

**7 JUNE 2002**

**Civil Engineer**

**FIRE PREVENTION PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the 3rd Wing WWW site at: <http://infonet/irgs/3wg/3sptg/3cs/scs/scsp/pdl/index.htm>. If you lack access, contact your Publishing Office.

---

OPR: 3 CES/CEFT (Mr. Ford Brooks)  
Supersedes 3WGI 32-2001, 12 June 1998

Certified by: 3 WG/CC (Col Douglas L. Miller)  
Pages: 20  
Distribution: F

---

This instruction implements AFPD 32-20, *Fire Protection*; prescribes policies and procedures; and defines responsibilities for an effective fire prevention and protection program on Elmendorf AFB. It applies to all military personnel, civilians, contractors, and concessionaires located on or conducting business within the confines of Elmendorf AFB. The contents of this instruction are required reading for military and civilian personnel who are assigned to Elmendorf AFB. A copy of this instruction will be kept in each unit/agency publication library. The use of a name of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**Official records created or received as a result of this publication will be maintained under the Air Force Records Disposition authority applicable table and rule of AFMAN 37-139, Table 32-35 or other appropriate 32-Series tables within the Civil Engineering functional area.**

**SUMMARY OF REVISIONS**

This document is substantially revised and must be completely reviewed.

**1. Definitions, Supplemental Publications, and Objectives:**

**1.1. Definitions.** The following are definitions as they apply to this instruction:

**1.1.1. Area of Responsibility.** All buildings and adjacent open areas assigned to an organization or individual.

**1.1.2. Facility Manager.** A person who is on receipt with the base real estate office for any facility under his/her jurisdiction. Facility managers are responsible to their unit commanders for the fire safe condition of their facility.

**1.1.3. Fire Door.** An internal door installed to separate sections or certain areas to prevent the spread of fire.

**1.1.4. Fire Hazard.** An unsafe condition which may cause a fire.

**1.1.5. Fire Prevention.** Measures directed toward avoiding the inception of fire. See Occupational Deficiency.

**1.1.6. Fire Protection.** Methods used to control or extinguish a fire.

**1.1.7. Fire Safety Deficiency (FSD).** A condition, which reduces fire safety below the acceptable level, including noncompliance with standards, but by itself cannot cause a fire to occur.

**1.1.8. Fire Suppression.** The notification, response, attack, control, confinement, and extinguishment of a fire.

**1.1.9. 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 for the abatement of occupational safety and health hazards. Major command (MAJCOM) or installation commanders designate functional managers.

**1.1.10. Occupational Hazard Abatement.** The elimination or permanent reduction of an occupational hazard or deficiency by bringing it into compliance with applicable safety, fire prevention, and health requirements, or by taking equivalent protective measures.

**1.1.11. Installed Fire Protection System.** Systems installed in facilities for the purpose of fire detection, alarm, and/or fire extinguishment.

**1.1.12. Occupational Hazard.** Conditions, procedures and practices directly related to the work place that can create a potential for producing occupational injuries, property or equipment damage, or illnesses. These hazards are normally assigned risk assessment codes (RAC) 1, 2, 3.

**1.1.13. Risk Assessment Codes (RAC).** An expression of the degree of risk associated with an occupational hazard or deficiency that combines hazard severity and mishap probability into a single numeric identifier. AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program*, Section C, govern RACs.

**1.1.14. Occupational Deficiency.** Conditions, procedures, and practices that are in noncompliance with Occupational Safety and Health Administration (OSHA) or AFOSH requirements, but do not, in themselves, create a potential for producing an occupational injury or illness mishap. Deficiencies may, however, create a potential for secondary injuries or illnesses or may contribute to the severity of an injury or illness that has already occurred. Examples include lack of fire detection or suppression equipment and systems, broken smoke alarm, lack of exit signs, and railings, which are two inches below standard height. A clear distinction between hazards and deficiencies may not always be possible; therefore, the judgment and experience of qualified safety, fire protection, and health personnel must be relied upon.

