

**BY ORDER OF THE COMMANDER
TINKER AIR FORCE BASE**

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



6 DECEMBER 2022

Civil Engineering

**FIRE PREVENTION –
FIRE PROTECTION PROGRAM**

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This instruction establishes policy and procedures and assigns responsibilities and requirements to ensure a comprehensive fire prevention and protection program for Tinker Air Force Base, in accordance with and implements Air Force Policy Directive (AFPD) 32-20, *Fire Emergency Services* and AFI 32-2001, *Fire Emergency Services Program*. It applies to all military personnel, family members, civilian personnel, concessionaires, and tenant organizations assigned or attached to Tinker Air Force Base. This instruction is consistent with Air Force Instructions (AFI), National Fire Protection Association standards, Unified Facilities Criteria, Engineering Technical Letters and the International Building Code at the time of revision. Violations of specific prohibitions and requirements of this instruction by military personnel may result in disciplinary action under the Uniform Code of Military Justice. Violations by civilian personnel may result in appropriate disciplinary action, including administrative action, such as reprimand or criminal prosecution under applicable state and federal statutes. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. 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. This publication may not be supplemented. The use of 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 document has been substantially revised and must be completely reviewed. Major changes include: This publication was updated to meet the changes in Air Force Instructions, National Fire Protection Association, Unified Facility Criteria, Engineering Technical Letters and International Building Code standards and codes.

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1. Objective. The objective of the installation Fire Prevention Program is to eliminate the potential causes of fire, prevent 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 immediately due to fire. Loss of government property will result in an unnecessary use of funds and costly delays that could seriously hinder our national defense efforts. To reach these objectives, it is necessary to reduce unsafe practices and conditions. This is accomplished through the education of all personnel, command support at all levels, and encouraging safe practices throughout the work place. Therefore, fire prevention and fire safety will not be compromised for any reason.

2. Authority.

2.1. The 72dd Air Base Wing Commander is responsible for fire protection at Tinker Air Force Base and exercises primary responsibility through the Base Fire Marshal.

2.2. The Base Civil Engineering Director, 72d Civil Engineering Directorate, is designated as the Base Fire Marshal, serves as an advisor to the 72d Air Base Wing Commander on fire protection matters and supervises the Fire Emergency Services Flight. The Base Fire Marshal is the authority having jurisdiction and is authorized to direct stoppage of operations or processes considered a fire or explosive hazard.

2.3. Fire Chief. The Fire Chief is the Fire Emergency Services Flight Chief and is responsible to the Base Fire Marshal for establishing and managing an effective fire protection and prevention program outlined in AFI 32-2001, *Fire and Emergency Services Program*. Through the Assistant Fire Chief for Fire Prevention, the Fire Chief develops and administers the installation Fire Prevention Program.

2.4. The Fire Chief or Senior Fire Officer has full authority over all fire suppression and rescue operations. The senior fire official may commandeer any available vehicle, equipment, materials or personnel for use as necessary for prompt control of a fire.

2.5. Fire Prevention Office. The Fire Prevention Office performs fire prevention visits and advises Functional/Unit commanders, facility managers and supervisors of hazards and Fire Safety Deficiencies noted in their facilities. All violations will be recorded in writing, on AF1487 *Fire Prevention Visit Report*, and the reference standard noted. The primary responsibility for correcting identified hazards or deficiencies rests with the functional commander and facility manager of the facility inspected. All base facilities will be inspected annually and may require semi-annual, or as needed, inspections as determined by the Fire Chief.

3. Responsibilities.

3.1. Functional Manager.

3.1.1. The functional manager, in accordance with AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*, is the Commander or Director responsible for the care, custody, and protection of assigned real property. They will initiate the process to correct existing FSDs and assist in preventing the creation of new FSDs. Functional managers are responsible for administering the Fire Prevention Program to include ensuring compliance with fire prevention requirements in their areas of responsibility and providing workplaces that are free from fire safety deficiencies. In

addition, Functional Managers are responsible for notifying the 72d Civil Engineering Customer Service, in writing, of changes in facility managers and/or alternates, as well as their telephone numbers.

