

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

**WHITEMAN AIR FORCE BASE  
INSTRUCTION 33-2001**



**2 DECEMBER 2020**

**Civil Engineering**

**FIRE PREVENTION/  
PROTECTION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 32-20, *Fire Emergency Services*, Air Force Instruction 32-2001, *Fire and Emergency Services (F&ES) Program*, the National Fire Protection Association (NFPA) Standards, and Air Force Manual (AFMAN) 91-203, *Air Force Occupational Safety, Fire, and Health Standards* as they pertain to fire safety. This instruction applies to all personnel (military and civilian organizations including associate units, residents, concessionaires and contractors) assigned or attached to Whiteman Air Force Base (AFB) to include Guard and Reserve units. This instruction is intended to enhance and support commanders in enforcing their own fire protection programs. For government-owned/contractor-operated and contractor-owned/contractor-operated facilities, contracts will be revised to comply with this instruction when such contracts are extended, revised or rewritten and when new delivery orders are applied to existing contracts. Overall management and control of the Whiteman AFB Fire Prevention Program is the responsibility of the 509th Bomb Wing Commander. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication may not be supplemented or further implemented/extended.

***SUMMARY OF CHANGES***

This document has been substantially changed and must be completely reviewed. It addresses the roles and responsibilities as they pertain to all personnel assigned to Whiteman AFB in regards to fire prevention and fire safety. It addresses local emergency reporting procedures unique to Whiteman AFB. It adds local fire prevention requirements not found in AFMAN 91-203. Lastly, it outlines fire inspection procedures, unit and work center training requirements, procedures for special social gatherings, and civilian contractor and concessionaire responsibilities.

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## Chapter 1

### OBJECTIVE AND SCOPE OF FIRE PREVENTION

**1.1. Objective.** The objectives of the fire prevention and protection programs are to eliminate the cause of fires and reduce the loss of life, injury and property damage if a fire occurs. Achievement of these objectives requires commander support at all levels and the participation of all base personnel, both military and civilian, thus ensuring accomplishment of our assigned Air Force mission. These goals are accomplished through four program elements: F&ES facility plan reviews, fire prevention inspections, code enforcement and fire safety education.

## Chapter 2

### ROLES AND RESPONSIBILITIES

**2.1. Fire safety and prevention is:** The responsibility of all military and civilian personnel on Whiteman AFB.

**2.2. Installation Commander.** The 509th Bomb Wing Commander (509 BW/CC) is designated as the installation commander for Whiteman AFB. In addition to the responsibilities listed in AFI 32-2001, the 509 BW/CC is responsible for reviewing and approving local Risk Management (RM) plans that address facility fire safety and reductions in F&ES capability

**2.3. Base Fire Marshal.** The 509th Civil Engineer Squadron Commander (509 CES/CC) is the Base Fire Marshal. Base Fire Marshal responsibilities are outlined in AFI 32-2001.

**2.4. Installation Fire Chief (IFC).** The 509th Civil Engineer Squadron Fire Protection Flight Chief is the IFC. IFC responsibilities are outlined in AFI 32-2001.

**2.5. 509th Civil Engineer Squadron Engineering Flight Chief.** Responsible to the Base Fire Marshal to ensure all construction projects are designed with all required fire safety features as stated in AFI 32-2001.

**2.6. 509th Civil Engineer Squadron Operations Flight or Contractor Operations Service.** Responsible to the Base Fire Marshal for inspecting, testing, maintenance and documentation associated with all fire detection, notification, suppression and water distribution systems as stated in AFI 32-2001. In some situations a contractor operations service will assume these responsibilities.

**2.7. 509th Civil Engineer Squadron Water & Fuels System Maintenance (509 CES/CEOIU).** Fire hydrants are maintained, tested and serviced by 509 CES/CEOIU. When fire hydrants are found to be out of service, notification must be made to 509th Civil Engineer Squadron Customer Service (509 CES/CEGR) to initiate corrective action. 509 CES/CEOIU personnel will be responsible to:

2.7.1. Ensure out of service hydrants are properly marked in an identifying manner that is visible from any approaching direction.

2.7.2. Immediately notify F&ES Emergency Communications Center (ECC) of out of service hydrants and water systems. Additionally, notification must be made as soon as is reasonable when hydrants and water systems are restored.

2.7.3. Make every effort to return out of service hydrants and water systems back to service as soon as possible.

**2.8. Unit Commanders or Equivalent.** Unit commanders or equivalent are responsible for overall fire safety within their unit. Unit commanders or equivalent will:

2.8.1. Appoint a primary and alternate facility manager IAW AFI 32-1001.

2.8.2. Develop an operating instruction describing general and specialized fire safety requirements for operation within their unit. This operating instruction can be incorporated into the unit safety program. See [Attachment 2, Operating Instruction Template](#), which can be tailored to individual units.

2.8.3. Accomplish periodic review of unit fire safety program and ensure correction of fire safety deficiencies identified on the AF Form 1487, *Fire Prevention Visit Report*.

2.8.4. Review existing RM plans that address facility fire safety. When deficiencies cannot be corrected immediately, the unit commander or equivalent initiates corrective actions and prepares an AF Form 4437, *Deliberate Risk Management Worksheet*, which mitigates the impact and hazards of the fire safety deficiency. The RM plan must ensure the safety of all occupants and protection of mission critical equipment to the satisfaction of the IFC and, where applicable, must be approved by the 509 BW/CC. See [Attachment 5](#) for a sample RM plan.

2.8.5. 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. This training and certification system shall include documented annual training of employees, including fire extinguisher training and location of fire extinguishers, and immediate indoctrination of new employees. This requirement may be fulfilled through the job safety training and documentation process IAW AFI 91-202, *The US Air Force Mishap Prevention Program* and AFI 91-202\_AFGSCSUP, *The US Air Force Mishap Prevention Program - 13 September 2017*.

**2.9. Supervisors.** Supervisors at all levels are responsible for fire safety in their work areas and operations. This includes, but is not limited to, briefing personnel on fire reporting procedures, fire evacuation procedures, enforcing safe smoking practices from a fire hazard standpoint, conducting fire safety inspections, inspecting fire extinguishers for proper placement, access and operational readiness. The supervisor is also responsible to provide training in accordance with [Chapter 6](#) of this instruction.

**2.10. Facility Managers.** Personnel that are designated as either the primary or alternate unit facility manager will need to communicate and coordinate with one another and are responsible, at a minimum, to:

2.10.1. Conduct monthly fire safety inspections for all facilities under their span of control and document any fire safety hazards and deficiencies along with the corrective actions taken; additionally, unit safety representatives and/or facility managers shall accompany F&ES representatives during annual facility fire inspections.

2.10.2. Ensure fire alarm systems are maintained and serviced IAW UFC 3-601-02, Operations and Maintenance: Inspection, Testing and Maintenance of Fire Protection Systems.