**1.1.15. Fire Prevention Section.** The section of the fire protection flight, which is charged with the responsibility of enforcing the installation's fire prevention, education and inspection programs.

**1.2. Supplemental Publications.** The following authoritative publications are used as standards of reference for fire protection and prevention. DODI 6055.6, Department of Defense Fire and Emergency Services Program; AFD 32-20, AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*; AFMAN 23-210, *Storage and Material Handling*; all AFOSH Standards; Military Handbook 1008C, *Fire Protection for Facilities Engineering, Design, and Construction*; National

Fire Protection Association (NFPA) codes and standards and the Uniform Building Code. Hazardous conditions of a peculiar nature for which no criteria has been developed or published will be corrected by local actions based on sound judgment and the professional opinion of the base fire chief.

**1.3. Objectives.** Fire prevention is of prime importance to all Air Force commanders and supervisors alike. The successful accomplishment of fire prevention program objectives is a cooperative venture involving all personnel on Elmendorf AFB. The objectives of this program are: to prevent the loss of life and property by fire through effective motivation of base personnel to develop good fire prevention habits; to recognize and eliminate fire hazards in their work and living environment; and to be knowledgeable of correct fire reporting and building evacuation procedures. These objectives can only be achieved through teamwork. There are four basic principles to sound fire prevention.

1.3.1. Effective fire prevention must be well planned.

1.3.2. The fire chief manages the program.

1.3.3. Commanders enforce the program.

1.3.4. Base personnel execute the program.

1.3.5. If all personnel make fire prevention their business, we can reach our objectives of a fire-safe installation.

## **2. Responsibilities:**

**2.1. Installation Commander.** Installation commanders will execute comprehensive installation fire protection and fire prevention programs. These programs implement DODI 6055.6, AFD 32-20, AFI 32-2001, and the National Fire Codes published by the NFPA.

**2.2. Base Fire Marshal.** The Commander, 3rd Civil Engineer Squadron, is designated as the base fire marshal and is responsible to the installation commander for the effective and efficient execution of the installation's fire protection program. Additionally, the fire marshal provides the fire chief with the necessary support to ensure the highest possible priority and funding of the fire protection and prevention initiatives to accomplish mission support.

**2.3. Base Fire Chief.** The fire chief is the fire protection flight chief and responsible to the base fire marshal for establishing and carrying out effective fire protection and prevention programs.

2.3.1. The fire chief or senior fire officer (SFO) in charge may commandeer available military vehicles, equipment, materials, and personnel considered necessary for the proper control and extinguishment of a fire and/or rescue of personnel.

2.3.2. The fire chief or SFO at the emergency scene is in complete charge of all firefighting and rescue operations. During these operations, no one outside the fire protection organization will give orders or interfere with the fire chief, SFO, or firefighters.

2.3.3. The fire chief or designated representative, has the authority to stop any operations upon detection of a hazardous condition or conditions in which the chances of a fire or explosions are imminent or may result in serious damage to property or personal injury.

**2.4. Unit Commanders.** Functional managers and supervisors. These individuals are responsible for the enforcement of WI 32-2001, and must ensure sound fire prevention procedures are established and

practiced in each activity or facility under their jurisdiction. They must establish and maintain a hazard abatement program as well as initiate a follow-up program as outlined in AFI 91-301. They will:

- 2.4.1. Immediately advise the fire prevention section (552-2620/3267) of: any fire hazard which cannot be corrected by unit personnel, fire extinguishers that have been discharged or damaged, and any structural change or alterations within their facilities or areas under their jurisdiction.
- 2.4.2. Ensure changes of facility manager's and alternate's are reported, in writing, to 3 CES/CEOF and 3 CES/CEFT within 3 workdays of the change.
- 2.4.3. Request fire prevention personnel to provide appropriate briefings and training demonstrations. Training sessions will be scheduled to obtain the largest possible audience.
- 2.4.4. Ensure sound fire prevention practices and inspections are maintained in facilities, rooms, and/or areas, which are under continuous lock and key. During scheduled fire prevention visits, supervisors will arrange access to these areas.
- 2.4.5. Ensure personnel leave their assigned facilities/areas in a fire safe condition at the end of each workday.
- 2.4.6. Ensure all, AF Forms 332, *Base Civil Engineer Work Request*, are properly coordinated through the fire prevention section (Building 5126, Fire Station 2), 3 WG/SEG (Wing Safety), and fully processed and approved by the base civil engineer, customer service section, prior to making any changes or additions that will affect the facility or structure.
- 2.4.7. A minimum of 3 days for research and coordination may be required.
- 2.4.8. Review the fire safety deficiencies identified in their facilities and incorporate them into their program submitted to CE for correction.
- 2.4.9. Initiate appropriate administrative or disciplinary action where there is willful misconduct or negligence involving fire prevention/protection policies, fire loss, loss to government property, tampering with installed fire detection or suppression systems, and/or extinguishers.

**2.5. Facility Managers and Employees.** These individuals are responsible to their unit commanders for the fire safe condition of the facilities under their jurisdiction. Facility managers, upon assignment, must contact the fire prevention section (552-2620/3267) and schedule a briefing that will cover their duties and responsibilities for fire prevention matters. Their duties include:

- 2.5.1. Inspection of all fire extinguishers, standpipes, hoses, fire doors, exits in their areas to ensure proper condition and operations. **This includes snow and ice removal from all exterior exits, fire escapes, fire hydrants, and post indicator valves.**
- 2.5.2. Accompany fire inspectors during fire prevention visits, provide keys for all locked rooms, storage areas, vaults, security areas and so forth. This includes all unaccompanied enlisted personnel housing (UEPH), visiting officers quarters (VOQ), and temporary living facility (TLF).
- 2.5.3. Ensure all personnel within their area of responsibility are familiar with activation of the fire alarm systems, location of exits, evacuation procedures, fire reporting procedures, and proper use of the types of extinguishers assigned.
- 2.5.4. Ensure all rooms are numbered either on the door or next to the door.
- 2.5.5. Enforcing safe smoking habits and supervision of designated smoking areas within their areas of responsibility.

2.5.6. Returning extinguishers to the extinguisher maintenance shop (Building 8308) when due for maintenance or as directed by fire inspectors.

2.5.7. Ensure that facilities not continuously manned are properly secured.

2.5.8. Establish and maintain a building fire prevention folder. This information may also be kept with the facility manager's facility records, but must be complete and accessible. The folder will contain the following:

**2.5.8.1. TAB A** --Copy of WI 32-2001.

**2.5.8.2. TAB B** --AF Form 1487, *Fire Prevention Visit Report*.

**2.5.8.3. TAB C** --Fire Drill Record. (If required)

**2.5.8.4. TAB D** --Facility Managers Checklist and Guidance Letter.

**2.5.8.5. TAB E** --Permits, Authorizations, or Waivers.

**2.5.8.6. TAB F** --Fire Prevention or Ground Safety related AF Forms 332.

Call the fire prevention section (552-2620/3267) for further guidance.

2.5.9. Managers of facilities that have fire phones are responsible for accomplishing a monthly fire phone check. These phones are direct lines to the fire alarm communication center operator. When the operator answers, advise them that the call is a line check. They will require the following information: the caller's name, rank, organization, and phone location. When this is completed the operator will call the user back to verify proper operation of the circuit.

<b>LOCATION</b>	<b>BUILDING</b>	<b>LINE NUMBER</b>
Fire Station 1	11415	409
Fire Station 2	5126	231
Fire Station 3	3786	275
Fire Station 4	16673	249
POL Pumphouse	13251	229
Truck Fill Stand	11567	226
AGE Maintenance	9569	224
732 AMS	15380	147
Hangar 10	15455	230
Jet Engine Repair	8574	223
Hangar 2	11525	140
Base Operations	11369	173

**2.6. Contractors and Concessionaires.** All contractors and concessionaire managers are responsible for enforcing procedures set forth in this instruction and:

2.6.1. Ensuring all employees (including subcontractors) who will be performing open flame operations attend a welding fire safety class. The class is given by the fire prevention section and must be received prior to commencing any open flame work.