3.1.2. Functional commanders and supervisors at all levels are responsible for ensuring sound fire prevention procedures are established and practiced in each activity or facility under their jurisdiction. They will enforce this instruction as it pertains to the buildings, areas and property under their control. They will:

3.1.2.1. Ensure all newly assigned military and civilian personnel, including temporary or over-hires, working on Tinker Air Force Base receive training. This training must include required fire and emergency reporting procedures, occupant notification and fire prevention practices. Record of this training will be documented on the trainee's AF Form 55, *Employee Safety and Health Record*.

3.1.2.2. For facilities, rooms or areas, which are under continuous lock and key, it is the responsibility of the individual supervisor to maintain fire prevention practices. Additionally, it is their responsibility to arrange for and provide access to these facilities and/or areas for the base fire department to perform scheduled fire prevention visits.

3.1.2.3. The Functional Manager will review the AF Form 1487, *Fire Prevention Visit Report* or Electronic equivalent for completeness. Once corrective action(s) have commenced they must sign and date the form on the reverse side of the original form.

3.1.2.4. Initiate appropriate administrative or disciplinary action against personnel who willfully damage or tamper with fire protection systems and devices or fail to comply with the fire prevention policies or practices which through misconduct, disregard for fire directives or negligence result in fire loss or damage to government property.

3.1.2.5. Periodically inspect their organizations to ensure compliance with governing instructions to eliminate fire hazards.

3.2. Facility Managers and Organization Building Representatives.

3.2.1. Are responsible for the fire-safe condition of all facilities/areas under their jurisdiction.

3.2.2. Will accompany the fire prevention inspector during the fire prevention visit and take immediate corrective action on fire hazards or discrepancies found during the inspection.

3.2.3. Will attend initial indoctrination and training offered by 72d Civil Engineering Customer Service concerning their duties and responsibilities upon assuming these tasks.

3.2.4. Shall establish and maintain a training and certification system to ensure employees are trained and understand their fire prevention and protection responsibilities in their work areas. Recommended training should include fire reporting, personnel evacuation, safeguarding classified information, use of fire extinguishers (if provided), emergency removal of appropriate aircraft or vehicles, protection of high-value and critical material, and accidents involving fuel, weapons, and toxic material handling.

3.2.5. Will check all fire doors, exits, exit lights and emergency lighting to ensure proper operating conditions in their area of responsibility. Fire extinguishers, if provided, will be checked monthly and annotated with date and initials on the Fire Extinguisher Record Tag or automated product.

3.2.6. Will inspect all designated smoking areas to ensure proper receptacles are provided for the disposal of smoking materials.

3.2.7. Will ensure appropriate personnel perform a closing or end-of-shift inspection to ensure the facility or area of responsibility is left in a fire-safe manner.

3.2.8. In those facilities jointly occupied by more than one organization, each organization occupying space in that building will assign a facility manager or supervisor to oversee their occupied areas for hazards/deficiencies, notify their respective employees, of the hazard/deficiency, and to correct hazards/deficiencies within their respective areas and follow-up to ensure corrective action has been taken. Furthermore, it is recommended to communicate, with other Facility Manager/Organizational Building Representative and/or building supervisors to ensure all building occupants are aware of the hazards/risks within the facility.

3.2.9. Are recommended to maintain the following fire prevention program documentation in their facility folder or electronic file.

Figure 1. Fire Prevention Program Documentation.

<p>Fire Prevention Program Documentation:</p> <ul style="list-style-type: none">- Copy of TAFBI 32-2001, <i>Fire Prevention – Fire Protection Program</i>- Fire extinguisher inventory- Copies of Fire Prevention Visit reports, from previous year, and any Fire Prevention Visit report with open findings- Copies of All AF Forms 332 for their facilities- Copies of approval letters coordinated through the Fire Prevention Office- Copies of approved explosive storage licenses- Any relevant correspondence regarding the safety or fire prevention related to their facility training requirements

3.3. **Individuals.** Are 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.

