

**BY ORDER OF THE COMMANDER  
TRAVIS AIR FORCE BASE (AMC)**



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

**28 DECEMBER 2021**

***Certified Current 13 JANUARY 2022***

***Civil Engineering  
INSTALLATION FIRE PREVENTION  
PROGRAM***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes specific lines of authority for Travis Air Force Base (AFB) and sets policy and procedures to meet the objectives of Air Force Instruction (AFI) 32-2001, *Fire Emergency Services Program*. It applies to all military and civilian personnel assigned, attached to, or quartered at Travis AFB (including contractors, residents and concessionaires). This publication applies to Air Force Reserve Command (AFRC) Units. Through the guidance contained herein, fire prevention can eliminate or minimize needless waste of human lives or property, thus allowing continuation of the assigned mission.

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### ***SUMMARY OF CHANGES***

This document has been revised to meet the current guidelines and brings it into compliance with DoD, AF and local Travis AFB publications. The updated test is intended to eliminate redundancy,

incorporate national consensus standards, and set the framework for fire prevention measures on Travis AFB.

## 1. Responsibilities.

1.1. **Installation Commander.** The installation commander is responsible for the fire safety of personnel and property under their control, provided for by the Fire and Emergency Services (FES) programs contained in this instruction. This responsibility is discharged through the Fire Marshal and executed by the Fire Chief. The installation commander reviews and approves Risk Management (RM) plans that address facility fire safety and reductions in FES capability. The Fire Marshal and Fire Chief provide periodic updates to keep the commander aware of FES capability and risk.

1.2. **Fire Marshal.** The 60th Civil Engineer (CE) Squadron Commander or the Base Civil Engineer (BCE) is the Fire Marshal. The Fire Marshal is responsible to the Installation Commander for oversight of FES programs and provides the Fire Chief the resources to execute the FES mission.

1.3. **Fire Chief.** The Installation Fire Chief is the FES Flight Chief and is directly responsible to the Fire Marshal for establishing, executing and maintaining FES programs.

1.4. **FES Fire Prevention.** The Fire Prevention Section is the representative office that implements and manages the fire prevention program objectives. The Fire Prevention Section represents the Fire Chief on all matters relating to life safety and code enforcement with delegated authority to act on his/her behalf.

## 2. Mission and Standards.

2.1. **Fire Prevention Mission.** Fire Prevention is the primary mission of the FES flight.

2.2. **Fire Prevention Objectives.** The objective of the Fire Prevention Program is to prevent fires. This is accomplished through four program elements: FES facility plan reviews, fire prevention inspections, code enforcement and fire safety education.

### 2.3. Fire Prevention Program Elements Overview.

2.3.1. FES Facility Plan Reviews. The Fire Chief will provide design review comments to the Engineer Flight (CEN) Chief for incorporation into facility design and modification projects. The Fire Prevention Section will review all plans with special attention to fire emergency services personnel and vehicle access and verification of Fire Protection Engineer coordination as applicable.

2.3.2. Fire Prevention Inspections. Fire prevention inspections are conducted at least annually for all facilities. Privatized Family housing is excluded. The Fire Chief may institute more frequent inspections to include unannounced and after hours inspections.

2.3.3. Code Enforcement. Code enforcement includes authority delegated by the installation commander to the Fire Chief to affect actions necessary to correct fire hazards and deficiencies. The using organization's commander is responsible for RMs to mitigate fire hazards and deficiencies for their area of responsibility. The Fire Chief is responsible to track mitigation actions until deficiency is corrected or waived.

2.3.4. Fire Safety Education. Fire safety education is an essential part of workplace safety training, and is promoted during fire inspections and other personal contacts. It may be

tailored for specific audiences and purposes, such as fire extinguisher training or public assembly employee training. Fire safety education objectives are to equip personnel with the information needed to prevent fires, protect themselves and intervene early when fire occurs.

**2.4. Scope of Additional Services.** The Fire Prevention Section provides additional services to ensure program objectives are met. These services include approval for all operations on the installation that require independent, unsecured, or sustained ignition sources. The Fire Prevention Section provides interpretation services on codes and standards concerning fire and life safety topics.

2.4.1. The Fire Prevention Section will provide technical assistance to Commanders and Facility Managers concerning extinguisher selection and placement within a facility. It is the responsibility of the owning unit to purchase and maintain fire extinguishers to standards set forth in National Fire Protection Association (NFPA) 10, *Portable Fire Extinguishers*.