2.10.3. Use AFMAN 91-203 and all other applicable regulations and guidelines to ensure your fire prevention program addresses the fire safety issues in your work centers. Individuals can refer to the following attachments for assistance to meet this requirement:

2.10.3.1. **Attachment 2** can be tailored to individual units.

2.10.3.2. **Attachment 4** lists commonly found fire safety hazards and deficiencies, applicable references, and corrective actions.

2.10.3.3. Whiteman AFB Form 2001, *Facility Manager Monthly Fire Inspection Checklist*, can be used when conducting monthly facility inspections to help personnel know what to look for.

2.10.4. Inspect fire extinguishers at least once per calendar month to ensure they are accessible, operational and in their proper locations and document the inspection as outlined in this instruction. Extinguishers requiring servicing or replacement must be taken to the Extinguisher Maintenance Shop, Building 121.

2.10.4.1. Monthly inspections shall be documented on the inspection tag attached to the facility fire extinguisher.

2.10.4.2. Vehicle, aircraft, and equipment extinguisher inspections will be documented using an electronic data base or on an AF Form 1800 vehicle card. See [Attachment 3](#) for a sample electronic inspection record.

2.10.5. Check fire exits and fire exit pathways to ensure they are not blocked or obstructed, all door closures are in good working order and operational, and the discharge is free from any obstructions.

2.10.6. Establish procedures on how emergency lights are tested and documented monthly and annually; emergency lights and exit lights shall be tested for not less than 30 seconds monthly and for not less than 90 minutes annually if the unit is battery powered.

2.10.7. Ensure emergency lights are not obstructed and are adjusted to illuminate the path of egress.

2.10.8. Ensure exit signs are not covered or obstructed by any means and are clearly visible from the farthest vantage point.

2.10.9. Ensure fire protection devices such as sprinkler heads, pull stations, etc. are not blocked or obstructed by any means.

2.10.10. Ensure snow removal around fire hydrants and keeping fire hydrants clear of obstructions around their facility; this includes fire hydrants within 75' of their facility.

2.10.11. Comply with AFMAN 91-203 as it pertains to day to day operations, specifically:

2.10.11.1. Ensure facility is in a fire safe condition at close of business

2.10.11.2. Conduct, document, and maintain records of daily closing inspections.

2.10.11.3. Maintain occupant load information and ensure that rooms without fixed seating which are designated as assembly occupancies have the occupant load clearly posted near the main exit of the room.

2.10.11.3.1. Maximum occupancy loads will be determined by the F&ES Fire Prevention staff and they can be contacted at any time for questions regarding occupant loads.

2.10.11.4. Notify F&ES Fire Prevention staff of all major social events when temporary decorations or unusual arrangements exist.

## Chapter 3

### EMERGENCY REPORTING METHODS AND PROCEDURES

**3.1. On-Base Reporting.** The primary means of reporting any emergency on base is by dialing 9-1-1. Administration lines and radio notifications can also be used, though they are not the preferred means of initial notification. Regardless of the notification method used the individual making the notification will need to do the following:

3.1.1. Identify themselves.

3.1.2. Provide their address or location.

3.1.3. State the nature of the emergency why they are calling.

3.1.3.1. Callers will also need to state the location of the emergency if it is different from theirs.

3.1.4. Remain in contact with F&ES ECC operators until released.

**3.2. Phone Notification.** Hardline phones, to include Voice over Internet Protocol lines, are programmed to dial directly to the F&ES ECC. Cell phones can be used to dial 9-1-1; however the call will initially be picked up by a civil ECC. When this happens, the caller simply needs to state that they are calling to report an emergency on Whiteman AFB so they can be transferred to the F&ES ECC.

**3.3. Facility Fire Alarm Systems.** Fire alarm system components such as smoke detectors, heat detectors, sprinkler systems, and pull stations within a facility will also report to the F&ES ECC when they are activated. It is important to note that any detector in privatized housing is only a local alarm and will not automatically report to the F&ES ECC upon activation; in such instances a phone call will be required to initiate an emergency response.

**3.4. Fire Reporting.** All individuals who suspect, discover, or find evidence of a fire, regardless of how minor in nature or whether it has been extinguished, must report it to the F&ES ECC. When a fire is discovered, the primary objective is to evacuate the building. Second, call 9-1-1, and finally if practical, attempt extinguishment.

**3.5. False Reporting.** Willful transmission of false alarms, willful misconduct or negligence involving fire prevention policies, turning in false alarms, tampering with or the misuse of fire protection systems or devices are all subject to punishment under the Uniform Code of Military Justice (UCMJ) and/or civilian equivalent.

## Chapter 4

### FIRE PREVENTION PRACTICES

**4.1. General Information.** The following are fire prevention practices that are required to be followed in addition to what is in AFMAN 91-203.

**4.2. Housekeeping.** Good housekeeping is essential to fire prevention and is the responsibility of all military and civilian personnel. The quality of cleanliness and orderliness will reflect the overall efficiency of the unit fire prevention program.

4.2.1. Trash must not be allowed to accumulate within work areas and must be emptied at the end of the day and/or shift or as needed.

4.2.2. Greasy oily rags, paint rags and polishing cloths must be stored in self closing metal containers after use.

4.2.3. Dust and lint must be removed from under and around appliances with energized, electrical motors.

4.2.4. Dryer hoses will be disconnected and cleaned semiannually. Cleaning must be performed to prevent accumulation of lint and other debris that could cause the dryer to overheat and catch fire.

**4.3. Flammable and Combustible Liquids Storage.** Flammable liquids will only be used for their intended purpose. Storage of flammable and combustible liquids is prohibited in office occupancies unless required for maintenance and operational needs. Normal household flammable or combustible liquids are authorized for use in dormitories, but special care must be used when storing these materials. TLFs and dormitories may store combustible or limited amounts of flammable liquids for the upkeep and operation of the facility, provided these liquids are stored in an approved flammable storage cabinet. All flammable liquids will be stored in approved flammable storage cabinets; reference NFPA 30, *Flammable and Combustible Liquids Code*, for specific information. When it is possible to store flammable liquids outside, they shall be stored in a suitable structure or metal cabinet and cabinets shall be labeled "Flammable - Keep Fire Away."

**4.4. Fuel Spills.** F&ES will be notified of all fuel spills. Fuel spills involving aircraft and associated equipment will follow guidelines of Technical Order 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*.

**4.5. Hot Work Permits.** Welding, cutting, and brazing operations require approval from F&ES Fire Prevention staff prior to beginning operations. Personnel assigned to Whiteman AFB can request annual training and certification through the F&ES Fire Prevention staff in order to directly request a permit control number from the F&ES ECC so they may issue their own hot work permit.

4.5.1. All trained or certified personnel are required to call the F&ES ECC, 687-4507, to get a permit control number prior to issuing the AF Form 592, *USAF Hot Work Permit*, and are the responsible party to ensure the form is properly filled out prior to start of the operation.

4.5.2. All organizations that issue their own AF Form 592 must maintain a list of trained and certified personnel. Only the personnel on this list are authorized to issue an AF Form 592 and the list is only valid for one year; training must be accomplished annually and must be conducted by the F&ES Fire Prevention staff.