3.4. **Chief, Engineering Flight.** Will notify the Fire Prevention Office of any Life Safety Analysis (LSA) as well as all construction, alteration, and project plans for review. The Fire Prevention Office will have five (5) working days to review all plans in all stages of progress.

3.5. **The 72d Air Base Wing Contracting Flight.** Will notify the Fire Prevention Office of all pre-construction and pre-contract briefings. The Fire Prevention office will ensure all Civilian Contractors receive a copy of the Tinker Fire Prevention Brochure during the pre-construction briefing. Contractors will sign a letter confirming receipt of the brochure, which will be kept on file with the contracting office.

3.6. **Army Corps of Engineers at Tinker Air Force Base.** Will establish procedures to ensure the Fire Prevention Office is notified of all Life Safety Analysis projects, as well as pre-construction and pre-final conferences. Contract specifications shall reference Army Corps of Engineering Manual, (EM) 385-1-1, *Safety and Health Requirements Manual*, and National Fire Protection Association (NFPA) 241, *Standard for Safeguarding Construction, Alteration and Demolition Operations*.

3.7. **Exchange Services.** Army Air Force Exchange Services, Force Support Squadron, and Non Appropriated Funds, are responsible to provide fire prevention requirements to concessionaires in their work areas and will comply with applicable portions of this instruction.

3.8. **Contractors.** Performing work under government contracts are exempted from this instruction however, they are responsible for compliance with Department of Labor Occupational Safety and Health Administration standards and the protection of their employees. Contractors will be provided with a copy of the Fire Prevention Brochure for Civilian Contractors during the 72d Contracting Squadron pre-construction and pre-contract briefings to be used as a reference for fire safety during construction operations.

4. Fire Prevention Visit Process.

4.1. The Fire Prevention Office is the agency that manages, enforces and executes the Fire Prevention Program.

4.2. Fire inspectors will visit all facilities and areas at periodic intervals to ensure prompt detection and elimination of fire hazards. Scheduled visits will be conducted on an annual, semi-annual, or special basis depending on the occupancy and the hazards of the facility or area.

4.3. No-notice walk-through visits will be conducted at the discretion of the Fire Prevention Office or Base Fire Chief. Follow-up inspections, required because of identified fire hazards and deficiencies will be administered as a no-notice walk-through visit.

4.4. Fire hazards noted during the inspection will be corrected during the visit if possible. If the fire hazard or condition poses an imminent danger, prompt action will 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 Fire Chief, Fire Marshal, 72d Air Base Wing Safety Office and the Functional Manager concerned will be notified to observe and resolve the hazardous condition. The 72 Air Base Wing Commander will be advised of hazardous operations that remain unresolved.

4.5. A Risk Assessment Code or a Fire Safety Deficiency will be assigned to hazards and deficiencies in accordance with AFI 91-202, *Air Force Mishap Prevention Program* and AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*.

4.6. The Fire Department application in the Automated Civil Engineer System (ACES) will be used to document all fire prevention visits. When significant findings are identified, the inspector will initiate an AF IMT 1487 - *Fire Prevention Visit Report*. 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.

4.7. 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. The Facility Manager will start immediate correction of hazards or fire safety deficiencies. Any RISK ASSESMENT CODE 1, 2, or 3 hazard will be annotated on an AF Form 3, *Hazard Abatement Plan* located on 72ABW/SE share point site in accordance with AFI 91-202, *Air Force Mishap Prevention Program*.

4.8. The Fire Prevention Visit Reports that identify hazards or deficiencies, which require corrective action, are to be submitted to 72d Civil Engineering Customer Service. The facility manager will submit a work order, Direct Service Work or AF Form 332, *Base Civil Engineer Work Request*, and shall show the full justification and references provided by the fire inspector.