2.6.2. Comply with procedures in paragraph 3.5, this instruction, and inspect work areas to ensure buildings are left in a clean and fire safe condition.

**2.7. Contract Management.** Ensure the assistant chief for technical services, or a designated representative, is notified to attend all pre-construction performance meetings with the engineering contract manager to coordinate fire prevention requirements.

2.7.1. Contract management will contact the assistant chief for technical services, or a designated representative, prior to bid of contracts to ensure all fire prevention requirements have been included.

2.7.2. The Assistant Chief for Fire Prevention, or a designated representative, shall review all project designs; including those from the Alaska District Corps of Engineers (USACE), Defense Commissary Agency (DeCA), and the Army Air Force Exchange Service (AAFES), at the pre-design, 30, 60, 90, and 100 percent levels of completion prior to contract bid. Simplified Acquisition of Base Engineer Requirements (SABER), small business, and self-help projects will also be reviewed. The review will consist of verifying that designs (plans and specifications) comply with applicable codes and standards and identify areas of noncompliance to the design agency with recommendations for correction.

**2.8. Building Materials and Self-Help Projects.** An important factor in providing fire resistance is the selection of materials consistent with the value and use of the facility. Construction materials outlined in MIL-HDBK-1008C, *Fire Protection for Facilities Engineering, Design and Construction*, AFI 32-6002, *Family Housing Planning, Design and Construction*, current uniform building code (UBC), engineering technical letters (ETL), and NFC standards are the minimum acceptable standards for adequate fire protection.

2.8.1. All self-help, construction, renovations or modifications to include: non-appropriated funded, and AAFES projects must be reviewed by the fire prevention section for the inclusion of fire protection requirements. All construction documents and shop drawings must be reviewed and approved prior to the start of any project.

2.8.2. All AF Forms 332 will be processed through the fire prevention section. All AF Forms 332 for self-help projects in military facilities must be approved and signed at the Squadron Commander level.

2.8.3. Paneling and carpets must be used only in accordance with requirements for individual classes of occupancy as specified in the current edition of MIL-HDBK-1008 and NFPA 101 Life Safety Code. Using agencies will obtain a certificate or statement from the manufacturer or supplier attesting to the flame spread rating of the material being used prior to installation of the material. A copy will be furnished to the fire prevention section.

2.8.4. Use of plywood or class "C" combustible materials as an interior finish is prohibited. All interior finish materials used will be in accordance with the current edition of MIL-HDBK-1008.

2.8.5. Holes made through floors, ceilings, or wall assemblies will be sealed to prevent the spread of fire. The opening will be fire stopped with a material capable of maintaining the fire resistance rating of the assembly.

2.8.6. Self-help partitions will be constructed in accordance with the construction types outlined in the UBC. Studs will be placed 16-inches on centers with top and sole plates. Both sides will be covered with a minimum of 1/2-inch or 5/8-inch sheetrock, based on separation requirements, taped, painted, or covered with Class "A" or "B" (depending on occupancy and location) interior finish material.

**2.9. Military Family Housing Occupants.** Family sponsors are responsible for fire prevention in their quarters. They are to ensure dependents comply with the fire prevention and safety requirements and know how to operate home fire extinguishers, notify the fire department in case of a fire, and evacuate their quarters.

2.9.1. Quad mayors will ensure snow and ice is removed from fire hydrants and sidewalks in their area of responsibility.

2.9.2. Reloading equipment for ammunition in base housing will meet the following criteria:

2.9.3. A maximum of 7 pounds of smokeless propellant gun powder and 1,000 primers may be kept in family quarters. The powder and primers will be stored in their original Department of Transportation (DOT) approved containers. All containers will be stored in a locked box or cabinet when not in use to prevent access by unauthorized personnel or children. The storage location will be as far away as possible from furnaces, water heaters, heat outlet ducts, flammable liquids and other heat producing equipment. Factory and hand loaded ammunition should be stored separate from powder and primers to minimize the damage and danger should a fire occur. Smoking will not be allowed in the immediate area of the powder.

