public assembly that have commercial type cooking facilities, the following requirements apply:

21.6.1. A minimum of one (1) Class K rated fire extinguisher shall be located within close proximity of deep fat fryer units, but not located in such a position that it cannot be reached in case of a fire.

21.6.2. Each deep fat fryer or cooking unit shall be appropriately placed under an exhaust hood system to be protected by an installed wet chemical or other applicable fire extinguishing system.

21.6.3. Each independently operated cooking well or deep fat fryer unit shall be equipped with a primary and secondary thermostat. The temperature setting of the primary thermostat is not to exceed 400 degrees Fahrenheit and the secondary thermostat must be a non-adjustable, fusible or manual resetting thermostat with a maximum cut-off temperature not to exceed 475 degrees Fahrenheit.

21.6.4. Deep fat fryer units with either primary or secondary thermostatic control devices out of service or calibration shall not be placed into operation until they have been repaired and certified by an electrical technician. The using organization shall immediately notify the Fire Prevention Section before a deep fat fryer is placed back in operational status. All test results must be reviewed by the Fire Prevention Section.

21.6.5. Newly procured or replaced deep fat fryer units shall not be placed in service until primary and secondary thermostats have been tested, certified, and tagged by electrical technicians. Test results shall be forwarded to the Fire Department and also affixed to the unit.

21.6.6. Thermostats shall be tested annually by the appropriate Civil Engineering (BMC) shop.

21.6.7. Hood and exhaust duct systems servicing kitchen equipment must be thoroughly cleaned to bare metal at frequent intervals to prevent grease accumulation. This cleaning cycle applies to fans, roofs, louvers, ductwork, and exterior walls. All installed grease filters and exposed surfaces of hoods shall be cleaned every other day or more often as necessary to prevent grease buildup. Specific guidance for cleaning shall comply with NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*. Documentation must be available to show when cleaning of the ducts and filters were last cleaned.

22. Decorations and Furnishings.

22.1. **Decorations and Furnishing.** The Fire Department shall inspect all decorations to be used and the proposed arrangement to ensure compliance before installation. Contact the Fire Prevention Section at ext. 3158 to arrange for inspection. Decorations not meeting NFPA code requirements and/or Air Force directives shall be removed.

22.2. **Underwriters Laboratory.** UL or national equivalent approved flame retardant/resistant decorations shall be authorized for use.

22.3. **Christmas Tree Lighting and Wiring.** Christmas tree lighting and wiring must be in good physical condition with no splices or short-circuiting in the wire. Indoor lighting shall not be used for outdoor use. Christmas tree lights and powered/lighted room decorations shall be unplugged when the area or facility is unoccupied.

22.4. **Outdoor Lights and Wiring.** Outdoor lights and wiring shall be in good physical condition and must be approved for outdoor use by the manufacturer, be weatherproof and approved by the facility manager.

22.5. **Live Christmas Trees.** Live Christmas trees are not permitted on base. Trees shall not obstruct egress to exits, must be kept away from sources of heat.

22.6. **Christmas Decorations.** All Christmas decorations shall be taken down the first week of January. Decorations for all other occasions shall be removed no later than one day after the event.

22.7. **Decorations and Restrictions.** Decorations shall not be placed where they would restrict or impede fire evacuation routes or block access to exits for personnel exiting the facility. Combustible decorations, i.e., fishnets, parachutes, sheets, carpeting, curtains, came netting etc., must not be placed on ceilings or walls.

22.8. **Candles.** The use of candles is strictly prohibited throughout the installation. **(Exception: Candles may be used in the base chapel for religious purposes, in storm shelters during storm conditions. Wax warmers are permitted, but must be turned off when room is unoccupied. The Dining Hall and the TOW Club provided the candles meet the requirements of NFPA 1, Fire Code, and approval by the Fire Department.)**

23. Self-Help Work Projects.

23.1. **Self-Help Work.** All self-help work must be approved in advance on an AF Form 332, *BCE Work Request*. Each AF Form 332 must be coordinated with the Fire Department's Fire Prevention Section. The purpose of this coordination is to ensure the construction, renovation, or structural alteration does not compromise fire protection safety. The Fire Prevention Section shall review each AF Form 332, and make appropriate comments and recommendations relative to fire protection. Unapproved self- help work, which has created a fire hazard or fire deficiency, will be identified on an AF Form 1487.

23.2. **Personnel Accomplishing Self-Help Work.** Personnel accomplishing self-help work shall not shut down, disconnect, alter, modify, or in any way impede the operation of a fire suppression or fire detection system without approval of the Fire Department.

23.3. **Facility Manager.** The facility manager shall notify the Fire Prevention section when approved self-help work, which constructs or structurally alters a facility, begins so work may be inspected by the Fire Department during and after completion.