4.9. On the AF Form 1487 and Correction Action Plan form, the facility manager will annotate the corrective actions taken and the date they were implemented. This includes control/work order numbers provided by 72d Engineering Customer Service.

4.10. The facility manager will ensure that the functional commander reviews the form and signs the appropriate block on the back of the form.

4.11. The facility manager will keep a copy of the signed/completed AF Form 1487 for their records and return the original to the listed Fire Prevention Inspector or 72 ABW/CEF Workflow. The form shall be returned before the suspense date listed on the form.

4.12. If facility managers require additional time to initiate corrective action, they can request extensions to the suspense date from the Fire Prevention Inspector.

4.13. Facility managers are required to track the completion of work required to correct deficiencies. Note: Some corrections may take long periods of time.

4.14. For situations presenting an imminent danger, the hazard is first isolated and then a Fire Prevention Visit Report will be issued. The fire inspector will provide a copy to the supervisor in charge and a copy will be delivered to the functional commander. *Note: The operation may be terminated, by the Fire Marshal, Fire Chief and/or their representative until an assessment is made regarding the safety of the situation.*

5. Fire Prevention Procedures for New Construction, Renovation, Alteration and Demolition Projects. All AF and support unit construction, renovation, alteration or modification or Life Safety Analysis projects will be monitored by the Fire Prevention Office to ensure they comply with the requirements outlined in AFIs, Unified Facilities Criteria (UFCs), International Building Code, National Fire Protection Association codes and the Base Facility Standards. Each contract will include a specific section that addresses the applicable fire prevention requirements set forth in this instruction.

6. Plans Review Procedures.

6.1. The Fire Prevention Office will review plans to ensure all required features are present and local emergency response elements are incorporated (i.e., accessibility to facility, location of fire hydrants, etc.) in accordance with UFC 3-600-01, *Fire Protection Engineering for Facilities*. The Fire Prevention Office does not conduct the required Fire Protection Engineer reviews of technical designs. The accuracy and code compliance of the design remains the responsibility of the project design team.

6.2. A fire prevention representative is required to review all phases of project design plans, specifications, project books, projects and programming documents for all construction, renovation, alteration and modification of all AF and support unit facilities, structures and systems.

6.3. A complete set of plans and specifications will be made available to the Fire Prevention Office for all phases of projects. The Fire Prevention Office requires at least five (5) working days to allow for a full, comprehensive review of fire protection and life safety features. The Fire Prevention Office may increase this period depending on the scope of the project. The reviewer will provide the project engineer with written comments prior to the suspense date. The Fire Prevention Office will expedite reviews at the request of the Programs Flight Chief when necessary to effect obligation of funds when timing is critical such as end of year.

6.4. The Fire Prevention Office reserves the right to require an approved, independent third party to review the proposed design and provide an evaluation of the design, to the Fire Prevention Office, at the expense of the owner.

6.5. Design Review Meetings. A fire prevention representative will attend pre-design, design, pre-performance, board review and modification of project meetings. The project engineer will notify the Fire Prevention Office at least five (5) workdays in advance of all meetings unless end of year or other necessity may prevent five (5) days advance notice.

6.6. The project Fire Protection Engineer must review the 100% design submission of plans and specifications and certify in writing that the design complies with this Unified Facilities Criteria and all applicable criteria. This certification letter must be submitted with the 100% submission.

7. Pre-Construction Requirements.

7.1. A fire prevention representative will attend pre-construction and pre-contract briefing. The construction manager will notify the Fire Prevention Office at least five (5) workdays in advance of all meetings. If a representative is unable to attend, contracting will provide the briefing.

7.2. The prime contractor will be briefed on construction site fire prevention requirements and will be provided the fire prevention brochure for civilian contractors.

7.3. The contract manager will provide the fire prevention representative with any addendums to the 100% design submittal plans and specifications for review and inclusion in fire prevention project file.

