

**BY ORDER OF THE COMMANDER  
374TH AIRLIFT WING**

**374TH AIRLIFT WING INSTRUCTION  
32-2001**



**31 JANUARY 2025**

**Civil Engineer**

**FIRE PROTECTION AND  
PREVENTION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements DOD Instruction (DODI) 6055.06, *Department of Defense Fire and Emergency Services Program*, Department of Labor–Occupational Safety and Health Administration (OSHA), Unified Facilities Criteria (UFC), and National Fire Protection Association (NFPA) standards as Air Force policy unless otherwise directed in DOD or Air Force instructions. This instruction supplements Department Air Force Instruction (DAFI) 32-2001, *Fire and Emergency Services (F&ES) Program*, as a Yokota Air Base Instruction (Yokota ABI). This instruction provides guidance for implementing and maintaining a sound fire prevention program and establishes responsibilities, procedures and practices for effective control and elimination of fire hazards. It applies to all military personnel, their dependents, civilian personnel (American and local national), tenants, contractors and concessionaires that reside or work on Yokota Air Base (AB). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and dispose of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through their appropriate functional chain of command.

***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Updates functional names and office symbols throughout publication. Updates emergency procedures ([para 2.2.](#)). Updates occupancy requirements throughout [chapter 3.](#)

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## Chapter 1

### ADMINISTRATION AND ENFORCEMENT

#### 1.1. Program Objective.

1.1.1. The Fire Protection and Prevention Program ensures that the mission of Yokota AB is not impaired by fire. To reach this objective, we must eliminate the potential causes of fire, reduce the loss of life, injuries, property damage, and protect the environment should a fire occur. In order for people to support an aggressive fire prevention program, they must be knowledgeable in the elimination of fire hazards and fire reporting procedures. This knowledge can minimize and reduce injury and monetary loss if a fire occurs. This is done through the education of all personnel, command support at all levels, and enforcement of safe practices. Therefore, fire prevention and fire safety issues will not be compromised for reason of expediency or economy.

1.1.2. Carelessness is the leading cause of fire. All personnel shall observe preventive measures. Unit Commanders and Supervisors will enforce this instruction as it pertains to their units and will take appropriate administrative or disciplinary action in cases of willful misconduct or negligence involving fire prevention policies and fire loss to government property.

#### 1.2. Authority Having Jurisdiction (AHJ).

1.2.1. The Commander, 374th Airlift Wing (374 AW/CC), establishes the installation Fire Protection and Prevention Program.

1.2.2. The Commander, 374th Civil Engineer Squadron (374 CES/CC), is designated the Fire Marshal and serves as a staff advisor to the Commander, 374th Airlift Wing (374 AW/CC), on fire protection matters. The Fire Marshal is authorized to abate any operations or processes considered to be a fire or explosive hazard.

1.2.3. The Fire Chief, 374 CES (374 CES/CEF), is the Fire and Emergency Services Flight Chief and responsible to the base Fire Marshal for establishing and carrying out an effective fire protection and prevention program.

1.2.4. The Assistant Chief for Fire Prevention, 374 CES (374 CES/CEFP), is responsible for determining instruction compliance, adequacy of life safety, and approving acceptable measures or equipment that meet the objectives of this instruction. During coordination, where agreement cannot be reached, the Fire Marshal's decision shall prevail.

1.2.5. The Engineering Flight Chief, 374 CES (374 CES/CEN), shall establish procedures to ensure the Fire and Emergency Services Flight is notified of all pre-construction conferences. A Fire and Emergency Services Flight representative shall attend these conferences to coordinate fire prevention requirements with the contractors.

#### 1.3. Responsibilities.

1.3.1. Fire Chief. The Fire Chief shall be responsible to the base Fire Marshal for establishing and managing an effective fire protection and prevention program. Through the Assistant Chief for Fire Prevention, the Fire Chief develops and administers the Installation Fire Prevention Program.

1.3.2. Functional Manager. The Functional Manager is the commander or senior operating official at any level that exercises managerial control of an activity or operation. Functional Managers shall be responsible for administering the fire prevention program within their functional area and for initiating corrective action on fire hazards and fire safety deficiencies. They shall also ensure each person receives a fire prevention orientation within 30 days after arrival and Facility Managers receive familiarization training on building fire protection system, good fire prevention practices, and inspection procedures.

1.3.3. Facility Managers. The Facility Manager shall aid Unit Commanders in maintaining a fire safe condition of all facilities under their jurisdiction. The Facility Manager or designated alternate shall accompany the Fire and Emergency Services Flight representative during the fire prevention visit and take immediate corrective action on fire hazards or fire safety discrepancies found during the inspection.

1.3.3.1. Facility Manager shall attend the Facility Manager training class provided by the 374 CES Operations Flight (374 CES/CEO).

1.3.3.2. Facility Manager shall perform daily inspections in their area of responsibility to ensure first aid fire fighting appliances, fire protection systems, and fire safety features are in proper condition, operation, and comply with Fire and Emergency Services Flight guidance. See [Attachment 2](#) for sample fire safety checklist.

1.3.3.3. Facility Manager shall maintain a fire safety file to include:

1.3.3.3.1. Fire extinguisher training record for all personnel within their area of responsibility.

1.3.3.3.2. AF Form 1487, *Fire Prevention Visit Report*, and Fire Inspection Checklist.

1.3.3.3.3. Monthly fire extinguisher inspection/location record.

1.3.3.4. Facility Manager shall enforce all provisions of this instruction and report any unsafe conditions beyond their control to the Unit Commander and the Fire and Emergency Services Flight.

#### **1.4. Fire Prevention and Protection Program.**

1.4.1. The base Fire Marshal (374 CES/CC) shall be responsible to the Wing Commander for fire prevention and fire protection at this installation and other activities where facility engineering support is provided. Additionally, he/she shall be responsible for the technical development and execution of an effective fire prevention and protection program for the entire installation and other support activities.

1.4.2. Fire Inspection Program: The Fire and Emergency Services Flight performs facility inspections and advises Unit Commanders, Facility Managers, and Supervisors of hazards and fire safety deficiencies noted in their facilities. The primary responsibility for correcting identified fire hazards or fire safety deficiencies rests with the Unit Commander and Facility Manager. Each facility shall be inspected by a Fire and Emergency Services Flight representative or as determined by the Fire Chief, in compliance with DAFI 32-2001, *Fire and Emergency Services Program*.

1.4.3. Public Education: The Fire and Emergency Services Flight is available to present fire prevention lectures and demonstrations. To request training, contact the Fire Prevention section at 225-9112.

### **1.5. Plans Review/Engineering Program.**

1.5.1. For new construction, modification, or rehabilitation, the Fire and Emergency Services Flight and Programs Flight (374 CES/CEN) shall have the authority to review construction documents and shop drawings. All work shall be coordinated through 374 CES Customer Service Section (374 CES/CEOER) for the applicable sections review.

1.5.2. It shall be the responsibility of the applicant to ensure the construction documents include all of the fire protection requirements and the shop drawings are correct and comply with all applicable standards and regulations.

1.5.3. Fire Protection Engineering. The Programs Flight manages fire protection engineering requirements as prescribed by the current edition of UFC 3-600-01, *Fire Protection Engineering for Facilities*. The Fire Chief provides consultation and design recommendations regarding firefighting operational requirements. This coordination shall not indicate fire protection engineering design acceptance.

1.5.4. All AF Form 103, *Base Civil Engineering Work Clearance Request*, requests shall be coordinated through Fire and Emergency Services Flight for approval (includes but is not limited to confined spaces, alarm outage, power outage, road closures, utility outage, etc).

1.5.5. Review and approval by the Authority Having Jurisdiction shall not relieve the applicant of the responsibility to comply with applicable standards or instructions.