HEATHER L. MCGEE, Colonel, USAF
Commander

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

Air Force Manual 91-203, *Air Force Occupational Safety, Fire and Health Standards*, 11 Dec 2018

Air Force Instruction 33-322, *Records Management and Information Governance Program*, 22 March 2020

Air Force Instruction 32-9005, *Real Property Accountability and Reporting*, 04 February 2020

Air Force Policy Directive 32-20, *Fire and Emergency Services*, 10 July 2018

Air Force Manual 91-201, *Explosive Safety Standards*, 29 November 2018

Department of Defense Instruction 6055.06, *DoD Fire and Emergency Services (F&ES) Program*, 03 October 2019

Department of Defense Manual 6055.06, *DoD Fire and Emergency Services Certification Program (F&ESCP)*, 22 January 2020

National Fire Protection Association (NFPA) 1, *Fire Code*, 31 August 2020

National Fire Protection Association (NFPA) 10, *Standard for Portable Fire Extinguishers*, 21 August 2017

National Fire Protection Association (NFPA) 30, *Flammable and Combustible Liquids Code*, 31 August 2020

National Fire Protection Association (NFPA) 51B, *Fire Prevention During Welding, Cutting and Other Hot Work*, 15 July 2018

National Fire Protection Association (NFPA) 70, *National Electrical Code*, 25 August 2019

National Fire Protection Association (NFPA) 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 04 April 2020

National Fire Protection Association (NFPA) 101, *Life Safety Code*, 31 August 2020

National Fire Protection Association (NFPA) 1123, *Code for Fireworks Display*, 21 August 2017

Unified Facilities Criteria (UFC) 3-600-01, *Fire Protection Engineering for Facilities*, 8 August 2016, Change 6, 06 May 2021

Unified Facilities Criteria (UFC) 3-601-02, *Operations and Maintenance: Inspection, testing, and Maintenance of Fire Protection Systems*, 8 September 2010

Adopted Forms

Air Force Form 847, *Recommendation for Change of Publication*, 22 September 2009

Air Force Form 1487, *Fire Prevention Visit Report*, 1 January 1999

Air Force Form 332, *Base Civil Engineer Work Request*, 1 January 1991

Air Force Form 2047, *Explosive Facility License*, 31 May 2013

Air Force Form 1085, *Fire Protection Training*, 1 June 1987

Air Force Form 592, *USAF Hot Work Permit*, 4 September 2012

Air Force Form 4437, *Deliberate Risk Assessment Worksheet*, 12 October 2018

Abbreviations and Acronyms

ABG—Air Base Group

AF—Air Force

AFFF—Aqueous Film Forming Foam

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Management System

AHJ—Authority Having Jurisdiction

ANG—Air National Guard

ARO—Alarm Room Operator

ASC—Allowance Source Code

BCE—Base Civil Engineer (Fire Marshal)

BMC—Base Maintenance Contract

CE—Civil Engineer

CES—Civil Engineer Squadron

COR—Contracting Officer's Representative

DOD—Department of Defense

DoDI—Department of Defense Instruction

DOT—Department of Transportation

DPI—Danish Police Office

EM—Emergency Management

FES—Fire and Emergency Services

FM—Factory Manual

FSD—Fire Safety Deficiency

HazMat—Hazardous Materials

IAW—In Accordance With

IC—Incident Commander

ICS—Incident Command System

IFS—Installation Fire Chief

IMS—Incident Management System

MAJCOM—Major Command (includes representative of the ANG)

NFPA—National Fire Protection Association

PPE—Personal Protective Equipment

PWS—Performance Work Statement

SFO—Senior Fire Officer

SFS—Security Forces Squadron

SPTS—Support Squadron

TIG—Technical Implementation Guide

TO—Technical Order

TOW—Top Of the World

UL—Underwriters Laboratory

USAF—United States Air Force

Terms

Accountable Forms—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel, since their misuse could jeopardize DOD security or result in fraudulent financial gain or claims against the government.

Administrative Change—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g., changing the POC name, office symbol(s), fixing misspellings, etc.)

Approval Authority—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

Authentication—Required element to verify approval of the publication; the approval official applies his/her signature block to authenticate the publication. The signature block includes the official's name, rank, and title (not signature).

Attachment 2**PROCEDURES FOR FIRE ALARM ACTIONS IN STORM CONDITIONS CHARLIE AND DELTA****Figure A2.1. Procedures for fire alarm actions in storm conditions CHARLIE and DELTA.**

If there is a fire alarm in your dorm, go to the “Arctic” entrance area.

Prepare for evacuation of the dorm.

Dorm Manager will call Alarm Center at Ext. 2860 and give a situation report. If weather conditions permit, fire department will respond to the dorm.

NOTE: IF FIRE DEPARTMENT CAN'T RESPOND:

On duty Assistant Fire Chief will contact the dorm to obtain a situation report.

If there is no sign of a fire, the Dorm Manager will be guided by fire department, via telephone, for further actions.

If there is a fire, evacuate the dorm as safely as possible. Ensure everyone is out and go to the nearest dorm up wind.

Contact Alarm Center via Ext. 2860.