**4.6. Smoking.** Smoking is not allowed inside any government facility. Designated smoking areas are approved by the 509 BW/CC. Personnel wanting to request a change to designated smoking areas will need to submit a request through the 509th Civil Engineer Squadron.

4.6.1. Ashtrays will be provided within the designated smoking areas. Discarded smoking materials will be disposed of in an approved safety container (butt can), which will also be provided.

4.6.2. Trash receptacles shall be provided in smoking areas to preclude combining trash with discarded smoking materials.

**4.7. Storage.** Mechanical, boiler and electrical rooms of base facilities are not to be used for storage. Designated storage areas will be maintained in a manner so that installed fire sprinkler system heads will not be blocked and there is a minimum of 18” from the head in all directions; for storage of materials over 15’ high a distance of 36” is required. For large open storage areas with or without racks, one or more aisle ways of at least 36” are required so all areas of the room are accessible.

**4.8. Open Flames.** No open fires or flames, such as campfires, bonfires, trash fires, vegetation fires and so forth, regardless of size, are authorized on this installation unless approved by the IFC.

**4.9. Candles and Other Types of Flame Producing Devices.** The use of open flame devices such as candles, liquid or solid fuel burner, incense, and so forth, are prohibited in visiting quarters (VQs), temporary lodging facilities (TLFs), dormitories and all industrial type work environments. Specific Underwriter’s Laboratory (UL) approved “candle warming devices” may be used in all residential, dormitory, and office areas. The candle warmer can only be used with a glass contained candle and there must be 18” of clear area around the warmer. Candle warmers that utilize a low wattage light bulb are authorized. Candle warmers must be turned off or unplugged when the occupant will be out of the area for 60 minutes or longer.

**4.10. Space Heaters.** Space heater usage will be IAW AFMAN 91-203.

**4.11. Fireworks.** The use of any fireworks is unauthorized on this installation without the written authorization from the IFC, 509th Bomb Wing Weapons Safety Manager and the 509th Mission Support Group Commander. Furthermore, the manufacturing, sale, storage, possession, transportation and/or use of fireworks and all incendiary devices are prohibited in privatized housing (PH) per the Whiteman Family Housing Resident Guide.

**4.12. Christmas Trees.** All live Christmas trees must be kept watered to reduce the fire hazard. If the pine needles begin to fall off or break when bent, the tree must be removed from the building.

**4.13. Grills and Fryer Burners.** Grills and fryer burners shall not be operated under overhangs or on uneven surfaces and will be a minimum of 10' from all non-residential facilities when used. Occupants of PH should refer to the Resident Guide for the acceptable distance for grill and fryer burner operation. Grill surfaces, used charcoal, and fryer oil should be thoroughly cooled prior to being stored or disposed. When gas is used, the user is responsible for ensuring that gas lines are serviceable prior to use and that the bottle is turned off and disconnected from the unit after use.

**4.14. Cooking.** Cooking in Air Force facilities is strictly prohibited in areas not specifically designed or approved for that purpose, with the exception of special events approved by the IFC. Cooking appliances in TLFs and dormitory rooms are limited to microwave ovens, hot air popcorn poppers, and coffee makers, unless equipped with residential appliances.

**4.15. Fire Hydrants.** The use of fire hydrants for other than fire protection or training purposes shall be coordinated with the IFC. Such use shall not render the hydrant inoperative for fire protection purposes. Free access from the street to fire hydrants and/or fire department connections, whether permanent or temporary, shall be provided and maintained at all times. Vehicles shall not be parked closer within 15' of any fire hydrant, standpipe, or sprinkler connection.

**4.16. Fire Extinguishers.** Fire extinguishers should only be used in the event of an emergency situation to prevent the spread of fire or in a training environment to familiarize personnel with use. All fire extinguishers will be maintained in accordance with NFPA 10, *Standard for Portable Fire Extinguishers*. Due to the various types and sizes of extinguishers on Whiteman AFB, as well as their typical location, not every fire extinguisher will have tags or inspection records attached to them. Records pertaining to annual servicing, 6 year maintenance, and hydrostatic testing are maintained by the fire extinguisher maintenance technician at Building 121 and can be requested at any time. Any fire extinguisher that requires maintenance or is visibly damaged can be immediately taken to Building 121.

4.16.1. Facility fire extinguishers are placed in specific locations as required by national fire codes and under no circumstances should they be relocated by building occupants or users; the only exception to this is when fire extinguishers are brought to Building 121 for maintenance or servicing.

4.16.2. F&ES is the authority having jurisdiction (AHJ) concerning the placement and type of extinguisher needed. Organizations should not purchase fire extinguishers prior to coordinating with F&ES Fire Prevention staff to make a determination as to the type and size of extinguisher needed. Upon receipt, organizations must bring the newly acquired fire extinguisher to the fire extinguisher maintenance technician prior to having it placed in service. Once installed, the fire extinguisher becomes the responsibility of the unit to which it is assigned.

**4.17. Self-Help Projects.** All self-help projects must be submitted through the TRIRIGA work request system prior to any project being started. Tampering with, or the attempt to alter any fire suppression or detection system is prohibited. Ceiling tiles in any facility that are removed for any reason must be immediately returned to the original location when work or temporary operations are completed. For further information concerning self-help projects, call 509 CES/CEGR at 687-6350.

**4.18. Vehicle Parking in Hangars, Maintenance Facilities, and Warehouses.** A written request will be coordinated IAW AFMAN 91-203 prior to being routed to the IFC for approval. Approved vehicles can only be parked in the facility during inclement weather with the keys left in them.

**4.19. Electrical.** All electrical appliances, fixtures or wiring will be installed and maintained IAW AFMAN 91-203 and NFPA 70, *National Electric Code*; only authorized electricians may alter electrical wiring systems.

4.19.1. All switches, receptacles, junction boxes and control panels will have suitable cover plates or panels.

4.19.2. All electrical appliances, such as coffee makers, toaster ovens, etc. will be unplugged when not in use, unless they are equipped with an automatic shut-off device.

4.19.3. Any appliance with a heating element is considered high wattage and therefore will be plugged directly into the wall outlet. Additionally, these appliances shall not be left unattended and shall be disconnected from electrical outlets when not in use.

4.19.4. Multi-outlet assemblies must have an operational, built in surge protector.

4.19.5. Extension cords should never be used as fixed wiring. Additionally, when occupants do use an extension cords they should ensure that the cord is UL approved, free from any type of damage, rated for what they are being used for, and plugged directly into an outlet instead of a surge protection device.

4.19.6. Extension cords used for automobile heating during cold weather should be at least a 14 gauge wire and have the same number of conductors as the heater power cord.

4.19.7. Maintain clearance of 36" around all circuit breaker panels, transformers, fire alarm panels, water heaters, and furnaces.

4.19.8. Circuit breaker panels shall be clearly labeled.

4.19.9. Any electrical appliances that possess a possible safety concern will be inspected by an authorized electrician prior to being utilized.