### **1.6. Permits and Approval.**

1.6.1. Welding, Cutting and Brazing. Welding, Cutting and Brazing operations shall comply with DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*. If these operations will be conducted outside of an approved welding area, the Fire Prevention Office shall be contacted, at 225-9112, to inspect the work site and equipment. If the operation is safe, an AF Form 592, *Hot Work Permit*, shall be issued.

1.6.2. Agencies performing welding operations that are trained and certified by the Fire and Emergency Services Flight shall issue their own AF Form 592. The list of the trained individuals for verification will be maintained by Fire and Emergency Services Flight.

## Chapter 2

### GENERAL REQUIREMENTS

#### 2.1. Fire Evacuation Plans.

2.1.1. A fire Evacuation Plan shall be prepared and filed for every facility. The facility Manager shall maintain the evacuation plan in the Facility Manager folder, Fire Safety section.

2.1.2. All employees shall be provided the applicable evacuation information within 30 days after arrival and a refresher annually thereafter.

2.1.3. The plan shall include multiple ways to evacuate the area and a meeting place outside the facility that will comply with Fire and Emergency Services Flight, NFPA 101, *Life Safety Code*, DODI 6060.2, *Child Development Programs*, UFC 4-740-14, *Design: Child Development Centers*, AFI 34-144, *Child and Youth Programs*.

2.1.4. The Fire Evacuation Plan shall be posted in clearly visible locations throughout the facility in compliance with Fire and Emergency Services Flight guidance and NFPA 101, *Life Safety Code*, where required.

#### 2.2. Emergency Procedures.

2.2.1. All fires or suspected fires shall be reported to the Fire and Emergency Services Flight regardless of size, condition, or type.

2.2.2. In order to report emergencies from base phones, the individual shall call 911. In order to report an emergency from off-base or from a cell phone, the individual shall call 042-511-9110.

2.2.3. Upon hearing the fire alarm, ALL occupants shall immediately evacuate the facility.

2.2.4. Evacuated personnel shall convene at the Meeting Place for accountability. Report any missing or possibly missing personnel to the Fire and Emergency Services Flight responders.

2.2.5. Drivers shall yield the right-of-way to all emergency response vehicles.

2.2.6. Vehicles shall not be driven over fire hose and shall not proceed through areas where firefighting operations are being conducted; unless, directed by a designated traffic control representative.

#### 2.3. Fire Drills.

2.3.1. Fire drills shall be scheduled and conducted by Facility Managers or Unit Safety representatives. Frequency of the required fire drills shall comply with Fire and Emergency Services Flight, NFPA 101, *Life Safety Code*, AFI 34-144, *Child and Youth Programs*, DODI 6060.2, *Child Development Programs*, UFC 4-740-14, *Design: Child Development Centers*.

2.3.2. Fire drills shall be coordinated with the Fire and Emergency Services Flight. The Fire and Emergency Services Flight shall be afforded the right to observe and evaluate every fire drill. Fire drills shall be held at expected and unexpected times and under varying conditions to simulate the unusual conditions that may occur in an actual emergency. Where required, fire drills shall comply with the Fire and Emergency Services Flight procedures and NFPA 101, *Life Safety Code*.

2.3.3. Records of fire drills shall be maintained in the Facility Manager Folder, Fire Safety section.

## 2.4. Fire Extinguishers.

2.4.1. It is the using individual's responsibility to immediately report the use of any fire extinguisher to the Fire and Emergency Services Flight.

2.4.2. Fire Extinguisher placement shall comply with NFPA 10, *Portable Fire Extinguishers*, and NFPA 101, *Life Safety Code* where required. The Fire and Emergency Services Flight shall provide Facility Managers information on facility fire extinguisher requirements. Fire extinguishers shall not be moved or relocated without approval by fire prevention personnel, except those used near aircraft or mounted on vehicles.

2.4.3. Fire extinguishers shall not be obstructed or blocked in any manner that would prevent their immediate access and use. Fire extinguishers shall be mounted to a wall with an approved extinguisher bracket or placed in a cabinet designed for that purpose. Fire extinguishers shall not be placed on shelves nor will they be utilized as doorstops. Fire extinguisher signs shall be either in English or English/Japanese.

2.4.4. The Facility Manager shall be responsible for fire extinguishers in areas under their control. The visual inspection of the fire extinguishers shall comply with Fire and Emergency Services Flight guidance and DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*. Defective extinguishers shall be delivered to Hazardous Waste facility at Bldg. 955 for disposal.

2.4.4.1. Monthly fire extinguisher inspections shall include:

- 2.4.4.1.1. Safety pin and/or seal is intact.
- 2.4.4.1.2. Sufficient pressure on gauge (if applicable).
- 2.4.4.1.3. Deterioration of any components.
- 2.4.4.1.4. Any physical damage to the extinguishers.
- 2.4.4.1.5. Identification serial number.
- 2.4.4.1.6. Date for next required maintenance inspection.
- 2.4.4.1.7. Date for required hydrostatic test.
- 2.4.4.1.8. Presence of a monthly inspection record.

2.4.4.2. Monthly fire extinguisher inspection records shall be kept on a tag or label attached to extinguisher, on an inspection checklist maintained on file, or by an electronic method.

2.4.4.3. Monthly documentation of fire extinguisher inspections shall include, at a minimum, the date in which the inspection was performed and the initials of the person who performed the inspection. If a fire extinguisher is found to be out of service, the facility manager will need to purchase a new one to replace it.



2.4.4.4. An annual maintenance inspection of fire extinguishers is required to be conducted by a trained and certified person appointed by the AHJ. The Fire Prevention office will conduct fire extinguisher maintenance training and certification to appointed facility managers and will maintain a record of all trained and certified personnel. The annual maintenance inspection will mirror the monthly inspection process with the addition of the following.

2.4.4.4.1. Confirm that the extinguisher model is not subject to recall and is not obsolete.

2.4.4.4.2. Verify the pull pin functions properly and examine for damage or corrosion by removing the pull pin.

2.4.4.4.3. Verify that the valve stem is correctly extended and not corroded or damaged.

2.4.4.4.4. Verify that the nozzle or hose assembly, or both, is unobstructed, by removing and examining the nozzle.

2.4.4.4.5. Examine internal valve port surfaces and threads for signs of leakage, clogging, or corrosion by removing the nozzle or hose assembly and reinstalling the nozzle and hose assembly securely after examination.

2.4.4.4.6. Weigh the extinguisher and verify that it corresponds to the weight listed on the nameplate.

2.4.4.4.7. Reinstall the ring pin and install a new tamper seal.

2.4.4.4.8. Record the maintenance on the extinguisher tag or label.

2.4.4.5. Any noted deficiencies to include extensive internal or external annual maintenance, 6-year testing and hydrostatic testing cannot be completed on facility fire extinguishers due to not having available resources. If a fire extinguisher is found to be out of service due to a deficiency, the facility manager will need to purchase a new one to replace it.

2.4.5. All employees shall be provided the applicable fire extinguisher training within 30 days after arrival and a refresher annually thereafter. This training shall be maintained in the Facility Manager Folder, Fire Safety section.

2.4.5.1. Fire extinguisher training is available upon request from Fire and Emergency Services Flight, Fire Prevention Office at 225-9112.

2.4.6. Fire Extinguishers shall be purchased and/or replaced by the respective unit in compliance with Fire and Emergency Services Flight guidance and DAFMAN 91- 203, *Air Force Occupational Safety, Fire, and Health Standards*.

2.4.7. Vehicle mounted fire extinguishers. Inspections shall be the responsibility of the using agency. These fire extinguishers shall be vigorously shaken by hand monthly; this will help prevent the chemical agent from compacting and solidifying. Initial and refresher training for personnel who inspect these extinguishers shall be coordinated with the Fire and Emergency Services Flight, Fire Prevention Office.

## **2.5. General Housekeeping Practice.**

2.5.1. A high standard of cleanliness is a primary factor in fire prevention. Commanders, Facility Managers, and Supervisors shall be responsible for maintaining a high state of cleanliness and orderliness throughout their buildings.