7.4. 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, *Fire Protection Engineering for Facilities* is required to review construction or shop plans for all fire suppression and detection systems. The Fire Prevention Office requires a copy of the construction or shop plans, with the stamp and signature of the reviewing fire protection engineer to keep for their files and to use for field inspections.

7.5. Construction Requirements. The Fire Prevention Office 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.

8. Final Acceptance.

8.1. A fire prevention representative will attend all final acceptance tests. The fire prevention representative will not conduct any of the final acceptance tests, but will act as an observer to ensure systems meet fire protection requirements.

8.2. The construction manager will notify the Fire Prevention Office at least five (5) workdays before any acceptance tests.

8.3. Representatives from the 72d Civil Engineering and Fire Alarm and Sprinkler shops responsible for the testing and maintenance of fire protection systems must be present during system acceptance. Fire department inspectors will not approve systems acceptance without approval and coordination of the responsible Civil Engineering/Contract shops. Any deficiencies noted by the fire prevention representative will be provided to the construction manager.

8.4. Fire Suppression and Detection System: The installing contractor is responsible to have all equipment and materials necessary to test each component per the manufacturer's recommendations.

8.5. The installing contractor shall furnish a record of completion (written statement) stating that the system has been installed in accordance with approved plans and tested in accordance with the manufacturer's specifications and the appropriate National Fire Protection Association standard(s).

9. Fire/Emergency Evacuation Procedures.

9.1. Immediate and accurate reporting of a fire or emergency is essential to minimize response time. Any person discovering a fire, potential fire or other emergency must report it immediately to the base fire department. This includes any fire whether it has burned itself out or was extinguished without the aid of the base fire department.

9.2. Fire/Emergency Reporting Telephone Numbers. Report all fires or emergencies to the base fire department by dialing 911.

9.3. Sound the alarm, both mechanically and verbally. In buildings equipped with fire alarm systems, activate the nearest fire alarm pull station. In buildings not equipped with fire alarm systems, sound the alarm verbally by yelling "FIRE, FIRE, FIRE."

9.4. Call the base fire department by dialing 911. When reporting a fire or emergency, give your name and telephone number, location or address of the emergency and type of fire or emergency. Remain on the telephone as long as it is safe. DO NOT HANG UP until released by the base fire department dispatcher. If you are in danger, tell the dispatcher that you will call again when you are at a safe location and ensure you call the dispatcher back. NOTE: If you dial 911 from a cell phone, your call may go to an off base Dispatch Center. Notify the dispatcher that you are located on TINKER AIR FORCE BASE and your call will be transferred to the TINKER AIR FORCE BASE Dispatcher Center.

9.5. Ensure all personnel evacuate the facility by the most direct route and assemble at a designated area at least 75 feet from the facility. If time allows, close all doors, windows, secure safes and shut off unnecessary equipment. This deters the spread of fire and reduces possible injury to other personnel. Ensure that accountability, for all personnel who were inside the facility, is taken. Never reenter an evacuated facility.

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

9.7. Wedging, propping or tying open fire rated doors/stairwell doors can prove devastating as it allows fire and smoke to spread unchecked, putting lives and buildings at risk. Blocking open Fire Rated Doors/stairwell doors is strictly prohibited.

9.8. If your building is equipped with portable fire extinguishers, attempt to extinguish the fire, if possible, and only if, the fire has just started or small in size (small = office trash can). If the fire is uncontrollable, abandon firefighting efforts and evacuate the building. To avoid be trapped, always maintain a clear egress path to safety.

9.9. False Fire Reporting. Any person(s) involved in malicious or deliberate transmission of false information pertaining to a fire or emergency, including falsely initiating a base fire department response, will be subject to applicable disciplinary action. This includes tampering with fire reporting equipment and devices.

10. Yielding to Emergency Vehicles.

10.1. All base fire department 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 will 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.

10.2. Vehicles will not pass or attempt to pass any piece of fire equipment responding to an emergency, nor follow closer than 500 feet from such apparatus.