**4.20. Decorations.** Decorations must be noncombustible, fire retardant or treated with fire retardant. Decorations will not obstruct installed fire protection devices nor will they block or obstruct egress routes and exits. Readily combustible materials will not be hung from the ceiling or walls due to the dangers of fire propagation and potential suffocation from toxic fumes. All temporary decorations should be removed and properly stored or disposed of as soon as possible after their intended use.

**4.21. Stairways.** Stairways must provide a continuous, unobstructed, safe path of travel to the exit discharge or safe area. Storage of combustible materials or flammable liquids in, on, or underneath stairways or stairway landings is prohibited.

4.21.1. Only noncombustible items will be stored under stairways or stairway landings. Where materials are stored beneath stairways or stairway landings egress paths will be kept clear at all times.

4.21.2. Class A combustibles (paper, cardboard, wood, etc.) can be stored underneath stairways and stairway landings that have sprinkler system coverage.

**4.22. Dryers.** Facility managers will ensure dryer hoses are disconnected and cleaned at least quarterly or more often as needed.

## Chapter 5

### MEANS OF EGRESS AND FIRE DRILLS

**5.1. Means of Egress.** A means of egress is a continuous and unobstructed way of exit travel from any point in a building to a public way. The means of egress must be free from obstructions that would prevent its use.

**5.2. Aisles and Exits.** Aisles and exits must comply with NFPA 101, *Life Safety Code*.

5.2.1. The minimum number of means of egress points from any balcony, mezzanine, story or portion thereof shall be two, unless otherwise specified. Such exits shall be remotely located from each other and shall be arranged and constructed to minimize the possibility that more than one can be blocked by one fire, or other emergency condition.

5.2.2. Exit doors must be visible, accessible and swing freely without restrictions and the door and panic hardware must be in good condition.

5.2.3. All exit doors shall be unlocked when the building is occupied.

5.2.4. Prior to blocking any door or exit, the facility manager shall contact the Fire Prevention Office for approval.

5.2.5. Aisles leading to any exit must be free of any obstructions that would impeded the flow of traffic and should be, at minimum, the width of the exit point.

5.2.5.1. Aisles in storage rooms and warehouses should be at least 36 inches wide and allow personnel to reach all areas of the room.

**5.3. Exit Discharge.** An exit discharge is the area immediately outside of an exit and extends from the exit all the way to the nearest public way. All portions of the exit discharge must be clear of obstructions from outside the facility.

**5.4. Illumination.** The floor of any means of egress must be illuminated at all points, including: corridors, passageways, stairways, landings of stairways and exit doors.

5.4.1. Emergency lighting shall be provided in the means of egress in all buildings as required by NFPA 101.

**5.5. Marking.** An approved sign must readily mark exits and be visible from all directions. Where an exit or means to reach it is not readily apparent, an approved and visible sign will mark access. Exit signs will be of such size, design and located to be readily visible in accordance with NFPA 101.

**5.6. Lock, Latches, and Alarm Devices.** Exit doors must be arranged to be readily opened from the egress side whenever the building is occupied. No lock, padlock, hasp, bar, chain or other devices will be installed or maintained on a door with panic hardware while the facility is occupied. Where pairs of doors are required in a means of egress, each leaf must be provided with its own releasing device. Each leaf will be unlatched at the top and bottom for free swing during normal occupancy.

**5.7. Factors Affecting Egress.** Hangings or draperies shall not be placed over exit doors or otherwise be located to conceal or obscure any exit. Mirrors shall not be placed on exit doors. Mirrors shall not be placed in or adjacent to any exit in such a manner as to confuse the direction of exit.

**5.8. Fire Drills.** IAW AFMAN 91-203, the IFC mandates fire drills be conducted as necessary to ensure all personnel are trained in evacuation procedures unless unit requirements are more stringent. Facility Managers can coordinate with F&ES Fire Prevention staff at any time to request a fire drill. Facility Managers shall be responsible to maintain specific requirements and document fire drills for their respective units. Occupants are not allowed to use the fire alarm system to conduct fire drills unless authorized by F&ES Fire Prevention staff.

## Chapter 6

### FIRE SAFETY INSPECTIONS

**6.1. Monthly Fire Inspections.** Commanders will develop a fire prevention inspection program to evaluate facilities and operations under their control. These inspections are to be conducted at least monthly by the appointed Facility Manager. The results will be documented and maintained in the unit's facility folder or in an electronic data base.

**6.2. Annual Fire Inspection.** F&ES Fire Prevention staff will conduct an annual fire inspections of base facilities, unless required more often by public law or other requirement. If a discrepancy is identified, it will be annotated on an AF Form 1487 and provided to the Facility Manager for corrective action. All annual fire inspections, associated discrepancies, and corrective actions for a facility will be documented and maintained electronically.

**6.3. Fire Safety Deficiency (FSD).** FSDs are prioritized IAW AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*, according to the risk they pose. Fire Prevention staff document FSDs on an AF Form 1487 and determine the FSD code.

## Chapter 7

### JOB SAFETY AND FIRE PREVENTION TRAINING REQUIREMENTS

**7.1. Job Safety and Fire Prevention Training Requirements.** IAW AFMAN 91-203 fire safety and prevention training is required for all personnel. The training provided should be specific to the work center and will be provided to new personnel upon assignment and during new employee training programs. Additionally, this training will be reviewed annually by all employees and accomplished anytime there is a change in equipment, procedures, processes, safety or fire prevention requirements.

7.1.1. IAW AFI 91-202, work center and/or shop supervisors are responsible for developing work center specific training that addresses fire protection and prevention requirements; however, this responsibility may also belong to the unit safety representative.

7.1.2. Personnel shall be knowledgeable on all items listed in AFMAN 91-203 paragraph 6.2.17.

**7.2. Documentation.** Fire prevention training must be documented IAW AFI 91-202 and AFI 91-202\_AFGSCSUP.

## Chapter 8

### PRIVATIZED HOUSING

**8.1. General Practices.** General fire prevention practices for PH are outlined in the Resident Guide issued by Whiteman Family Housing.

**8.2. Sponsor's Responsibilities.** Dependent sponsors are responsible for fire prevention in their quarters. Sponsors must ensure their dependents are familiar with the fire prevention instructions outlined in the family housing brochure and this instruction. Additionally, sponsors must receive a fire prevention presentation prior to moving into PH; this presentation is mandatory for the sponsor and highly encouraged for dependents.

**8.3. Additional Fire Prevention Measures.** The following information is not listed in the Resident Guide, but should be followed to ensure the safety of all PH occupants:

8.3.1. Exterior storage buildings should be a minimum of 10' from the house.

8.3.2. Residencies with garages should avoid running any type of combustion engine inside for an extended period of more than a minute or two due to potential carbon monoxide build up.

8.3.3. Combustible materials cannot be stored underneath stairs, except when the area is designed for such storage such as a closet space.