2.5.2. Waste receptacles shall be emptied at the end of the workday or more often if necessary. Dumpsters and other central disposal units shall be placed at least 10-feet from combustible structures and 5-feet from noncombustible structures.

2.5.3. Metal containers with automatic, self-closing lids shall be used to store oily or paint-soaked rags, steel wool, and other hazardous waste materials. Each container shall be plainly marked for its intended use. The metal lid shall be kept closed and never wedged or blocked open.

2.5.4. Vegetation around the building shall be policed and trimmed at all times.

2.5.5. Furnace, boiler, mechanical, electrical, generator, telephone communications, air compressor, air handling unit, sprinkler riser rooms, and areas under stairs shall not be used for storage of any type. These areas shall be secured for maintenance and emergency response crews only.

2.5.6. Small gasoline engine powered equipment including lawnmowers, snow blowers, generators, portable water pumps, powered gardening tools, and other gasoline engines shall have the fuel drained before storage inside facilities and in compliance with manufactures instructions.

## **2.6. Space Heaters/Heating Appliances.**

2.6.1. Portable kerosene space heaters shall not be used. If use is required, the Fire and Emergency Services Flight shall perform a fire safety inspection of the area to be used. If the area is found to be safe and complies with the Fire and Emergency Services Flight instructions, then an AF Form 592, *USAF Hot Work Permit*, shall be issued.

2.6.2. Electric space heaters shall comply with Fire and Emergency Services guidance and UL, *Underwriters Laboratories*, or Japanese equivalent of JIS, *Japanese Industrial Standard*, or PSE, *Product Safety Engineering*. Space heaters must have a tip-over shut off feature and thermostatic control to prevent overheating.

2.6.3. Do not use space heaters in conjunction with furniture system outlets, extension cords, surge protectors, or multi-plug adaptors. Space heaters shall be plugged directly into a wall outlet.

2.6.4. Never leave space heaters unattended. Do not use space heaters in flammable or combustible atmospheres.

2.6.5. Space heaters shall have at least 36 inches of clearance from flammable or combustibles items (curtains, papers, magazines, etc.).

## **2.7. Candles and Aroma Therapy Devices.**

2.7.1. The burning of candles or incense shall not be used in any facility except Family Housing. Decorative candles shall be authorized for display with the wick removed.

2.7.2. The burning of candles and incense shall be authorized in special events at the Officer's/Enlisted Clubs, celebratory parties (birthdays, retirements, etc), religious services at the base chapels, or at the discretion of Fire and Emergency Services Flight guidance.

2.7.3. Where authorized, candles must be placed in a non-combustible holder and on a solid non-combustible surface out of the reach of children or pets.

2.7.4. Candles shall never be left unattended or used within 36 inches of any flammable or combustible items (curtains, papers, magazines, etc).

2.7.5. Wax hot plates and scented wax warmers shall not be left unattended or used within 36 inches of any flammable or combustible items (curtains, papers, magazines, etc).

2.7.6. Electric air fresheners shall be monitored and refilled when as necessary. These air fresheners shall not be left plugged in empty for extended periods of time.

## **2.8. Decorations.**

2.8.1. Decorative materials such as streamers, crepe paper, scenery, cotton batting, straw, and hay shall be flame resistant and/or comply with Fire and Emergency Services Flight guidance.

2.8.2. Lighting and extension cords used outdoors shall be approved for outdoor use by the manufacture.

2.8.3. Electrical holiday decorations will be unplugged when the room or facility is unoccupied.

2.8.4. Christmas tree lighting and wiring shall be in good working order and comply with Fire and Emergency Services Flight guidance and UL, *Underwriter's Laboratory*, or Japanese equivalent of JIS, *Japanese Industrial Standard*, or PSE, *Product Safety Engineering*.

2.8.4.1. Live Christmas trees shall not be used in dormitories, public assemblies, hospitals, child care centers, and schools.

2.8.4.2. Trees shall not block or obstruct egress paths.

2.8.4.3. Trees shall be watered every day when they stop absorbing water dispose of them.

2.8.4.4. Trees shall be kept away from heat sources. Do not rely on self-applied fire resistive aerosol sprays or chemical treatments to protect the tree.

2.8.4.5. Only indirect lighting is authorized for aluminum trees. Electrical lights must never be placed on metal trees due to the shock hazard.

2.8.4.6. Artificial trees shall be certified as flame resistant by the manufacturer.

2.8.4.7. Individuals living in dormitories shall be permitted to display Christmas decorations to include small artificial trees only. All previously listed fire-safety requirements apply.

## **2.9. Electrical Fire Safety.**

2.9.1. Installation, adjustments or alternations of electrical wiring, personal air conditioning units, or appliances shall be accomplished by 374th Civil Engineer Squadron electricians, authorized contractors, or licensed electricians designated by the 374 CES.

2.9.2. Permanent electrical wiring shall not be exposed.

2.9.3. All receptacles, switches, and outlet boxes shall have cover plates to comply with DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*.

2.9.4. Access to electrical power panels shall not be blocked or obstructed; 36 inches of clearance is required around electrical equipment (panel boxes, switch boxes, etc) in compliance with Fire and Emergency Services Flight guidance and NFPA 70, *National Electrical Code*.

2.9.5. No device shall be installed that interferes with the normal operation of circuit breakers or fuses. All electrical switches will be correctly labeled to show which circuits or devices they control.

2.9.6. Electrical appliances shall comply with Fire and Emergency Services Flight guidance and UL, *Underwriters Laboratories*, or Japanese equivalent of JIS, *Japanese Industrial Standard*, or PSE, *Product Safety Engineering*.

2.9.7. Electrical appliances that do not require continuous operation shall be unplugged when not in use (coffee pots, toaster ovens, popcorn machines, etc).

2.9.8. Extension cords shall not be used in lieu of permanent wiring. Extension cords shall be used for TEMPORARY use only. Temporary electric power and lighting shall be permitted for a period not to exceed 90 days for holiday decorative lighting and similar purposes. They shall be rated for the capacity of the equipment being served and shall be continuous in length without splices or taps.

2.9.9. Surge protectors or power strips shall only be plugged directly into a wall outlet.

2.9.10. Multi-plug adaptors shall not be used.

2.9.11. Electrical wiring shall not be taped, stapled, or tacked to building surfaces; shall not be spliced, coiled or placed where they may be damaged or create a hazard; shall not be kinked, stretched, or bent excessively; shall not be walked on nor will equipment be allowed to run over them. If cords must be placed in travel lanes, they shall be protected by molded housings or bridges. Cords and devices shall be rated for use in the area of operation by the manufacturer (flammable or combustible atmospheres, outdoors, etc).

## **2.10. Cooking.**

2.10.1. Cooking shall not be performed unless the area used is specifically designated as a kitchen. Cooking must be supervised at all times. Unattended cooking is the most common fire response at Yokota AB.

2.10.2. The use of open-coil hot plates and noncommercial deep-fat fryers shall not be used inside base facilities.

2.10.3. All appliances shall comply with Fire and Emergency Services Flight guidance and UL, *Underwriters Laboratories*, or Japanese equivalent of JIS, *Japanese Industrial Standard*, or PSE, *Product Safety Engineering*.

2.10.4. Coffee makers, soup warmers, hot air popcorn poppers, microwave ovens, and toasters are permitted for use in offices, shops, dormitory day rooms, and like buildings or rooms. All heat producing items shall be placed on a sturdy surface and supervised while in use. No other food preparation appliances shall be used without prior approval of the Fire and Emergency Services Flight.

2.10.5. Appliances shall not be plugged into furniture system outlets, power strips, surge protectors, multi-plug adaptors, or extension cords. These items shall be plugged directly into wall outlets.