10.3. To minimize damage and/or further endanger firefighters by cutting off their water supply, personnel will not drive vehicles over fire hoses unless authorized to do so by the senior fire officer.

10.4. For safety of on scene Emergency Response personnel, vehicle operators will approach with caution, moving as far to the left as possible, and reduce their speed when approaching the emergency. They will proceed with due caution, when permitted, and be prepared to react accordingly or as directed by emergency response personnel working the scene.

11. Fire Lanes/Restricted Parking.

11.1. Fire lanes are restricted to emergency vehicle parking only and will remain unobstructed at all times. Restricted parking areas around buildings are identified and no parking is allowed in these areas.

11.2. Fire station exits are fire lanes and are not used for parking. Obstructions, which delay fire vehicles, are prohibited.

11.3. Motor vehicles will not be parked or stored inside any building unless the area is designated for that purpose. Persons requesting designated areas must submit a request to the Fire Prevention Office with a drawing of the proposed parking area. All requests must specifically identify the reason, location, number of vehicle(s) and fuel type of vehicle(s).

11.4. Fire Lanes inside of Buildings 9001 & 3001 are provided for egress and to allow emergency vehicles access throughout. Blocking/reducing width of Fire Lanes is strictly prohibited.

12. Fire Hydrants, Water Supply and Fire Department Connection (FIRE DEPARTMENT CONNECTION).

12.1. Personnel, Organizations or contractors will not use fire hydrants unless approved by the Plumbing shop and the Fire Department. Tampering with fire hydrants, such as removing caps or turning them on is strictly prohibited. Any damage to a hydrant shall be reported immediately to the 72 Civil Engineering Service Desk at 405-734-3117.

12.2. Hydrants, post indicator valves, or other Fire Department connections will have a 15-foot clearance in all directions, where feasible. Vehicle parking, and other items, such as trees, bushes, signs, fences, barriers or any other obstacles are prohibited within the clearance area and will not block or conceal the fire hydrants and/or other fire department connections. A minimum of an 8-foot clearance, where feasible, will be maintained in front of access to facility sprinkler and standpipe connections.

12.3. The Plumbing Shop will provide the Fire Department at least a 24-hour notice of proposed water outages or curtailments, which affect fire hydrants. The only exception to this notice will be emergency work to repair systems. The Plumbing Shop will also identify inactive, defective/Out-of-Service fire hydrants by placing the appropriate "OUT OF SERVICE" ring/placard on the hydrant.

13. Fire Protection Systems.

13.1. Tampering with any fire protection system, controls, manual pull stations, fire department connection, sprinkler heads, smoke/heat detectors, etc. is prohibited.

13.2. The base Fire Chief must approve any alterations or additions to a building that could affect the operation of any fire suppression, detection or notification system or a designated representative before work begins.

13.3. Qualified fire protection personnel are the only people authorized to operate fire alarm systems to conduct fire drills.

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

13.5. Upon any fire alarm activation, all occupants, including contractors, must evacuate.

13.6. Do not block manual fire alarm pull stations, fire extinguishers, stand pipe hose connections, sprinkler system riser and alarm control panels. A 36 inch clearance is required around and in front of these devices.

13.7. A minimum clearance of 18 inches shall be maintained below heat/smoke detection devices, alarm bells, horns and light and sprinkler heads. A minimum clearance of 36 inches shall be provided below these devices when stack heights exceed 15 feet.

14. Fire Extinguishers.

14.1. Fire Extinguishers

14.1.1. Unified Facilities Criteria (UFC) 3-600-01, *Fire Protection Engineering for Facilities*, change 4, dated 7 February 2020, required that “General purpose portable fire extinguishers must be provided where required by NFPA 101.

14.1.2. Any occupancy requiring fire extinguishers, per NFPA 101, shall contact TFES Fire Prevention Office @ 72AWB/CEFP Workflow for guidance for determination if fire extinguishers are required to be placed back into the facility.