8.3.4. Combustible materials should not be stored within 36" of any heat producing devices such as a furnace or water heater.

8.3.5. Extension cords; refer to [paragraphs 4.19.5 and 4.19.6](#) in this instruction.

8.3.6. Occupants should test smoke and carbon monoxide detectors monthly and ensure batteries are changed out at least twice a year.

8.3.7. It is recommended that dryer hoses be disconnected and cleaned semi-annually. Cleaning prevents accumulation of lint and debris that could cause the dryer to overheat and catch fire.

8.3.8. Flame-producing devices such as lighters and matches should be kept out of the reach of children. Do not store flame producing devices in the same location as readily flammable and/or combustible materials.

8.3.9. Do not leave stove top cooking appliances unattended when in use.

8.3.10. In the event of a stove top fire, do not attempt to remove the pot or pan from the stove. If possible, place a non-flammable lid on top of the pot or pan, then turn off the heat and call 9-1-1.

8.3.10.1. Ensure the oven is empty prior to turning the appliance on or engaging the self-cleaning function. If a fire should start in the oven, under no circumstance should it be opened; instead turn off the oven and call 9-1-1.

8.3.11. Grills and fryer burners; refer to [paragraph 4.13](#) in this instruction. Additionally, grills and fryer burners should be lit and supervised by capable adults. Do not use grills or fryer burners near open windows or doors; keep a safe cooking area around unit while in use.

8.3.12. It is the responsibility of the sponsor to inform F&ES of any dependent that has a special need and requires assistance with exiting the residence; Sponsors can contact F&ES at 687-4507.

8.3.13. The sponsor should ensure that all capable household members know how to report a fire or emergency on Whiteman AFB. Sponsors should also establish an emergency evacuation plan and practice home evacuation drills periodically.

8.3.14. Members providing home day care must meet requirements set forth by Whiteman Family Homes and the base family child care coordinator.

8.3.15. Sleeping in basements is prohibited except in housing units that have at least two exits leading from the basement itself; basement windows do not qualify as exits.

8.3.16. PH occupants who perform reloading of ammunition for personal use are required to notify F&ES. The following requirements shall be met:

8.3.16.1. Storage of powder will not exceed 5 lbs. of black powder or 10 lbs. of smokeless powder.

8.3.16.2. Storage of powders shall be in the manufacturer's containers.

8.3.16.3. A minimum of one 20 lb. BC-rated fire extinguisher will be provided by the occupant during reloading operations.

## Chapter 9

### PLACES OF PUBLIC ASSEMBLY

**9.1. Training.** Managers will ensure a training program commensurate to that which is outlined in **Chapter 6** of this instruction has been implemented to ensure each employee understands their duties and responsibilities toward fire prevention, including the use of fire extinguishers.

**9.2. Kitchens.** Kitchens shall comply with requirements listed below, as well as the requirements in AFMAN 91-203, NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, and UFC 3-600-01, *Fire Protection Engineering for Facilities*.

9.2.1. Food preparation or cooking that emits grease-laden vapors shall be protected with hood and duct system equipped with an installed fire suppression system.

9.2.2. Openings in the hood leading to the duct will be protected with grease filters that fit tightly. Cooking shall not be accomplished when grease filters are not in place.

9.2.3. Kitchen ranges, hoods, filters, and surroundings will be cleaned at least daily at the end of operation, or more often if needed.

9.2.4. Ensure cooking appliances are completely under exhaust hoods. Hoods must overhang appliances at least 6" on all sides when cooking appliances are in operation.

9.2.5. A Class K type fire extinguisher with a 40 BC rating shall be provided in each cooking area.

9.2.6. Appliance maintenance will be conducted IAW NFPA 96.

9.2.6.1. If required, thermostats on deep fat fryers will be tested annually by either 509 CES or a certified contractor. The unit will be tagged with documentation indicating the inspection results and date of inspection. Copies of the inspection will be provided to the owning organization and to F&ES.

9.2.6.2. An inspection and servicing of the cooking equipment shall be made at least annually by properly trained, qualified persons.

9.2.6.3. Cooking equipment that collects grease below the surface, behind the equipment, or in cooking equipment flue gas exhaust, such as griddles or char-broilers, shall be inspected and, if found with grease accumulation, cleaned by a properly trained, qualified, and certified person acceptable to the AHJ.

9.2.6.4. All listed appliances shall be installed IAW the terms of their listings and the manufacturer's instructions.

9.2.7. Commercial cooking exhaust systems will be inspected by F&ES and cleaned to bare metal at scheduled intervals or as needed by a qualified contractor prior to surfaces becoming heavily contaminated with grease or oily sludge. The scheduled intervals, documentation, inspections, and cleaning will be IAW NFPA 96.

9.2.7.1. If the commercial cooking exhaust hood is equipped with a water wash system, that system will be maintained in accordance with NFPA 96, and the manufacturer's guidelines

9.2.8. Facility supervisors will visually inspect the fire suppression system for protected commercial cooking appliances prior to cooking each day. This inspection is to provide reasonable assurance that the system is fully operational.

9.2.8.1. If any part of the fire suppression system for any piece of protected commercial cooking equipment is, or appears to be, out of service then that specific cooking appliance will not be used until the system is fully operational.

## Chapter 10

### SPECIAL SOCIAL EVENTS AND GATHERINGS

**10.1. Notification.** The F&ES Fire Prevention staff must be notified of all special social events and gatherings held in any base facilities no less than 3 days prior to the event so a fire inspection can be performed.

10.1.1. Notification shall consist of event date, event location, event duration, expected number of attendees, types of decorations and/or furnishing to be used, and time event begins.

10.1.2. Managers and supervisors of these special functions will ensure that employees are trained in fire reporting procedures, helping personnel egress from the building, and prevention of panic. Employees must also be trained on the location and use of fire extinguishers.

**10.2. Occupant Load.** The occupant load of facilities will be enforced. If the designated occupant load for the event location is going to be exceeded, the unit commander or equivalent for the event location will be responsible to develop an RM plan to mitigate fire hazards and deficiencies associated with the event; this RM plan will be routed through F&ES for IFC concurrence and coordination and, when applicable, to the 509 BW/CC for approval prior to the event.

**10.3. Decorations and Furnishings.** All decorations and furnishings for special social events and gatherings must comply with [paragraph 4.20](#) of this instruction.

**10.4. Temporary Wiring.** Any temporary wiring must conform to NFPA 70.

## Chapter 11

### CONTRACTORS AND CONCESSIONAIRES

**11.1. General.** This chapter is designed to assist civilian contractors and concessionaires in establishing their own fire prevention program while on Whiteman AFB. The F&ES Fire Prevention staff stands ready to assist any contractor and concessionaire in any matter pertinent to fire safety or prevention. Contractors and concessionaires can call upon the F&ES Fire Prevention staff at any time they have a question, problem or concern by calling 687- 6083, 687-6080, or 687-4507.