2.10.6. Small microwave ovens may be used in sleeping areas of dormitories and day rooms.

2.10.7. Barbecue grills, turkey fryers, or any other open flame cooking appliances shall not be operated indoors, on combustible decking, or within 10-feet of any combustible structure. Charcoal shall be thoroughly soaked with water before disposal. Propane cylinders storage shall comply with NFPA 58, *Liquefied Petroleum Gas Code*, and Fire Protection Services Flight guidance.

2.10.8. Portable cooking equipment fueled by small heat sources that can be readily extinguished with water, such as candles or alcohol-burning equipment (including solid alcohol fuels, gel fuels, chafing fuels, etc) may be used in dining facilities provided adequate precautions are taken to prevent ignition of any combustible materials.

## **2.11. Commercial Cooking.**

2.11.1. Installation and operation of commercial cooking appliances shall be in compliance with NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations* and DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*.

2.11.2. A Fire and Emergency Services Flight representative shall inspect kitchen hoods, ducts, and exhausts in commercial cooking facilities such as clubs, snack bars, fast-food outlets, bowling alleys, or any other facility where commercial cooking occurs. This inspection includes a review of employee training, installation and maintenance of required fire safety equipment, whether or not hood and duct cleaning has occurred and whether the cleaning frequency is adequate.

2.11.3. Commercial cooking equipment shall be provided with a system for smoke and grease-laden vapor removal. An automatic fire suppression system shall be required to protect the cooking equipment, ducts, and grease-removing devices. These systems shall be operational at all times except for scheduled inspections, testing, and routine maintenance. If any of the systems are out of service for any reason, equipment protected by that system shall not be used. Activation of the fire suppression system shall automatically shut down cooking equipment, sound the fire alarm, and signal the Fire and Emergency Services Flight.

2.11.4. Grease filters shall be installed in all grease hoods and extraction systems covering cooking equipment. The filters shall be continually maintained in proper operating condition and shall fit properly. Cooking shall not be permitted without the filters installed. Spare filters shall be available for cooking facilities that operate continuously.

2.11.5. All installed grease filters, areas around cooking equipment, and exposed surfaces of hoods shall be thoroughly cleaned daily and more often as necessary to prevent grease buildup.

2.11.6. Hood and exhaust ducts serving cooking equipment shall be thoroughly cleaned every 6 months or more frequently when determined by the Fire and Emergency Services Flight. This cleaning cycle includes grease accumulation on fans, roofs, louvers, exterior walls, cupolas, etc., where the system exhausts to the outside. When cleaning is complete, all electrical controls, detection devices, and system components shall be returned to an operable state by qualified personnel. Cover plates shall be replaced and dampers and diffusers shall be positioned for proper air flow. Specific guidance for cleaning is outlined in NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*.

2.11.7. The exhaust system shall continually operate while the cooking equipment is in use. If an exhaust fan is shut down or removed for repair or replacement, equipment served by that exhaust system shall not be used until the fan is returned to full service.

2.11.8. Portable or temporary cooking equipment that uses grease or oil, such as donut machines and portable deep-fat fryers, shall be located beneath an installed fire extinguishing system.

## **2.12. Open Fire/Fireworks.**

2.12.1. Open burning (campfires and bonfires) shall be prohibited. At the user's request, the Fire and Emergency Services Flight shall perform a fire safety inspection of the area to be used. If the area is found to be safe and complies with the Fire and Emergency Services Flight guidance, then an AF Form 592, *USAF Hot Work Permit*, shall be issued.

2.12.2. The use of fireworks shall be strictly limited to commercial contractors, associated with special events, and shall be coordinated with the Fire and Emergency Services Flight, Wing Safety and shall comply with DESR6055.09\_DAFMAN91-201\_DAFGM2024-01, *Explosive Safety Standards*.

## **2.13. Special Events.**

2.13.1. The Fire and Emergency Services Flight shall be notified prior to any major social event, activities, concessionaire set up that involves temporary decorations, unusual interior arrangements or an outdoor festival event. A diagram showing the proposed arrangement shall be submitted with event details. The Fire and Emergency Services Flight shall inspect the area prior to the event. All food vendors are required to submit their layout for cooking operations as well as tent or booth descriptions.

### **2.13.2. Outdoor Events.**

2.13.2.1. Emergency access and tent or booth spacing shall be determined by Fire and Emergency Services Flight in compliance with NFPA 1, *Fire Code* and 101, *Life Safety Code*.

2.13.2.2. Tents or booths planning to use any kind of cooking or heating device shall be coordinated with the Fire and Emergency Services Flight. All cooking or heating devices shall comply with UL, *Underwriter's Laboratory* or Japanese equivalent of JIS, *Japanese Industrial Standard*, or PSE, *Product Safety Engineering*. All cooking or heating appliances shall be placed on a solid noncombustible surface. All cooking shall comply with NFPA 96, *Ventilation Control and Fire Protection of Commercial Cooking Operations*, and Fire and Emergency Services Flight guidance.

#### 2.13.2.2.1. Deep Fryer.

2.13.2.2.1.1. Deep fat fryer spacing shall be 16 inches from any open flame or separated by a steel or tempered glass baffled plate at least 8 inches high. Deep fat fryers shall be placed on a solid noncombustible surface. Protect cooking oil or grease from any kind of water source (including rain).

#### 2.13.2.2.2. Grilling.

2.13.2.2.2.1. Charcoal cooking devices shall not be utilized under a combustible overhang. Coals shall be allowed to cool and shall be soaked with water prior to disposal.

2.13.2.2.2.2. There shall be no flammable or combustibles items within 10 feet of a working grill (charcoal or gas) or within 18 inches of deep fat fryers, tent/booth, or primary electrical wiring.

2.13.2.3. Tents used in conjunction with cooking operations and open flames shall meet the flame propagation performance criteria of Test Method 2 in compliance with NFPA 701, *Standard Methods of Fire Tests for Flame Propagation of Textiles and Films* or with Fire and Emergency Services Flight guidance.

2.13.2.4. Electrical wiring and equipment shall comply with NFPA 70, *National Electrical Code*, and Fire and Emergency Services Flight guidance.

2.13.2.5. Electrical wiring shall not be taped, stapled, or tacked to building surfaces; shall not be spliced, coiled or placed where they may be damaged or create a hazard; shall not be kinked, stretched, or bent excessively; shall not be walked on nor will equipment be allowed to run over them. If cords must be placed in travel lanes, they shall be protected by molded housings or bridges.

2.13.2.6. Private originations, base units, or off base contractors cooking/food heating tents or booths shall provide their own fire extinguishers for use. The fire extinguisher shall remain in a clearly visible location where all tent or booth workers have access to it in the event of an emergency.

#### 2.13.3. Indoor Special Event.

2.13.3.1. All Indoor special events shall be coordinated through Fire and Emergency Services Flight for layout and occupant load restrictions.

2.13.3.2. Electrical wiring and equipment shall comply with UL, *Underwriters Laboratories* or Japanese equivalent of JIS, *Japanese Industrial Standard*, or PSE, *Product Safety Engineering*. Electrical equipment shall comply with NFPA 70, *National Electrical Code*, and Fire and Emergency Services Flight guidance.

2.13.3.3. Electrical wiring shall not be taped, stapled, or tacked to building surfaces; shall not be spliced, coiled or placed where they may be damaged or create a hazard; shall not be kinked, stretched, or bent excessively; shall not be walked on nor will equipment be allowed to run over them. If cords must be placed in travel lanes, they shall be protected by molded housings or bridges.

2.13.3.4. All booth and egress path requirements shall comply with NFPA 101, *Life Safety Code*, and Fire and Emergency Services Flight guidance.

2.13.3.5. All cooking must comply with NFPA 96, *Ventilation Control and Fire Protection of Commercial Cooking Operations*, and Fire and Emergency Services Flight guidance.