14.1.3. All extinguishers must continue to be maintained and serviced as directed by DAFMAN 91-203 Air Force Occupational Safety, Fire, And Health Standards, Air Force Occupational Safety Fire and Health Standards, and NFPA 10.

15. Open Burning, Barbecue grills, and Fireworks.

15.1. Open burning of trash/rubbish/waste etc. is prohibited on Tinker Air Force Base.

15.2. Tinker Air Force Base will enforce Burn Bans issued by the Governor in conjunction with State and Local laws. Burn bans are based upon the immediate predicted weather conditions and the long-term weather forecast, the condition of the wildland fuels, current fire behavior, and fire occurrences. Tinker Air Force Base follows guidance set forth by the OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, and FORESTRY. Tinker personnel are responsible to be aware of current fire dangers and Burn Bans that are in effect. Information on bans can be found at <http://www.forestry.ok.gov>.

15.3. Commercially purchased fire pits are permitted in Military Family Housing and the Family Camping (FAMCAMP) area. All fire pits must be fully enclosed with metal screening and will not be operated within 15 feet of any structure, including fences, combustible materials, in a garage, under carports or awnings. Users are responsible for any damage incurred by the use of the fire pit.

15.4. The use of BARBEQUE grills on the flightline and Restricted Areas is prohibited unless the Fire Prevention Office grants special permission.

15.5. Commercially purchased BARBEQUE grills, gas or charcoal, are authorized on Tinker Air Force Base. Special precautions, when using charcoal grills, will be taken to prevent a fire beyond the grill area and only approved types of 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. Do not use grills within 15 feet of any structure, including fences, combustible materials, in a garage, under carports or awnings. Grills shall not be left unattended at any time. Users are responsible to keep flames in charcoal grills to a minimum height. Charcoal grills shall be emptied of used coals prior to storage inside a facility. Ensure used coals are completely extinguished, soaked where necessary, prior to disposal.

15.6. Adequate adult supervision is required during all open flame operations. Do not permit minors to start or tamper with any fire or ignition source. Consider maintaining a suitable extinguishing agent in the immediate area for quick response to flare-ups and/or accidental ignition beyond the grilling/pit surface. Ensure all materials; charcoal, lighter fluid, matches and lighters are stored, properly secured and kept out of the reach of children.

15.7. The individual use of fireworks on Tinker Air Force Base is prohibited. Fireworks used during base-sponsored activities, such as the Fourth of July fireworks display, will be set up and discharged by properly trained and qualified personnel from a licensed commercial firm.

16. Decorations.

16.1. Only Underwriters Laboratory (UL) or Factory Mutual (FM) approved flame retardant/resistant decorations will be authorized for use.

16.2. Lit candles are prohibited as decorations.

16.3. Base Chapel may utilize candles during religious services inside the base chapel. The Fire Prevention Office will provide assistance training Chapel Staff personnel about safe candle usage as necessary.

16.4. The use of live Christmas trees is prohibited in government facilities. Note: Only noncombustible (artificial) Christmas trees and decorations are authorized for use in facilities. Artificial Christmas trees shall be labeled or otherwise identified or certified by the manufacturer as being "flame-retardant" or "flame-resistant". Trees will not be located near heating vents or other fixed or portable heating devices that could cause the tree to ignite.

16.5. Christmas tree lighting and wiring must be in good physical condition with no splices or short-circuiting in the wire. Indoor lighting will not be used outdoors. Christmas tree lights will be unplugged when the area or facility is unoccupied. Christmas tree lights will not be used on metal Christmas trees due to the possible hazard of shock or electrocution.

16.6. Christmas trees, decorations, curtains, draperies, netting or other decorative material will not be placed where they would restrict or impede fire evacuation routes or block access to exits for personnel exiting the facility. Combustible decorations that are placed in exit ways or near ignition sources for special events or occasions will be approved by the Fire Prevention Office prior to installation.