2.9.3.1. Prior to storage of gunpowder and primers, the occupant will notify the fire alarm communication center operator at 552-2801/4644. The operator will record the date, name of the occupant, and the housing unit number.

2.9.3.2. The occupant will be responsible for obtaining, as a minimum, a 2.5-pound dry chemical fire extinguisher. This extinguisher will be placed by the powder storage and reloading location. This is in addition to the extinguisher that is already in place in the quarters.

2.9.3.2.1. Occupants are responsible for testing their smoke detectors monthly. This is done, by pressing the test button and waiting for an audible tone. If detector does not function properly, contact housing maintenance immediately at (753-2294).

2.9.3.2.2. Occupants are responsible for inspecting their fire extinguisher monthly. There should be a 2.5-pound dry chemical extinguisher in each set of quarters. If the extinguisher is not available, contact Housing U-Fix-it at 552-4707. Use the following procedures to inspect the extinguishers:

2.9.3.2.3. Ensure the pin and seal are intact and that the pressure gauge indicator is in the green. Inspect the nozzle or hose for damage or obstructions.

2.9.3.2.4. Remove the extinguisher from the bracket. Check the overall condition of the extinguisher. Invert it and shake gently. This will keep the agent from caking in the bottom. Replace the extinguisher in the bracket.

2.9.3.2.5. If any discrepancies are found, return the extinguisher for servicing or replacement to Building 6346. If you have any questions, call Housing U-Fix-it at 552-4707.

### 3. Fire Prevention Practices:

**3.1. Inspection and Prevention.** The primary responsibility for fire prevention and compliance with recommendations of the fire inspector rests with the unit commander, functional managers, facility managers, and supervisors of the unit being inspected. Fire inspectors will visit all facilities and areas at periodic intervals to ensure prompt detection and elimination of fire hazards. These visits do not relieve the commander or the facility manager of the responsibility of identifying hazards in areas under their control. Functional managers will be notified of existing hazards in their area by the use of an AF Form 1487, *Fire Prevention Visit Report*. Failure to take immediate action to eliminate a hazardous condition will result in the submission of reports for corrective action through command channels (group commander level) to the unit commander. Fire protection personnel on a no-notice basis will conduct walk-through inspections. If an AF Form 1487 is issued to your organization, the following corrective actions must be taken:

3.1.1. If hazards cannot be corrected at once, implement interim control measures to reduce the risk to an acceptable level (you will be briefed by the fire inspector).

3.1.2. Fire safety deficiencies (FSD) will be identified on AF Form 1487, programmed for correction using the AF Form 332, and included in the allocation program submitted to the civil engineer (CE). For fire safety deficiency codes; I, II; the AF Form 332 will be given to the functional manager for signature and forwarding to CE for submittal.

3.1.3. For hazards that are not defined as an FSD and cannot be corrected within 30 days, the facility manager will establish a hazard abatement plan. This action should be accomplished on an AF Form 3, *Hazard Abatement Plan*. Send a copy of the plan to 3 CES/CEFT and 3 WG/ SEG. The functional manager will keep a record of lesser (RAC 4/5) hazard/deficiencies on file. A copy must be maintained in TAB B of your unit fire prevention folder. Reference: AFI 91-301, Section C.

3.1.4. AF Form 1487 will be sent to the unit commander through command channels (group commander level) whenever the following deficiencies are noted:

3.1.4.1. When correctable hazards are recurring.

3.1.4.2. When an effective fire prevention program has not been established or enforced.

**3.2. Fire Reporting Procedures.** Quick and accurate reporting of a fire is essential to minimize damage and injuries. Anyone who discovers a fire, no matter how small, must report it immediately to the fire department. All fires are reportable; even those extinguished by the occupant. Should a fire occur take the following actions:

**3.2.1. SOUND THE ALARM (verbal or mechanical) EVACUATE THE BUILDING!** Activate the building alarm if the building has one.