## Chapter 3

### OCCUPANCY REQUIREMENT

#### 3.1. Notification of Public Gathering and Change of Occupancy.

3.1.1. The Fire and Emergency Services Flight shall be notified prior to any change of occupancies, change of usage of the building, or change of building layout. The area shall meet new construction requirements of NFPA 101, *Life Safety Code*, and shall be inspected/approved by the Fire and Emergency Services Flight.

#### 3.2. Public Assembly.

3.2.1. These occupancies include, but are not limited to, all buildings or portions of buildings used for a gathering of 50 or more persons for such purpose as deliberations, worship, entertainment, eating, drinking, amusement, or similar uses; or used as a special amusement building, regardless of occupant load. These occupancies include clubs, recreational facilities, AAFES facilities, theaters, chapels, restaurants, snack bars, etc. Managers and supervisors of public assembly facilities will constantly be alert for hazards to life involved with these facilities.

3.2.2. Each new employee shall receive fire extinguisher training, the use of other manual fire suppression equipment, fire reporting, and orderly exiting for the facility. Annual refresher training shall be accomplished for each person. Personnel who receive training shall have it documented and kept in the Facility Manager Folder, Fire Safety section.

3.2.3. Operating personnel shall be designated to check all exit doors prior to entry of patrons to ensure that the doors are unlocked and panic hardware is operational.

3.2.4. Fire drill training shall be provided by the on-duty manager at least quarterly for employees. The drills shall be conducted prior to opening or just after closing.

3.2.5. Managers and supervisors shall conduct a thorough inspection of their facility within one hour after closing and annotate in a log that the facility is fire safe.

3.2.6. The maximum capacity or occupant load shall be posted in a conspicuous location near the main exit/entrance of all public assembly areas. Capacity or occupant load shall not exceed the maximum standard established by Fire and Emergency Services Flight in reference with NFPA 101, *Life Safety Code*.

#### 3.3. Educational Occupancy.

3.3.1. These occupancies include all buildings or portions of buildings used for educational purposes from kindergarten through twelfth grade that are occupied by six or more persons for four or more hours per day or more than twelve hours per week.

3.3.2. Two fire drills shall be conducted for educational occupancies during the first month of a new school term and monthly thereafter.

3.3.3. Pre-schools, Sure Start, Youth Program, Family Day Care Program, and Child Day Care Programs shall have monthly fire drills.

3.3.4. Artwork and teaching materials shall not exceed 20 percent of the wall area in a building that is not protected throughout by an approved, supervised automatic sprinkler system.

3.3.5. Artwork and teaching materials shall not exceed 50 percent of the wall area in a building that is protected throughout by an approved, supervised automatic sprinkler system.

### 3.4. Family Housing.

3.4.1. Sponsors shall be fully responsible for actions of family members in matters of fire prevention. Refer AFI32-6000\_YOKOTAABSUP, Housing Management. They shall ensure dependents comply with the fire prevention and safety requirements. Occupants shall know how to notify Fire and Emergency Services Flight in case of a fire and evacuate their quarters.

3.4.2. Cooking, baking, or broiling appliances shall not be left unattended. Stove (including oven and broiler) and exhaust fan and grease hood shall be kept clean and free of grease. Remove filters at least once a month. Combustible materials (paper towels, newspapers, etc) or flammable liquids (alcoholic beverages, cooking sprays, etc.) shall not be stored near (cabinets, counter tops, etc) the stove.

3.4.3. Use only appliances that comply with UL, *Underwriters Laboratories*, or Japanese equivalent of JIS, *Japanese Industrial Standard*, or PSE, *Product Safety Engineering*.

3.4.4. Clean clothes dryer lint traps after each use.

3.4.5. Smoke detectors shall be tested monthly. Occupants shall not tamper, block, paint, hang, or cover any fire protection devices. A clearance of at least 18 inches shall be maintained around ceiling fixtures, fire detection, and fire suppression systems. Any defective detectors shall be reported to tower maintenance at 225-8452 or CE Customer Services at 225-5270/5282.

3.4.6. Storage of flammable liquids such as gasoline should be limited to 5 gallons. Flammable liquids shall be stored in approved containers. No refueling shall be conducted inside or within 10 feet of any building, garages, basements, or attached right of ways.

3.4.7. Matches or cigarette lighters shall be kept out of reach from children. Ensure all smoking material has been extinguished before disposal.

3.4.8. Propane cylinders should be limited to two cylinders per household. The cylinders shall be stored outside the facility, at least 5 feet from the exit and not in the path of egress.

3.4.9. Bicycles, strollers, wagons, and similar items shall not be stored in exit corridors, stairwells, master bedroom balconies and lobbies within the towers.

3.4.10. Indoor motorcycle storage or maintenance of any kind shall be prohibited.

3.4.11. Fire Pit - Fire pits are authorized and shall be used with a minimum distance of 10ft from all structures (home, awning, shed, fence, etc.) and be free of obstructions above (Tree, awning, canopy, shade, etc) IAW AFI 32-6000-YOKOTAABSUP, *Housing Management*.

### 3.5. Dormitory and Lodge Occupancy.

3.5.1. All items in [paragraph 3.4](#) and AFI32-6000\_DAFGM2023-01, *Housing Management*, shall apply.

3.5.2. Candles, incense, or any device which produces a constant flame are prohibited.

3.5.3. Cooking appliances other than coffee makers and microwave ovens in dorm rooms are prohibited.

3.5.4. Dormitory Managers and lodge managers shall monitor clothes dryers daily to eliminate lint accumulation in and around the machines. Lint accumulations shall be removed after each drying operation.

3.5.5. Indoor motorcycle storage or maintenance of any kind shall be prohibited.

3.5.6. Doors that open onto exit access corridors shall be self-closing and self-latching. These doors shall not be propped open at any time.

3.5.7. Facility evacuation plan reflecting actual floor arrangement shall be posted on each resident room doors.

### **3.6. Child Care Facilities.**

3.6.1. The facility shall be certified by Air Force Civil Engineer Center and have the original Fire Safety Facility Certification certificate posted in the facility.

3.6.2. Evacuation procedures/plan shall be approved by the Fire and Emergency Services Flight and be posted in a clearly visible location.

3.6.3. Fire drills shall be performed by all persons in the building once a month. Under no circumstances shall more than two months elapse between drills. Facility fire alarms are sounded for every drill. Drills shall be executed at different hours of the day and evening, including when children are resting or sleeping.

3.6.4. The center director or designee shall inspect all exits daily to ensure all doors, stairs, and other exits are in proper condition, not obscured, unobstructed, will easily and immediately open in the direction of egress, and all egress paths are free from debris, ice or snow, etc. Problems shall be remedied immediately.

3.6.5. A trained (task certified) senior member of the Child Development Center staff shall conduct fire prevention inspections monthly (use Air Force Civil Engineer Support Agency Inspection Guide, Air Force Child Development Facilities Fire Protection/Prevention Inspection). A copy of the latest inspection form shall be posted in a clearly visible place in the facility.

3.6.6. Draperies, curtains, and other loosely hanging furnishing and decorations shall be flame resistant as described in NFPA 101, *Life Safety Code*.

3.6.7. Artwork and teaching materials shall not exceed 20 percent of the wall area in a building that is not protected throughout by an approved, supervised automatic sprinkler system.

3.6.8. Artwork and teaching materials shall not exceed 50 percent of the wall area in a building that is protected throughout by an approved, supervised automatic sprinkler system.

3.6.9. Staff members needed to meet the required staff-to-child ratio shall be on-duty, alert, awake, and physically present at the facility, and are available to help with an evacuation at all times.

## Chapter 4

### MEANS OF EGRESS

#### 4.1. Exits/Exit Doors.

4.1.1. Every required exit, exit access, exit discharge, and public way shall be continuously maintained free of all obstructions or impediments in the case of fire or other emergencies. Those doors shall be arranged for full compliance with NFPA 101, *Life Safety Code*, UFC 3-600-01, *Fire Protection Engineering for Facilities*, and Fire and Emergency Services Flight guidance.