**11.2. Responsibilities.** All contractors and concessionaires are responsible for establishing a fire protection and prevention program; this includes compliance with and enforcement of established fire safety criteria set forth in specifications, manufacturer instructions, national fire codes, uniform building codes, Air Force directives, Occupational Safety and Health Administration directives, and all applicable data detailed in contract specification or drawings. During the construction phase of projects, F&ES Fire Prevention staff are authorized to inspect the job site; the contract monitor will be notified of any problems that need to be addressed.

**11.3. Emergency Response Vehicle Access.** Contractors and concessionaires need to ensure that their operations leave every building accessible to emergency response vehicles. Preferred access is by way of roadways with an all-weather driving surface. Access roads must not be less than 20' in width and have no less than 13' 6" of vertical clearance. All dead-end access roads in excess of 150' in length shall be provided with approved provisions for the turning around of emergency response vehicles. Notification must be made to F&ES Fire Prevention staff if any operation will either block or partially block any road, street, or facility access.

**11.4. Hot Work or Open Flame Operations.** Hot work is defined as welding, cutting, brazing, soldering, grinding, torch work, or any other operation that requires an open flame. Contractors and concessionaires must contact F&ES Fire Prevention staff prior to performing any hot work or operating any open flame producing devices so that the area can be inspected and the operation approved. Once approved, an AF Form 592 will be issued for a period not to exceed 30 calendar days. The AF Form 592 must be clearly posted in the vicinity of the work area, preferably where it will be out of the elements. All personnel will ensure compliance IAW NFPA 51B, *Standard for Fire Prevention During Welding, Cutting and Other Hot Work* when conducting any type of hot work.

**11.5. Fire Reporting.** All fires, no matter how small, or if extinguished, must be immediately reported to the F&ES Emergency Communications Center by calling 9-1-1. All contractors and concessionaires shall be trained and familiar with fire reporting procedures on Whiteman AFB as listed in [Chapter 2](#) of this instruction.

**11.6. Utilities and Installed Fire Protection Systems.** Contractors shall notify F&ES whenever an existing fire detection or fire suppression system must be disconnected, relocated, or extended; similarly, notification will be made prior to these systems being returned to service. Fire protection system components will be handled carefully to assure reliability when restored to service. System reliability checks will be performed by representatives from the Fire Alarm Suppression Team, F&ES Fire Prevention staff, and the fire alarm system contractor.

**11.7. Flammable and Combustible Liquids.** All flammable or combustible liquids shall be removed from the building at the end of the work day; this includes all painting materials such as paint, brushes, empty cans, rags, clothing and drop cloths. These materials shall be stored in an approved locker or location. Refer to [paragraph 4.3](#) of this instruction for more information.

**11.8. Fire Extinguishers and Fire Hydrant Access.** Fire extinguishers in buildings will not be removed from their locations without approval from F&ES Fire Prevention staff or used for any purpose other than firefighting. Fire hydrants will not be used without permission from the base fire department; refer to [paragraph 4.15](#) of this instruction for more information.

**11.9. Smoking.** Smoking shall be prohibited throughout demolition areas. Smoking is strictly prohibited in, or near areas where flammable liquids, highly combustible materials, or explosives are stored, handled or processed; “NO SMOKING” signs will be clearly posted in these situations. Refer to [paragraph 4.6](#) of this instruction for more information.

**11.10. Portable Electrical Devices and Temporary Wiring.** All portable electrical devices shall be disconnected at the close of each working day. Temporary heating equipment shall be UL listed or approved, and shall be installed, used, and maintained according to manufacturer’s instructions and applicable fire codes. When temporary heating equipment is utilized, it shall be monitored and maintained by properly trained personnel. Temporary wiring, including branch circuits and lighting, shall be installed to meet requirements of the NFPA 70. Temporary wiring shall be removed immediately upon completion of the construction or purpose for which it was installed.

**11.11. Trash Disposal.** Accumulated trash, paper, shavings, sawdust, excelsior, boxes and other packing materials will be removed from the building at the close of the work day and disposed of in proper containers located away from buildings. The area outside of buildings under construction shall be kept free of trash, paper, or discarded combustibles. Prior to the end of the day, a reliable person, delegated by the contractor, will ensure building and adjacent area are left in a fire safe condition.

JEFFREY T. SCHREINER, Colonel, USAF  
Commander

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

- Air Force Policy Directive 32-20, *Fire Emergency Services*, 10 July 2018
- AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*, 15 May 2019
- AFI 32-1001, *Civil Engineering Operations*, 4 October 2019
- AFI 32-2001, *Fire and Emergency Services Program*, 28 September 2018
- AFI 91-202, *The US Air Force Mishap Prevention Program*, 29 April 2019
- AFI 91-202\_AFGSCSUP, *The US Air Force Mishap Prevention Program* - 13 September 2017
- AFMAN 91-203, *Occupational Safety, Fire, and Health Standards*, 11 December 2018
- Air Force Manual 33-363, *Management of Records*, 31 May 2019
- Technical Order 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, 9 August 2013
- UFC3-600-01, *Fire Protection Engineering for Facilities*, 26 September 2006,  
Change 1, 14 July 2009
- UFC3-601-02, *Operations and Maintenance: Inspection, Testing and Maintenance of Fire Protection Systems*, 8 September 2010
- National Fire Protection Association 1, *Fire Code*, Current Edition
- National Fire Protection Association 10, *Standard for Portable Fire Extinguishers*, Current Edition
- National Fire Protection Association 13, *Installation Sprinkler Systems*, Current Edition
- National Fire Protection Association 30, *Flammable and Combustible Liquids Code*, Current Edition
- National Fire Protection Association 51B, *Standard for Fire Prevention During Welding, Cutting and Other Hot Work*, Current Edition
- National Fire Protection Association 70, *National Electrical Code*, Current Edition
- National Fire Protection Association 72, *National Fire Alarm Code*, Current Edition
- National Fire Protection Association 96, *Standard for Ventilation Control and Fire Prevention of Commercial Cooking Operations*, Current Edition
- National Fire Protection Association 101, *Life Safety Code*, Current Edition
- Prescribed Forms***
- Whiteman AFB Form 2001, *Facility Manager Monthly Fire Inspection Checklist*

***Adopted Forms***

AF Form 592, *USAF Hot Work Permit*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1487, *Fire Prevention Visit Report*

AF Form 4437, *Deliberate Risk Assessment Worksheet*

***Abbreviations and Acronyms***

**509BW/CC**—509th Bomb Wing Commander

**509CES/CC**—509th Civil Engineer Squadron Commander

**509CES/CEGR**—509th Civil Engineer Squadron Customer Service

**509CES/CEOIU**—509th Civil Engineer Squadron Water & Fuels System Maintenance

**AFB**—Air Force Base

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**AHJ**—Authority Having Jurisdiction

**ECC**—Emergency Communications Center

**F&ES**—Fire and Emergency Services

**FSD**—Fire Safety Deficiency

**IFC**—Installation Fire Chief

**NFPA**—National Fire Protection Association

**OPR**—Office of Primary Responsibility

**PH**—Privatized Housing

**RDS**—Records Disposition Schedule

**RM**—Risk Management

**UCMJ**—Uniform Code of Military Justice

**TLF**—Temporary Living Facility

**UL**—Underwriter's Laboratory

**VQ**—Visiting Quarters

Attachment 2

UNIT FIRE PREVENTION OPERATING INSTRUCTION

Figure A2.1. Sample Unit Operating Instruction Template.