**2.5. Standards and Regulatory Guidance.** NFPA standards and recommended practices affecting FES Fire Prevention are adopted either as written or as implemented with specific Technical Implementation Guides (TIG). Fire protection requirements are contained in Unified Facilities Criteria (UFC) 3-600-01, *Fire Protection Engineering for Facilities* and Engineering Technical Letters (ETL).

### **3. Program Elements.**

#### **3.1. FES Plans Review.**

3.1.1. The Fire Prevention Section provides fire prevention approval and consultation services for new construction, facility modification, and U-Fix-It projects. The primary role of the FES Plans Review is to ensure emergency response procedures are not limited or altered by construction or engineering projects, and to ensure the presence of a Fire Protection Engineer certification when applicable.

3.1.2. The Fire Prevention Section provides review and approval services through the CE Tools portal and Civil Engineering Work Request Review Board. The Fire Prevention Section will contact the appropriate point of contact (POC) if a project alters the emergency response procedures, or causes a change in applied fire prevention codes.

3.1.3. All facilities and structures are engineered with fire protection criteria in mind. Prior to new construction of any facility, a Fire Protection Engineer and Fire Prevention Inspector will review drawings and specifications to ensure life safety considerations and fire protection features are incorporated.

#### **3.2. Fire Prevention Inspections.**

3.2.1. The Fire Prevention Section performs facility inspections and advises unit commanders, facility managers, and supervisors of hazards and fire safety deficiencies in their facilities. The responsibility for correcting identified hazards or deficiencies rests with the unit commander.

3.2.2. The Fire Prevention Section utilizes local forms and AF Form 218 to document completion of inspections.

3.2.3. There are instances where multiple agencies share office space within a facility. In these instances, the identified Facility Manager will assist the Fire Prevention Section with scheduling inspections, and disseminating to responsible agencies fire safety deficiencies for correction.

3.2.4. FES utilizes the fire safety discrepancy (FSD) program, and ensures notification and tracking of each identified FSD corresponds with AFI 32-10141, *Fire Safety Deficiency Program*.

3.2.5. Any FSD will be documented on AF Form 1487, and presented to the appropriate Commander and Facility Manager for correction. A deadline of 30 days from date of issue will be established for correction or presentation of an acceptable plan of action.

### 3.3. Code Enforcement.

3.3.1. The FES Flight is directed in accordance with AFI 32-2001, *Fire Emergency Services Program* with authority derived from the Installation Commander, 60th Air Mobility Wing Commander (60 AMW/CC), to implement and enforce fire prevention policy.

3.3.2. Upgrades in infrastructure, new operations, or changes to interior configurations may change the applied life safety standard by changing the “occupancy type” as defined in NFPA 101, Life Safety Code. The 60th Civil Engineering Squadron (CES) Fire Protection Flight (CEF) will assist Facility Managers and Commanders in determining new requirements and restrictions under newly applied codes as occupancy loads, fire suppression requirements, electrical or explosive standards may require stricter guidance.

3.3.3. The Fire Prevention Section utilizes AFIs, NFPA standards, UFCs, and all other applicable government or departmental guidance during inspections, site visits, or customer inquiries.

3.3.4. The Fire Prevention Section will utilize established regulations and forms to assist Facility Managers and Commanders in developing the appropriate corrective action plans in the event a fire safety deficiency is assigned to a facility.

3.3.5. The Fire Emergency Services Flight, 60 CES/CEF, has the authority to halt any action or condition that is determined hazardous to life and property, or that poses an unnecessary risk of fire. (Examples of this include unsafe practices by personnel concerning operations that involve an ignition source, unsafe practices involving confined spaces, unsafe storage practices, improper use of facilities, occupant overload situations, etc.).

3.3.5.1. The 60th Air Mobility Wing Safety Office (60 AMW/SE) will be notified anytime an operation or condition is determined unsafe and declared terminated by 60 CES/CEF.

3.3.5.2. The 60 CES/CEF will work with the 60 AMW/SE to resolve the situation, develop potential alternative solutions, and return operations to normal.

3.3.6. The 60 CES/CEF will evaluate waivers on a case-by-case basis. The 60 CES/CEF will not waive any condition that violates NFPA 101, *Life Safety Code*.

3.3.7. The 60 CES/CEF employs a Board of Appeals as listed below. All disputed fire discrepancies must be submitted in writing or electronic correspondence to the issuing authority with intent to appeal. Once an appeals request is received the issuing authority will route the dispute to the next highest appellate authority for processing. Final appellate authority rests with the 60 AMW/CC.