4.1.2. Doors shall be arranged to be readily opened from the egress side where required. Locks provided shall not require the use of a key, tool, special knowledge or effort for operation from the inside of the building. Restrictive hardware, such as padlocks, hasps, throw-bolts and crossbars shall not be installed on any exit door except as permitted by NFPA 101, *Life Safety Code*, or Fire and Emergency Services Flight guidance. Doors may be provided with an alarm device for additional control measures.

4.1.3. 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.

#### 4.2. Stairways.

4.2.1. Stairway shall provide a continuous, unobstructed, safe path of travel to the exit discharge or a safe area. Stairway enclosures shall not be used for storage or any purpose other than a stairway.

4.2.2. Stairway enclosures shall be protected by self-closing doors. These doors shall not be wedged or blocked in the opened position which prevents the doors closing automatically, unless specifically designed.

#### 4.3. Exit signs/Emergency Lighting.

4.3.1. All exit signs, required by NFPA 101, *Life Safety Code*, shall be properly illuminated to identify egress routes in all facilities.

4.3.2. Emergency lighting shall be provided and maintained where required by NFPA 101, *Life Safety Code*.

**4.4. Illumination of Means of Egress.** The floors of means of egress shall be illuminated at all points, including angles and intersections of corridors and passageways, stairways, landings of stairs and exit doors where required by NFPA 101, *Life Safety Code*.

**4.5. Marking of Means of Egress.** Exits shall be marked by an approved sign, readily visible from any direction or exit access where required by NFPA 101, *Life Safety Code*. **Exception:** Main exterior exit doors that are obviously and clearly identifiable as exits.

## Chapter 5

### INSTALLED FIRE DETECTION/SUPPRESSION SYSTEM

#### 5.1. Maintenance and Testing.

5.1.1. Fire detection and suppression system shall be maintained IAW UFC 3-601-02.

5.1.2. Prior to and after performing a test or maintenance on the fire system, technicians shall be responsible for informing the Fire and Emergency Services Flight and the Facility Manager. The Facility Manager shall be responsible for informing the occupants.

5.1.3. Fire detection/suppression systems shall be restored to service as promptly as possible after each test, activation, or failure. These systems shall be maintained in normal ready condition for operations. The Fire and Emergency Services Flight shall be immediately notified of any system that goes out of service.

5.1.4. When a fire protection system is out of service for more than 4 hours, the Fire and Emergency Services Flight shall be notified by the Facility Manager or other responsible user. The building shall be evacuated or the user/occupant shall establish a fire watch approved by the Fire and Emergency Services Flight for all areas left unprotected by the out of service system. The facility shall remain unattended or fire watch shall be maintained until the system has been returned to full working order. Facility Managers shall use the Operational Risk Management process, with advice from the Fire and Emergency Services Flight and Wing Safety office, to determine what extent the facility may be used while correction is pending.

5.1.5. Fire detection/suppression devices shall not be obstructed, blocked, or painted over.

5.1.6. Fire Department connections, sprinkler connections, post indicator valves, standpipes, hose cabinets, etc shall not be obstructed or blocked. These devices shall remain accessible in compliance with NFPA 13, *Standard for the Installation of Sprinkler Systems*, NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*, and Fire and Emergency Services Flight guidance.

5.1.7. Tampering with fire alarm systems is prohibited. Only the Fire and Emergency Services Flight, 374 CES Operation Flight technicians, and contractors authorized by 374 Contracting Squadron shall be authorized to open and operate fire alarm systems.

#### 5.2. Fire Doors/Fire Shutters.

5.2.1. Fire doors and shutters shall be operational at all times and shall be kept closed, latched or arranged for automatic closing.

5.2.2. Areas around fire doors and shutters shall be kept clear of any obstruction that would interfere with the free operation of a door.

5.2.3. Fusible links and heat-actuated release devices shall not be painted.

#### 5.3. Fire Hydrant.

5.3.1. The use of fire hydrants for any purpose other than firefighting shall be prohibited without approval from the Fire and Emergency Services Flight.

5.3.2. Parked vehicles and placement of equipment shall not obstruct use of fire hydrants.

5.3.3. Fences, barriers or bushes shall be at least 5 feet from any hydrant and shall not block or obstruct the hydrant.

5.3.4. The Fire and Emergency Services Flight shall be notified of any hydrant out of service or any proposed water curtailment that will affect fire hydrants. An “Out of Service” sign shall be placed on an inactive fire hydrant and removed when it is returned to service by 374 CES, Operation Flight.

**5.4. Fire Lane.** Fire lanes shall not be obstructed in any manner, including vehicle parking. When it becomes necessary to block any street or fire lane, the responsible organization shall notify the Fire and Emergency Services Flight in advance with the date, time, and length of the blockage.

## Chapter 6

### HAZARDOUS MATERIALS

#### 6.1. Hazardous Material Identification.

6.1.1. Safety Data Sheet (SDS) information shall be readily available to all workers. SDS's maintained electronically or paper based shall be permitted as long as there are no barriers to immediate access by employees.

6.1.2. All chemical or hazardous items shall be labeled accordingly. Labels shall not be obscured, removed or defaced in any way.

6.1.3. All chemical or hazardous items shall have a current and accurate inventory listing. These inventories shall be maintained in the work area or continuity binder.

#### 6.2. Explosive.

6.2.1. Explosives, blasting agents and pyrotechnics shall be stored, handled and used to comply with NFPA 495, *Explosive Materials Code*; DESR6055.09\_DAFMAN 91-201\_DAFGM2024-01, *Explosives Safety Standards*; and Fire and Emergency Services Flight guidance.

6.2.2. Explosives, blasting agents or pyrotechnics shall not be transported by any person or agency on the installation without notifying the Fire and Emergency Services Flight, Dispatch Center. All movements or relocation of explosive (except 1.4.) are included in this requirement.

6.2.3. Proper NFPA 704, *Standard System for the Identification of the Hazards of Materials for Emergency Response*, and fire symbols shall be posted on all buildings, rooms or areas storing explosives as required by the explosives license for that area. Personnel in charge of explosives must promptly notify the Fire and Emergency Services Flight, Fire Prevention Office each time there is a change in the explosives or hazard symbols.

6.2.4. Fire drills shall be conducted within explosive storage areas at intervals not to exceed six months. Coordinate drills through the Fire and Emergency Services Flight, Fire Prevention Office.

6.2.5. Vegetation control around surrounding storage areas shall be kept clear of excess vegetation by establishing appropriate mowing and weed control. To eliminate a substantial fire hazard, vegetation shall be removed around explosive storage areas after mowing has been performed.

#### 6.3. Storage and Handling of Flammable and Combustible Liquids.

6.3.1. Flammable and combustible liquids, including spray cans shall be handled and stored to comply with DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, and NFPA 30, *Flammable and Combustible Liquids Code*. Flammable liquids are defined as any liquid with a flash point below 100° Fahrenheit. Examples of flammable liquids include gasoline, alcohol, naphtha, lacquer paints and thinners. Combustible liquids are defined as any liquid having a flashpoint greater than 100° Fahrenheit. Combustible liquids include kerosene, mineral spirits, #2 diesel fuel and JP-8.

6.3.2. Flammable and combustible liquid storage shall be clearly labeled with “Flammable Keep Fire Away” or “No Smoking within 50 Feet.”

6.3.3. Authorized storage areas (i.e., chemical sites) for flammable and combustible liquids shall be located not less than 50 feet from other structures.

6.3.4. When not in use, all flammable or combustible liquid containers (including safety cans or pots) shall be stored in approved flammable storage cabinets or areas (approved rooms, outside shed/storage, etc.). See [Attachment 3](#).

6.3.5. Flammable storage cabinets shall be approved by the Fire and Emergency Services Flight, Fire Prevention Office by way of an official memo. This memo shall be kept in the Facility Manager Folder, Fire Safety section.