<p><i>BY ORDER OF THE (UNIT COMMANDER) (AFGSC)</i></p>	<p style="text-align: right;"><i>OPERATING INSTRUCTION (#####)</i></p> <p style="text-align: right;"><i>(INPUT DATE) (INPUT UNIT)</i></p> <p style="text-align: center;"><i>FIRE PREVENTION/PROTECTION PROGRAM</i></p>
<p><b>COMPLIANCE WITH THIS PUBLICATION IS MANDATORY</b></p> <p>This operating instruction establishes the fire prevention and protection program for (INPUT ORGANIZATION). It applies to all personnel performing duties within any facility assigned to (INPUT ORGANIZATION). This outlines the responsibilities and procedures necessary for fire prevention and initial actions for fires to include reporting procedures.</p> <ol style="list-style-type: none"> <li>1. General. An effective fire prevention and protection program requires the support of personnel at all levels. All personnel must understand their responsibilities in maintaining a fire prevention program and the importance of promptly reporting hazards.</li> <li>2. Responsibilities.             <ol style="list-style-type: none"> <li>2.1. Unit Commander. Ensures fire prevention and protection program is established IAW AFI 32-2001, <i>Fire Emergency Services Program</i> and Whiteman AFB Instruction 32-2001, <i>Fire Protection and Prevention Program</i>.</li> <li>2.2. Facility Manager.                 <ol style="list-style-type: none"> <li>2.2.1. Monitor the overall squadron fire prevention and protection program.</li> <li>2.2.2. Educate squadron personnel on fire prevention standards, i.e., portable fire extinguisher training and fire reporting procedures.</li> <li>2.2.3. Work closely with facility managers on all matters relating to fire prevention.</li> <li>2.2.4. Develop and manage unit and/or work center fire prevention training IAW Whiteman AFB Instruction 32-2001.</li> <li>2.2.5. Ensure portable fire extinguishers, exit lights, and emergency lights remain in serviceable conditions IAW NFPA 101 and NFPA 10.</li> <li>2.2.6. Inspect fire extinguishers, exit lights, and emergency lights monthly. Inspections for fire extinguishers within the facility will be documented on the attached monthly inspection record tag. Inspections for vehicle fire extinguishers will be documented on the vehicle's AF Form 1800. Inspection for fire extinguishers shall consist of the following:                     <ol style="list-style-type: none"> <li>2.2.6.1. Proper location.</li> <li>2.2.6.2. No obstructions to access or visibility.</li> <li>2.2.6.3. Pressure gauge reading or indicator in the operable range.</li> <li>2.2.6.4. Broken or missing safety seals and/or tamper indicators.</li> </ol> </li> </ol> </li> </ol> </li> </ol>	

2.2.6.5. Examination for obvious physical damage, corrosion, leakage, or clogged nozzle.

2.2.6.6. Condition of tires, wheels, carriage, hose, and nozzle for wheeled extinguishers.

2.2.7. Ensure all fire extinguishers requiring their annual maintenance are taken to Fire Extinguisher Maintenance, located in Building 121, Ext 687-6080, one month prior to the facilities annual fire inspection. Any fire extinguisher requiring repair will be taken to Building 121. A TRIRIGA work request must be submitted for any exit and emergency lights that need to be repaired or replaced.

2.2.8. Ensure monthly fire safety inspection of assigned facilities are conducted and documented IAW Whiteman AFB Instruction 32-2001.

2.2.9. Develop evacuation procedures IAW AFMAN 91-203, designate evacuation areas and ensure emergency evacuation maps are posted at each exit. Evacuation map will include primary and alternate routes.

2.2.10. Ensure personnel performing duties within a facility are familiar with fire alarm activation procedures and the location and proper use of fire extinguishers.

2.2.11. Ensure fire exits, exit pathways, and fire extinguishers are kept clear, easily accessible, and not blocked.

2.2.12. Maintain fire prevention records of training, facility maintenance, self-help projects, and inspections. Records may either be hardcopy or electronic.

2.2.13. Work closely with the unit safety representative on all fire prevention matters.

2.2.14. Submit TRIRIGA work request for facilities, prior to alteration, renovation, or initiation of self-help projects affecting facility floor plans, electrical, plumbing or fire suppression/detection system.

2.2.15. Accompany Whiteman F&ES Fire Prevention staff during annual fire inspections.

2.2.16. Document hazards identified in facility which cannot be corrected on the spot and initiate corrective actions through a TRIRIGA work request or other means as appropriate.

2.2.17. Be responsible to the unit commander or equivalent for the safe conditions of the facilities under their jurisdiction.

2.3. Personnel at all levels will be familiar with:

2.3.1. Fire reporting procedures as outlined in Whiteman AFB Instruction 32-2001.

2.3.2. Unit and/or work center specific fire prevention and protection checklists.

2.3.3. The location of fire extinguishers, alarms, and predetermined evacuation areas.

2.3.4. The proper use of portable fire extinguishers and alarm activation procedures.

2.3.5. Sound fire prevention practices.

3. Fire Safety and Prevention.

3.1. Fire Drills. Unit and/or work center fire drills will be conducted IAW Whiteman AFB Instruction 32-2001; additionally, F&ES Fire Prevention staff can be contacted at any time to schedule a fire drill.

3.2. Personnel shall be familiar with Whiteman AFB Instruction 32-2001 and their responsibilities as they pertain to fire prevention.

(UNIT COMMANDER, Rank, USAF)  
(Organization)

## Attachment 3

## ELECTRONIC EXTINGUISHER INSPECTION RECORD

Figure A3.1. Sample Electronic Extinguisher Record.

Monthly Extinguisher Inspection Log for Bldg 121												
ID Number <sup>1</sup>	Jan	Feb	Mar	Apr	May <sup>2</sup>	Jun	Jul	Aug	Sep	Oct	Nov	Dec
121-D1	JD	JD	JD									
121-D2	JD	JD	JD									
121-D3	JD	JD	JD									
121-D4	JD	JD	JD									
DL-98141	JD	JD	JD									
AR-57827	JD	JD	JD									

**Notes:**

- Extinguisher numbers only apply to extinguishers assigned to a facility. The number consists of yellow decals affixed, typically, towards the top of the extinguisher. For extinguishers assigned to vehicles or equipment, use the serial number of the extinguisher.
- Annual service dates will vary based on the unit and can be identified by the highlighted month on the inspection tag; for questions regarding when individual units and/or work centers are required to bring their extinguishers in for service, contact the F&ES Fire Prevention staff.