16.7. Outdoor lights and wiring will be in good physical condition, must be approved for outdoor use by the manufacturer and must be weatherproof.

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

16.9. 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 Office. Live greenery will not be used as wall or ceiling decorations or in interior locations deemed unsafe by the Fire Chief or his representative.

16.10. Decorations such as stage curtains, netting and drapes or other combustible materials used in places of public assembly, as well as those in administrative facilities or dormitories, will be factory treated with flame-resistant material. Materials such as polyurethane foam, Styrofoam, rubberized hair, etc., have been determined to be extremely flammable and will not be used as decorative material.

16.11. The Fire Chief or his representative, in coordination with the 72 ABW/SE, must approve all haunted house facilities. Plans and materials must be approved before assembly.

16.12. Indoor and outdoor public events must be coordinated through the Fire Prevention Office for compliance with NFPA 101®, Standard for Life Safety Code.

17. Commercial Cooking/Food Truck Operations.

17.1. Facility and Functional Managers of commercial cooking facilities are the Office of Primary Responsibility for the fire safety in their facility/facilities in accordance with DAFMAN 91-203 *Air Force Occupational Safety, Fire, And Health Standards*.

17.2. In accordance with DAFMAN 91-203 *Air Force Occupational Safety, Fire, And Health Standards*, Commercial Cooking Facilities are defined as – Facilities such as clubs, dining halls, snack bars, cafeterias and other places of assembly where the facility or a portion of it is devoted to the preparation of food served to the public. Commercial cooking facilities shall be maintained as required to prevent the loss of United States Air Force resources. The unit commander will appoint in writing a Quality Assurance Evaluator for cleaning conducted under a service contract. The facility manager usually accomplishes Quality Assurance Evaluator function.

17.3. Sourced references include NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, DAFMAN 91-203 *Air Force Occupational Safety, Fire, and Health*, and Tinker Fire Emergency Services Commercial Cooking Inspection Program. For more information contact the 72 Air Base Wing Fire Prevention Office at 734-3981.

18. Welding. Welding, cutting and brazing operations present hazardous situations, which, if proper precautions are not taken, can lead to fire, explosion, serious injuries and/or death. Please consult DAFMAN 91-203 *Air Force Occupational Safety, Fire, And Health Standards*, TFES Hot Work Program and NFPA 51B, *Standard for Fire Prevention during Welding, Cutting, and Other Hot Work*.

19. Change of occupancy. Temporary changes in occupancy for ceremonies and functions requires coordination with the Fire Prevention Office.

G. HALL SEBREN JR., Colonel, USAF
Commander

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

AF 55, *Employee Safety and Health Record*, 9 July 2013

AF IMT 1487, *Fire Prevention Visit Report*, 31 December 1998

AF 332, *Base Civil Engineer Work Request*, 31 December 1990

AFFD 32-20, *Fire Emergency Services*, 9 July 2018

AFI 32-2001, *Fire Emergency Service Program*, 28 September 2018

AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*, 15 May 2019

AFI 91-202, *Air Force Mishap Prevention Program*, 12 March 2020

DAFMAN 91-203, *Air Force Occupational Safety Fire and Health Standards*, 25 March 2022

EM 385-1-1, *Safety and Health Requirements Manual*, 30 November 2014

NFPA 10, *Standard for Portable Fire Extinguishers*, 2022

NFPA 51B, *Standard for Fire Prevention During Welding, Cutting, and Other Hot Work*, 2019

NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2021

NFPA 241, *Standard for Safeguarding Construction, Alteration and Demolition Operations*, 2022

UFC 3-600-01, *Fire Protection Engineering for Facilities*, change 4, 7 February 2020

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

DAFMAN—Department of the Air Force Manual

FAMCAMP—Family Camping

FM—Factory Mutual

NFPA—National Fire Protection Association

TFES—Tinker Fire and Emergency Services

UFC—Unified Facilities Criteria

UL—Underwriter Laboratory