3.3.7.1. Issuing Fire Inspector.

3.3.7.2. Assistant Chief of Prevention (60 CES/CEFT).

3.3.7.3. Fire Chief (60 CES/CEF).

3.3.7.4. Base Fire Marshall (60 CES/CC).

3.3.7.5. Installation Commander (60 AMW/CC).

#### 3.4. Fire Safety Education.

3.4.1. The Fire Prevention Section provides briefings and training to the following audiences.

3.4.1.1. Newcomer's Briefing.

3.4.1.2. Family Day Care Provider Program.

3.4.1.3. Facility Managers Briefing.

3.4.1.4. Fire Prevention Week.

3.4.2. The Fire Prevention Section will coordinate all emergency evacuation training (fire drills) with the appropriate agency given the required frequency.

3.4.2.1. Facility Managers, Unit Safety Representatives, and Commanders are encouraged to exercise the readiness of their personnel, and do not require coordination with 60 CES/CEF to do so. The Fire Prevention Section can assist, if requested and if personnel are available.

3.4.3. The Fire Prevention Section is available to present fire safety specific briefings, training, or demonstrations not listed above upon request.

3.4.4. Facility Managers, Unit Safety Representatives, and Commanders ensure all personnel know where fire extinguishers are located and what to do in case of fire. Supervisors shall instruct personnel on fire extinguisher operation upon initial arrival and annually thereafter. **NOTE:** Personnel assigned for short periods (less than 30 days), either on deployment or temporary duty (TDY), do not require initial training at each base. However, personnel shall be oriented to the locations of fire apparatus (extinguishers, hoses, alarm boxes, etc.) within their immediate temporary duty area. Personnel deploying or TDY for more than 30 days are required to receive orientation and operation training on fire apparatus in their work areas. Fire Extinguisher Training can be provided through the Fire Prevention Section with an electronic fire extinguisher trainer.

#### 4. Travis Air Force Base Specific Guidance.

4.1. **Fire Reporting Procedures.** All fires must be reported to the FES flight regardless of size to include those already extinguished. Contact numbers for the FES Flight are: 9-1-1 - All

government and on base phone lines (707) 424-4911 - All private residential phone lines to include cell phones.

4.1.1. Dialing “9-1-1” from a cell phone or non-government phone while on Travis AFB will be received by the Solano County Emergency Dispatch Center. Personnel who report emergencies to the Solano County Emergency Dispatch Center will experience a delay as the emergency will be routed to the Travis AFB Emergency Communication Center for processing and response.

4.1.2. Personnel reporting an emergency should provide the following information: name, call back number, location, and nature of the emergency. Personnel must remain on the line until directed by the emergency operator to end the call.

**4.2. Prohibited Operations.** The authority having jurisdiction has determined that the following operations are prohibited within the confines of Travis AFB. Each operation has been determined to present a particularly high risk of fire, injury, or death and therefore cannot be allowed to take place.

4.2.1. Operations that impede or degrade installed fire detection or suppression systems are prohibited. Formal coordination with 60 CES/CEF is required for any operation that affects the normal operation of these systems.

4.2.2. Fireworks are prohibited on Travis AFB.

4.2.3. Tampering with or impeding the operation of installation fire hydrants is prohibited without consent from the 60 CES/CEF. Vehicles are not to park closer than 15-feet from hydrants, post indicator valves, or fire department sprinkler connections.

4.2.4. Operations or parking configurations that block designated emergency “fire lanes” is prohibited without coordination with the 60 CES/CEF.

4.2.5. Tampering with or disabling installed fire detection or fire suppression system components is strictly prohibited.

4.2.6. Smoking or the use of any ignition source within 50-feet of hangars, aircraft, aircraft parking areas, warehouses, repair and loading docks, paint shops, petroleum oil lubricants, vehicle maintenance shops, gasoline dispensing operations, bulk oxygen storage facilities, flammable liquid or gas handling storage areas, or munitions storage areas is prohibited.

4.2.7. Open fires or burning operations are prohibited unless coordinated through the 60 CES/CEF.

4.2.8. The burning of candles, incense, potpourri pots, and similar open-flame devices is prohibited except in religious facilities or base privatized housing.

4.2.9. The use of “live” Christmas trees is prohibited except in base family housing.

4.2.10. Storage within mechanical, electrical, and boiler rooms is prohibited.

**4.3. Operations that require 60 CES/CEF coordination.** The Authority Having Jurisdiction (AHJ) has determined the following operations to present a potential hazard of accidental ignition or pose a threat of degradation to intended emergency response operations and require coordination with the 60 CES/CEF prior to engagement.

4.3.1. Welding, cutting, brazing, soldering, or any other industrial operation that requires the use of an open flame must be coordinated and approved by the 60 CES/CEF prior to engagement.