6.3.6. Cabinets shall be constructed to comply with the requirements of DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, and NFPA 30, *Flammable and Combustible Liquids Code*.

6.3.7. Flammable storage cabinets shall not be located next to exit doors, nor physically obstruct a means of egress from the building or area. Additionally, cabinets shall not be placed under stairways or near any other egress routes.

6.3.8. If the cabinet is located indoors, the ventilation caps/bungs shall be in place. If the cabinet must be vented, venting shall be performed through piping to the outdoors. For outdoor storage, the vent caps/bungs shall be removed.

6.3.9. Rags and other combustible materials shall not be stored inside flammable storage cabinets. Unopened shipping boxes/containers and protective packaging from the manufacturers, which contain flammable liquids, shall be permitted. However, once the box/container is opened it shall be discarded. Boxes/containers, which are opened for labeling purposes, shall be approved for storage only if the container is full and complete. Protective over packing that secures containers from breaking, tipping over or spilling shall be permitted until empty of all containers.

6.3.10. Grounding of flammable storage cabinets shall not be required, unless transferring liquid products.

6.3.11. Flammable/combustible liquids shall not be stored in any public assembly facility, club, dormitory, office areas, buildings which normally are used as sleeping quarters, and other similar type locations.

6.3.12. Gasoline or other flammable/combustible liquid containers, utilized or sold shall be certified by UL, *Underwriters Laboratories*, or Japanese equivalent of JIS, *Japanese Industrial Standard*, or PSE, *Product Safety Engineering*, have a tight closing screw or spring type lid, and fixed with a suitable pouring spout. Glass or plastic containers shall not be used for storing, dispensing or carrying flammable liquids unless they are approved for this purpose and/or are received from the manufacturer in this configuration.

6.3.13. Hand sanitizer with alcohol, is highly flammable and should be stored and handled in compliance with NFPA 30, *Flammable and Combustible Liquids Code*, and Fire and Emergency Services Flight guidance.



6.3.14. Open flames, sparks, or spark-producing devices shall not be allowed within 50 feet of flammable liquid work and storage areas.

#### **6.4. Compressed Gas Cylinders.**

6.4.1. Storage, handling, and labeling of compressed gas cylinders shall comply with NFPA 55, *Compressed Gasses and Cryogenic Fluids Code* and Fire and Emergency Services Flight guidance.

6.4.2. All flammable gas storage areas shall be conspicuously posted with the words “Flammable Gas” and “No Smoking within 50 Feet.”

6.4.3. Gas cylinders shall never come in contact with fire, sparks or electrical circuits.

6.4.4. Cylinders, to include propane cylinders 20 lbs and up, in storage shall be capped and stored outdoors, in a covered and secured area. The cylinder shall be kept free from vegetation and not sitting in contact with the ground where water can accumulate.

6.4.5. Cylinder shall be stored in an upright position or such that the valve is in contact with the vapor space inside the cylinder.

6.4.6. Non compatible materials shall be separated by 20 feet or by a fire wall at least five feet tall and a half hour fire resistance rating.

6.4.7. Storage and handling of LPG cylinders shall comply with NFPA 58, *Liquefied Petroleum Gas Code*.

## Chapter 7

### FIRE SAFETY STANDARDS DURING CONTRACTOR PERFORMANCE

#### 7.1. General Requirements.

7.1.1. These standards shall become a part of applicable contract specifications for work to be performed. These standards shall apply to all construction, reconstruction, modification, demolition, rehabilitation, alteration, repairs and maintenance of existing facilities. Basic safeguards against construction fire hazards shall be provided during project planning.

7.1.2. The contractor or an individual appointed shall be placed in charge of fire safety of the work project. The responsibilities shall include: assuring the availability, operation, and location of fire protection equipment, general supervision of safeguards and location of portable heating equipment, and establishment and maintenance of safe cutting and welding operations.

7.1.3. Contractor's materials and equipment shall not be stored in a location or manner which will create a fire exposure to facilities adjacent to the project site. Fire hydrants shall not be fenced in on construction sites.

7.1.4. All fires, regardless of size or condition, shall be reported to the Fire and Emergency Services Flight immediately. Any persons discovering a fire or suspected fire shall alert the building occupants by any means available. The Fire and Emergency Services Flight shall be notified in the following manner: from a base phone, dial 911; from a Japanese cell phone, dial 042-511-9110.

7.1.5. Portable fire extinguishers shall be supplied by the contractor as required by the Fire and Emergency Services Flight. Fire extinguishers shall be readily available and kept in a fully operational condition at all times.

7.1.6. Work that includes the fire detection or suppression systems, utility outages, road closures, and confined space entries, shall be approved by the Fire and Emergency Services Flight, Fire Prevention Office prior to beginning the work. Only authorized technicians shall alter, extend, or repair installed systems.

#### 7.2. Flammable and Combustible Liquids and Gasses.

7.2.1. Every effort shall be made to limit flammable liquid quantities to daily use.

7.2.2. Flammable liquids exceeding daily quantities shall be properly stored in approved locations only.

7.2.3. Flammable storage areas shall be marked with bilingual signs.

#### 7.3. Hot Work Operations.

7.3.1. Any hot work operations shall be conducted IAW DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards* and approved by the Fire and Emergency Services Flight, Fire Prevention Office prior to starting. The job site shall be inspected and have an AF Form 592, *USAF Hot Work Permit*, issued. Responsible hot work operation supervisors shall take the following actions:

7.3.1.1. Follow checklist on reverse side of the AF Form 592, *USAF Hot Work Permit*.

7.3.1.2. Remove combustible material to a safe location.

7.3.1.3. Ensure that adequate fire extinguishers are provided and that one person is designated to operate the extinguisher in the event of fire.

7.3.1.4. Ensure fire detections and suppression systems will not be affected by the operation being performed.

7.3.2. Thoroughly inspect the area after operations has been completed to ensure that the area is free of fire hazards caused by the operation.

7.3.3. Agencies performing welding operations that are trained and certified by the Fire and Emergency Services Flight shall issue their own AF Form 592, *USAF Hot Work Permit*.

#### **7.4. Driving Responsibilities.**

7.4.1. Drivers shall yield the right-of-way to all emergency response vehicles while emergency lights and sirens are in use.

7.4.2. Vehicles shall not be driven over fire hose and shall not proceed through areas where firefighting operations are being conducted; unless directed by a designated traffic control representative.

RICHARD F. MCELHANEY, Colonel, USAF  
Commander, 374th Airlift Wing

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

DODI 6055.06, *Department of Defense Fire and Emergency Services Program*, 3 October 2019  
DODI 6060.2, *Child Development Programs*, 5 August 2014

UFC 3-600-01, *Fire Protection Engineering for Facilities*, 8 August 2016, Change 6, 6 May 2021

UFC 3-601-02, *Operation and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems*, 8 September 2010

UFC 4-740-14, *Design: Child Development Centers*, 1 August 2002

DAFI 32-2001, *Fire and Emergency Services (F&ES) Program*, 28 July 2022 AFI32-6000\_YOKOTAABSUP, *Housing Management*, 10 May 2023

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020, *Incorporating Change 1*, 28 July 2021, expands 12 June 2023

AFI 34-144, *Child and Youth Programs*, 2 July 2019

DAFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*, 25 March 2022  
DESR6055.09\_DAFMAN91-201\_DAFGM2024-01, *Explosive Safety Standards*, 12 Feb 2024,  
AFPD 32-20, *Fire and Emergency Services*, 10 July 2018

NFPA 1, *Fire Code*, 2024

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

NFPA 13, *Standard for the Installation of Sprinkler Systems*, 2022

NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*, 2023

NFPA 30, *Flammable and Combustible Liquids Code*, 2024 NFPA 55, *Compressed Gases and Cryogenic Fluids Code*, 2023 NFPA 58, *Liquefied Petroleum Gas Code*, 2024

NFPA 70, *National Electrical Code*, 2023

NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2024

NFPA 101, *Life Safety Code*, 2024

NFPA 495; *Explosive Materials Code*, 2023

NFPA 701, *Standard Methods of Fire Tests for Flame Propagation of Textiles and Films*, 2023

NFPA 704, *Standard System for the Identification of the Hazards of Materials for Emergency Response*, 2022

***Adopted Forms***

AF Form 55, *Employee Safety and Health Record*

AF Form 103, *Base Civil Engineering Work Clearance Request*

AF Form 592, *USAF Hot Work Permit*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1487, *Fire Prevention Visit Report*

AF Form 2047, *Explosives Facility License*

### **Terms**

**Accessible Means of Egress**—Accessible means of egress is a path of travel that is usable by a person with severe mobility impairment and that leads to a public way or an area of refuge.