**3.2.2. CALL THE FIRE DEPARTMENT** by dialing 911 from any on-base or family housing phone. **NOTE:** If you dial 911 from a cellular phone you will reach the Anchorage fire department. Tell the dispatcher that you are on Elmendorf AFB and they will transfer your information to the base fire department. A 911-phone sticker should be affixed on each telephone. Facility managers are responsible to ensure phone stickers are in place. Some newer phone systems on base may require you to dial one or more numbers before dialing 911. Even though the building fire alarm system has been activated, reporting by phone is still required.

3.2.2.1. When the fire alarm communication center operator answers the phone, remain calm and provide the following information:

3.2.2.2. Name and rank.

3.2.2.3. Building number or location involved; room number or area.

3.2.2.4. Nature of the fire if known. Do not hang up until instructed to do so by the operator.

3.2.2.5. Try to extinguish small fires if you are not in danger and only after you have sounded the alarm, evacuate all occupants, and contacted the fire department.

3.2.2.6. Never place yourself or others in danger trying to control a fire. If in doubt or the condition is dangerous, leave it for the firefighters.

3.2.2.7. When time permits, close the doors and windows in the fire area, but do not lock them. Post someone outside of the facility to direct the responding firefighters to the fire scene.

3.2.2.8. There are fire phones at various locations on the base. Direct line fire reporting telephones are on exterior poles and the exterior of some buildings. (See paragraph 2.5.9, this instruction).

3.2.3. Willful transmission or reporting of a false fire or emergency alarm is prohibited. The Air Force may punish under Article 92, Uniform Code of Military Justice (UCMJ), a military member who willfully fails to report a fire, willfully delays in reporting a fire, or willfully transmits or reports a false fire or emergency alarm.

**3.3. Fire Evacuation Drills.** Fire drills will be scheduled and conducted by responsible facility managers or unit safety representatives. Fire drills are to be coordinated with the fire prevention section at 552-2620/3267. A fire department representative may observe and evaluate the drill. The following frequencies are to be used for conducting fire drills in specific facilities.

**3.3.1. Monthly.** All base schools will hold evacuation drills according to the terms of the support agreement. Pre-schools and child development centers will hold evacuation drills monthly in accordance with Uniform Fire Code.

**3.4. Emergency Response of Fire Vehicles.** Persons who authorize repair and/or blocking of streets or fire lanes shall notify the fire alarm communication center operator at least 24 hours before such restriction takes effect and when it has been removed, 552-2801/4644. Fire lanes will not be less than 20 feet of unobstructed width, and will be marked with freestanding signs or marked curbs, sidewalks, or other traffic surfaces that have the words “**FIRE LANE – NO PARKING**” painted in contrasting colors.

**3.5. Public Assembly and Recreational Facilities.** These facilities require special precautions to prevent fires due to the potential for high loss of life and property.

3.5.1. Managers of public assembly facilities or assistants (designated in writing) are responsible to ensure these facilities are left in a fire-safe condition at the close of business. Designated personnel will conduct daily closing inspections, which will be added to SF 701, *Activities/Security Checklist*. This requirement will not be delegated to janitorial personnel.

3.5.2. During hours of operation, each place of public assembly will have a person of authority on duty, which will ensure the orderly evacuation and prompt notification of the fire department in case of a fire or other emergency?

3.5.3. Fire prevention inspectors will inspect places of public assembly before all major social events. Managers of public assembly facilities are responsible and must ensure the fire prevention section is notified at least 3 workdays prior to any major social event. If temporary decorations are to be used, only fire retardant types will be permitted.

3.5.4. Managers of facilities where commercial or restaurant type cooking is performed must establish and enforce the following procedures when grease filters and other grease removal devices are used.