4.3.2. The storage of flammable or combustible materials must be consistent with AFI 91-203, and when the quantities of storage lockers exceed two they must be coordinated and approved by the 60 CES/CEF.

4.3.3. The storage of explosive materials must be coordinated and approved by the 60 CES/CEF.

4.3.4. The use of outdoor cooking equipment that utilizes an unsecured ignition source (i.e.; grill, Sterno fuel, charcoal, etc.) must be coordinated through the 60 CES/CEF except in base family housing, fixed barbeque facilities at parks or dormitories, or at the Fam Camp.

4.3.5. In accordance with the AMC Facilities Energy Management Policy, the use of space heaters in government facilities is prohibited, unless required for valid safety or health issues. 60 CES/CC approval is required to grant an exception to this policy and annual validation is required.

4.3.5.1. Users may submit a medical letter documenting the requirement to supplement their heating to the base energy awareness manager (60 CES/CENP) in accordance with AFI 91-203.

4.3.5.2. If approved by 60 CES/CC, only a portable oil-filled radiant space heater may be used. The space heater must be UL® listed/labeled, and equipped with automatic shut-off device 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. Heaters will only be plugged into approved receptacles. Use of extension cords and surge protectors with these heaters is not permitted. Space heaters shall not be operated within three feet of any combustible materials. Do not leave these devices unattended when in use and unplug them at the end of the day or shift. Space heaters shall only be used in areas for which they are listed in the approved letter.

**4.4. Seasonal Considerations.** Travis Air Force Base's location and environmental conditions require that certain operations require a higher level of education.

4.4.1. Travis AFB poses a seasonal threat of wildland, brush, or grass fire. Personnel are encouraged to remain mindful of unsecured ignition sources. The disposal of improperly extinguished smoking material, charcoal briquettes, or cooking grease for example can inadvertently start a fire.

**4.5. Facility Manager, Contractor, and Military Family Housing Fire Prevention Handbooks.** The 60 CES/CEF has developed fire prevention specific handbooks for Facility Managers, contractors operating within the jurisdiction of Travis AFB, and residents of privatized family housing. These handbooks serve as an extension of this regulation, and provide a "living" and flexible platform for the 60 CES/CEF to adjust fire prevention measures and public education delivery to conform to updated requirements or standards. These handbooks are available upon distribution or request through the Fire Prevention Section.

JOHN M. KLEIN, JR., Colonel, USAF  
Commander

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

AFPD 32-20, *Fire Emergency Services*, 21 Jun 2012

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Project*, 5 Feb 2015

AFI 32-2001, *Fire Emergency Services (FES) Program*, 27 Feb 2014

DoDI 6055.06, *DoD Fire and Emergency Services Program*, 23 Feb 2006

NFPA 10, *Portable Fire Extinguishers*, 2013 Edition

Unified Facilities Criteria 3-600-01, *Design: Fire Protection Engineering for Facilities*, 20 June 2016

NFPA 101, *Life Safety Code*, 2015 Edition

AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 332, *Base Civil Engineer Work Request*

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

AF Form 847, *Recommendation for Change of Publication*

AF Form 1487, *Fire Prevention Visit*

AF 218, *Facility Fire Prevention and Protection Record*

AF 1024, *Confined Spaces Entry Field Permit*

AF 1028, *Facility Pre-Fire Plan*

AF 2047, *Explosives Facility License*

*Travis AFB Fire Inspection Checklist (Local)*

*Travis AFB Fire Drill Checklist (Local)*

***Abbreviations and Acronyms***

**ADLS**—Advanced Distributed Learning Service

**AF**—Air Force

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFRC**—Air Force Reserve Command  
**AFRIMS**—Air Force Records Information Management System  
**AHJ**—Authority Having Jurisdiction  
**AMW**—Air Mobility Wing  
**BCE**—Base Civil Engineer (Fire Marshal)  
**CBT**—Computer Based Training  
**CC**—Commander  
**CE**—Civil Engineer  
**CEF**—Fire Protection Flight  
**CEP**—Civil Engineer Design Review  
**CES**—Civil Engineer Squadron  
**DoD**—Department of Defense  
**ETL**—Engineering Technical Letters  
**FES**—Fire Emergency Services  
**FSD**—Fire Safety Discrepancy  
**MAJCOM**—Major Command  
**NFPA**—National Fire Protection Agency  
**OPR**—Office of Primary Responsibility  
**POC**—Point of Contact  
**RDS**—Records Disposition Schedule  
**RM**—Risk Management  
**SE**—Safety Office  
**TDY**—Temporary Duty  
**TIG**—Technical Implementation Guides  
**UFC**—Unified Facilities Criteria  
**UL**—Underwriters Laboratories