**Approved**—Acceptable to the Authority Having Jurisdiction.

**Authority Having Jurisdiction (AHJ)**—An organization or office responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, and installation, or a procedure.

**Certified**—Recognized as having met special qualifications.

**Code**—A standard that is and extensive computation of provisions covering a broad subject matter or that is suitable for adaption into law independently of other codes and standards.

**Combustible**—Combustible liquids are defined as any liquid having a flashpoint greater than 100° Fahrenheit.

**Exit**—Exit is a portion of a means of egress that is separated from all other spaces of the building or structure by construction or equipment as required providing a protected way of travel to the exit discharge. Exits include exterior exit doors, exit passageways, horizontal exits, and separated exits or ramps. For more detail consult the National Fire Protection Association 101, *Life Safety Code*.

**Facility/Building Manager**—Facility/Building manager is a designated person who signs a receipt for any facility under their jurisdiction. Each facility/building manager is responsible for the fire safe conditions of the facility and equipment under his or her control.

**Fire Alarm System**—A system of alerting devices that takes a signal from fire detection or extinguishing equipment and alerts building occupants or proper authorities of a fire condition.

**Fire Detection System**—A system of detection devices, wiring and supervisory equipment used for detecting fire or product of combustion and then signaling that these elements are present.

**Fire Door**—An internal door installed in a building to separate sections or certain areas to prevent damage by heat or smoke in the event of a fire. Designed to meet the special criteria and certified by an appropriate testing organization.

**Fire Hazard**—Any situation, process, material, or conditions that, on the basis of applicable data, may cause a fire or explosion or provide a ready fuel supply to augment the spread or intensity of the fire or explosion and that poses a threat to life or property.

**Fire Lane**—A fire department access road, which is marked with approved signs or other approved notices.

**Fire Protection**—Methods used to control or extinguish a fire, which includes actions taken to limit adverse environmental, social, political, economical, and life-threatening effects of fire.

**Fire Safety Deficiency (FSD)**—A condition (including noncompliance with standards) that reduces fire safety below acceptable levels, but by itself does not ordinarily cause a fire. FSDs often accelerate or contribute to the spread of fire.

**Fire Suppression System**—A fire safety system designed to protect facilities from heat, flame, smoke, or other products of combustion, explosion, or structural collapse.

**Fire Wall**—A wall with a specified degree of fire resistance that is designed to prevent the spread of fire within a structure or between adjacent structures.

**Flammable**—Flammable liquids are defined as any liquid with a flash point below 100° Fahrenheit.

**Functional Manager**—The senior operating official at all levels exercising managerial control of an activity or operation. This individual usually can acquire and commit resources of the abatement of occupational safety and health hazards. Functional Managers are designated by the MAJCOM or installation commanders.

**Labeled**—Equipment or materials to which has been attached a label, symbol, or other identifying mark of an organization that is acceptable to the Authority Having Jurisdiction and concerned with product evaluation, that maintains periodic inspection of production of labeled equipment or materials, and by whose labeling the manufacture indicates compliance with appropriate standards or performance in a specified manner.

**Listed**—Equipment, materials, or services included in a list published by an organization that is acceptable to the Authority Having Jurisdiction and concerned with evaluation of product or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and whose listing states that either the equipment, material, or service meets appropriate designated standards or has been tested and found suitable for a specified purpose.

**National Fire Protection Association (NFPA)**—An independent and nonprofit organization whose mission is safeguarding the environment from fire using scientific and engineering techniques and education. Develop codes and standards that are used by the US Air Force.

**Occupancy Classification**—The classifications given to structures by the model code used in that jurisdiction based on the intended use for the structure.

**Operation**—Performance of a practical work or of something involving the practical application of principles or processes.

**Risk Assessment Code (RAC)**—An expression of degree of risk in terms of hazard severity and mishap probability. Fire, safety, or bioenvironmental engineering personnel assign RACs.

**Shall**—Indicates a mandatory requirement.

Attachment 2

FACILITY FIRE SAFETY CHECKLIST

Figure A2.1. Sample Fire Safety Checklist.

Facility Number		Office Symbol	Date	Time In	Time Out	
Occupancy Name			Facility Manager/ Accompany Personnel Name		Phone No	
				YES	NO	REMARKS
<b>EXTERIOR</b>						
Is outside of the building clear of all obstruction for emergency access?						
Is any hazard outside the building properly stored / identified?						
<b>EXIT</b>						
Are exit signs lighted and in working condition?						
Are emergency lighting systems in working condition?						
Are all exits and fire aisles clearly marked; clear of obstructions, and unlocked when the facility is occupied?						
<b>EXTINGUISHER</b>						
Are extinguishers properly mounted, unobstructed and in serviceable condition?						
Are extinguishers inspected monthly and properly labeled?						
<b>HOUSEKEEPING</b>						
Are foyers, entrance halls and stairwells clear, and not being utilized for storage areas?						
Is trash being removed from the building daily?						
Are fire doors / shutters kept clear and in working condition?						
Are storage areas properly maintained?						
Is the clearance under sprinklers, detection system and lighting fixture a minimum of 18 inches?						
<b>HAZARDOUS MATERIALS</b>						
Are flammable liquids identified and being stored properly?						
Is there SDS available for all Hazardous Materials?						
Is approved letter written by Fire Prevention Office?						
<b>ELECTRICAL</b>						
Do power strips have surge protectors and being used properly?						
Are unnecessary electrical appliances and equipment turned off at the end of each day?						
<b>EMERGENCY PLAN</b>						
Are all personnel in the facility trained in fire prevention practices? Are they familiar with proper fire reporting and building evacuation procedures? 911 / 042-511-9110						
Is there a fire evacuation plan established and filed under facility manager book?						
Copies of AF Form 1487 on file and have previous deficiencies been corrected?						
<b>OTHERS</b>						
INSPECTOR SIGNATURE				FACILITY MANAGER SIGNATURE		

Print Inspector Name

Yokota Fire Emergency Services  
374CES/CEFP 225-9112

## Attachment 3

## SAMPLE FLAMMABLE LOCKER LETTER

Figure A3.1. Sample Flammable Locker Letter.



DEPARTMENT OF THE AIR FORCE  
374TH AIRLIFT WING



DD Month YYYY

MEMORANDUM FOR YOUR UNIT/ORGANIZATION

FROM: CES/CEF

SUBJECT: Flammable Lockers for YOUR BUILDING NUMBER

1. IAW DAFMAN 91-203 and Yokota ABI 32-2001, the flammable lockers for YOUR BUILDING NUMBER will be located in SPECIFIC LOCATION OF THE FLAMMABLE LOCKERS.
2. Flammable lockers will have an inventory and SDS readily available for all occupants. It is the Facility Manager's responsibility to notify the Fire and Emergency Services Flight of contents or substantial quantity changes.
3. Please direct all questions on this matter to the Fire Prevention Office at 225-9112.

FIRE INSPECTOR NAME

Inspector, Fire and Emergency Services