3.5.4.1. Fusible links will be inspected and replaced annually by alarm shop personnel in accordance with NFC STD 72, *National Fire Alarm Code*, and NFC 96, *Ventilation Control and Fire Protection of Commercial Cooking Operations*. Documentation will be maintained in accordance with paragraph 3.5.4.8, this instruction.

3.5.4.2. All installed grease filters and exposed surfaces of kitchen hoods must be thoroughly cleaned by the operator daily or more frequently to prevent grease accumulation. Spare filter sets are required in kitchens that are operated continuously.

3.5.4.3. Hoods and exhaust ducts serving kitchen equipment must be thoroughly cleaned every 6 months, or more frequently, to prevent grease accumulation. Documentation will be maintained in accordance with paragraph 3.5.4.8, this instruction.

3.5.4.4. Cooking is not permitted under kitchen hoods without all filters installed. Filters must be of an approved baffle type meeting UL 1046 and be maintained in a good state of repair.

3.5.4.5. The exhaust system must be in operation whenever cooking equipment is being used.

3.5.4.6. If an exhaust fan motor is shut down or removed for repair or replacement, equipment served by that exhaust system will not be used until the fan is restored to service.

3.5.4.7. Deep fryers will be equipped with a separate high-limit control in addition to the adjustable operating control (Thermostat) to shut off fuel or energy when the cooking oil temperature reaches 475 degrees Fahrenheit at 1-inch below the surface. These devices will be tested annually.

3.5.4.8. Installation of restaurant cooking equipment exhaust systems must be in accordance with National Fire Code (NFC) Standard 96. Facility folders will be maintained as required by paragraph 2.5.8, this instruction. Additionally for places of public assembly, TAB E of the facility folder will contain records of hood, duct, fusible link and filter cleaning or replacement.

3.5.4.9. Occupant load information for public assembly facilities will be kept in the manager's fire prevention folder and be posted at the entrance to the room.

3.5.4.10. Persons reserving a recreation lodge or chalet for any type of function will receive a fire prevention briefing prior to occupying the facility issued to them. Morale, Welfare, and Recreation (MWR) personnel will conduct this briefing. The using representative prior to vacating the building will conduct a closing inspection of the facility.

3.5.4.11. All open fires including, but not limited to: bon fires, large campfires, and burn barrels require a burn permit from the fire prevention section.

3.5.4.12. Fire prevention instruction for theaters. In the event of a fire, a member of the theater staff will (in a visible position to the audience) calmly announce that the theater must be evacuated. They will then direct the audience to evacuate in an orderly manner by the nearest exit.

**3.6. Vehicle Parking/Storage.** Vehicles and or trailers will not be parked in any manner that would preclude access by fire department vehicles to all sides of buildings, fire lanes, or within 15-feet of fire hydrants, or fire sprinkler connections.

3.6.1. Vehicles will not be parked within 50-feet (AFOSH 91-100, Chapter 7, Paragraph 7.2.4 and 7.2.5) of any hangar, munitions storage area, or fuel storage area except in designated parking spaces or for the purpose of loading and unloading. Vehicles will not be parked unattended in front of hangar doors.

3.6.2. Vehicles will not be parked within 10-feet of any building or structure except in designated parking areas or while loading or unloading.

3.6.3. Motor vehicles will not be parked or stored inside any building unless the area is designated for that purpose. Personnel requesting designated areas must submit a written request including a drawing of the proposed parking area to 3 CES/CEFT. All requests must specifically identify the reason, location, number, and type of vehicles. Convenience parking requests will not be considered. Approved parking requests will be reviewed annually or when the conditions under which the approval was granted have change.

3.6.4. Fuel or oil trucks (loaded or empty) will not enter or park in any building, unless the structure is designated for that purpose.

**3.7. Smoking and Disposal of Smoking Materials:**

3.7.1. Smoking is not permitted in base facilities except were authorized. Smoking areas, outside facilities are designated by unit commanders and the union. Requests for designated areas in hazardous locations will be sent to 3 CES/CEFT with a drawing showing the proposed smoking area.