## Attachment 4

## COMMON FIRE HAZARDS AND DEFICIENCIES

Table A4.1. Common Discrepancies, References, and Corrective Actions.

<b>Hazard/Deficiency</b>	<b>Standard</b>	<b>Corrective Action</b>
Emergency light not working properly	NFPA 101	Submit TRIRIGA work request
Exit light not working properly	NFPA 101	Submit TRIRIGA work request
Extension cord used as permanent wiring	NFPA 70, AFMAN 91-203	Remove cord
Appliance plugged into surge protector and/or extension cord	NFPA 70, AFMAN 91-203	Plug directly into outlet
Ceiling tiles missing or damaged	NFPA 1, NFPA 72, AFMAN 91-203	Replace ceiling tiles
Obstructed sprinkler head	NFPA 13	Move items from location
Exit doors locked in occupied facility	NFPA 101	Unlock exit door
Exposed wires in electrical box	NFPA 70, AFMAN 91-203	Submit TRIRIGA work request
Fire extinguishers not inspected, serviced, and/or maintained	NFPA 70, AFMAN 91-203	Have annual maintenance completed
Fire department connection blocked	NFPA 1, AFMAN 91-203	Remove obstructing item(s)
Heat detector damaged	NFPA 72	Submit TRIRIGA work request
Exit door jammed or stuck	NFPA 101	Submit TRIRIGA work request
Extinguisher not mounted	NFPA 10	Submit TRIRIGA work request

Improper storage of flammables	NFPA 30, AFMAN 91-203	Store in proper location or remove item
Housekeeping	AFMAN 91-203, Whiteman AFBI 32-2001	Remove or clean up hazard
Surge protector connected to a surge protector and/or extension cord	NEC 70, AFMAN 91-203	Remove piggybacked device
Outlet cover plate missing and/or damaged	NEC 70, AFMAN 91-203	Submit TRIRIGA work request
Holes in drywall	NFPA 101	Submit TRIRIGA work request
Storage under stairs	NFPA 101, NFPA 1	Remove items
Electrical and/or fire panel access blocked	NEC 70, AFMAN 91- 203	Remove items

Attachment 5

DELIBERATE RISK ASSESSMENT WORKSHEET SAMPLE

Figure A5.1. Sample AF Form 4437, Deliberate Risk Management Worksheet.

DELIBERATE RISK ASSESSMENT WORKSHEET							
<b>AGENCY DISCLOSURE NOTICE:</b> Voluntary, however, failure to use may have a negative effect on mission effectiveness at all levels and lead to failure of preserving assets and safeguarding health and welfare.							
<b>AUTHORITY:</b> DoDI 6055.01, AFPD 90-8 and AFI 90-802. <b>PRINCIPAL PURPOSE:</b> Conduct a formal risk assessment and ensure the assessment is properly documented for future evaluation and reference. <b>ROUTINE USES:</b> Used to develop and enhance awareness and understanding of at-risk activities and behavior of personnel both on- and off-duty. <b>SYSTEM OF RECORDS NOTICE:</b> Not applicable.							
1. EVENT/MISSION/TASK OF RISK ASSESSMENT:							
A. EVENT DESCRIPTION Alarm Panel Out of Service for Bldg 30					B. EVENT DATE 2018-10-26		
2. PREPARED BY:							
A. LAST NAME, FIRST, MI Doe, John			B. RANK/GRADE TSgt/E-6		C. DUTY TITLE/POSITION Facility Manager		
D. WORK EMAIL <a href="mailto:John.Doe.28@us.af.mil">John.Doe.28@us.af.mil</a>			E. PHONE DSN/COMM 867-5309		F. UNIT 509 OSS		
G. UIC/CIN (as required)			H. TRAINING SUPPORT/LESSON PLAN OR OPORD (as required)				
Risk Assessment Matrix		PROBABILITY Frequency of Occurrence Over Time					
		A Frequent (Continuously experienced)	B Frequent (Will occur frequently)	C Occasional (Will occur several times)	D Seldom (Unlikely, can be expected to occur)	E Rarely (Improbable, but possible to occur)	
SEVERITY Effect of Hazard	Catastrophic (Death, Loss of Asset, Mission Capability or Unit Readiness)	I	EH	EH	H	H	M
	Critical (Severe Injury or Damage, Significantly Degraded Mission Capability or Unit Readiness)	II	EH	H	H	M	L
	Moderate (Minor Injury or Damage, Degraded Mission Capability or Unit Readiness)	III	H	M	M	L	L
	Negligible (Minimal Injury or Damage, Little or No Mission Capability or Unit Readiness)	IV	M	L	L	L	L
Risk Assessment Levels EH=Extremely High H=High M=Medium L=Low							

A. SUB-TASK/SUB-STEP	B. HAZARD	C. INITIAL RISK LEVEL	D. CONTROL	E. HOW TO IMPLEMENT WHO WILL IMPLEMENT	F. RESIDUAL RISK LEVEL
Fire detection, alarm and notification panel.	Does not function due to steam leak; does not notify fire department when facility alarms are activated	M (II, D)	Implement continuous firewatch 24/7; call 911 in the event of an emergency.	Brief all personnel on procedures; Section superintendent	L (IV, D)
G. COURSE OF ACTION TRIRIGA work request was submitted on 2018-10-26; 509 CES has made notification that a project will be generated to move current panel to a new location, expected project completion date is 2019-01-31.					
H. OVERALL RISK LEVEL AFTER CONTROLS ARE IMPLEMENTED LOW (II-E; III-D&E; IV-B to E)			I. PREPARER SIGNATURE		
4. ATTACHMENTS (Once the preparer has signed files can be viewed only)					
ADD ATTACHMENTS <input type="button" value="Add File/Photo"/> <input type="button" value="Remove File/Photo"/> (Include supporting files and/or photos to create a complete electronic file) <input type="button" value="Open File/Photo"/>					
5. RISK ACCEPTANCE AUTHORITY (Once the approver has signed, the form will lock except "Risk Assessment Review" and "Feedback and Lessons Learned")					
A. APPROVAL/DISAPPROVAL OF EVENT/MISSION	B. APPROVER LAST NAME, FIRST, MI		C. RANK/GRADE		
D. ADDITIONAL INFORMATION/APPROVER COMMENTS					
E. DUTY TITLE/POSITION		F. APPROVER SIGNATURE			

6. RISK ASSESSMENT REVIEW (To be conducted when Risk Assessment applies to on-going Operations/Activities)			
A. DATE 2018-10-26	B. LAST NAME, FIRST, MI Burnsalot, Ron I.	C. RANK/GRADE Civ/GS-12	D. DUTY TITLE/POSITION Fire Chief
E. REVIEWER COMMENTS Concur with RM plan			
A. DATE 2018-10-26	B. LAST NAME, FIRST, MI Bigwig, Dan A.	C. RANK/GRADE Col/O6	D. DUTY TITLE/POSITION Wing Commander
E. REVIEWER COMMENTS Concur with RM plan			
7. FEEDBACK AND LESSONS LEARNED			