3.7.2. An adequate number of metal containers with self-closing lids labeled "Smoking Material" will be distributed where smoking is permitted. Paper will not be discarded in these receptacles. Smoking materials will not be discarded in wastepaper baskets or other containers used for trash.

3.7.3. Smoking materials will be thoroughly extinguished with water before being disposed of in dumpsters.

3.7.4. Smoking in or on beds is strictly prohibited.

3.7.5. Smoking is prohibited at gas stations, petroleum, oil, lubricants (POL) facilities, liquid oxygen plants, and flightline areas (including in vehicles) except in areas designated by the commander, fire prevention section and negotiated with the union. (Reference: AFOSH Standard 91-66).

**3.8. Electrical.** Installation, adjustments, or alterations of electrical wiring or installed appliances will be accomplished only by qualified licensed electricians or authorized contractors.

3.8.1. All receptacles, switches, outlet boxes and the like will have cover plates as required.

3.8.2. Access to electrical power panels will not be blocked. A three-foot clearance is required around electrical equipment (panel boxes, switch boxes, and so forth) in accordance with the National Electric Code (NEC) Article 110-16.

3.8.3. No device will be installed which interferes with the normal operation of circuit breakers or fuses. All electrical switches in light and power panels will be correctly labeled to show which circuits or devices they control.

3.8.4. Electrical appliances will bear "**UNDERWRITERS LABORATORY**" (UL) (Underwriters Laboratory is a trademark of the Underwriters Laboratory Corporation) or other recognized testing laboratory certification.

3.8.5. Electrical appliances that do not require continuous operation will be unplugged when not in use. **EXAMPLE:** Residential type coffeepots.

3.8.6. Electrical wiring, plugs, fixtures, and devices will be installed in accordance with the NEC. Electrical connections must be repaired or replaced when deteriorated or improperly installed.

3.8.7. Extension cords will not be used in lieu of permanent wiring. In areas that have insufficient outlets the building manager should contact Civil Engineer Customer Service/Interior Electric shop for recommended practices. Extension cords will be rated for the capacity of the equipment being served. Surge protectors or power strips will not be piggy backed or connected to an extension cord.

3.8.8. Electrical cords will not be nailed or stapled to interior building surfaces nor run through doorways, windows, holes in walls or under rugs or carpets. Cords used for the exterior installation of items such as Christmas lights or vehicle plug-in-heaters will be weatherproof and attached using devices specifically designed for that purpose. Care will be taken to ensure the cord is not damaged.

3.8.9. Individual air conditioning units must be installed on a separate circuit and properly grounded.

3.8.10. Portable electrical lights will have a safety globe and guard attached and will be approved for use in the area of operation.

3.8.11. Electrical equipment and installations used or located in areas where flammable gases, vapors, or dust are present must be explosion proof or approved for the particular hazard involved.

3.8.12. Permanent electrical wiring will not be exposed.

3.8.13. Flexible cords will be continuous in length without splices or taps.

3.8.14. Multiple outlets are prohibited; however, power strips protected by circuit breakers or fuses may be used in dormitories and other base facilities provided they are used for low voltage appliances and are UL approved.

**3.9. Fire Extinguishers and Fire Systems.** Fire extinguishers will not be used for any purpose other than fire protection. No person will render any portable, fixed, fire extinguishing system or fire alarm warning system inoperative or inaccessible. Any proven abuse may subject military members to Article 92 of the UCMJ.

3.9.1. Fire extinguishers will be properly hung or placed into cabinets. Extinguisher cabinets will not be locked.

- 3.9.2. Fire extinguishers will be kept in a serviceable condition at all times.
- 3.9.3. Facility managers are responsible for conducting a monthly visual inspection of all fire extinguishers within their facilities to ensure they are in their designated location and are serviceable condition. Extinguisher tags will be signed off each month.
- 3.9.4. Fire extinguishers, fire alarm pull boxes, standpipe systems, and fire protection alarm systems and devices will be kept clear and accessible at all times. A 36-inch clearance is required.
- 3.9.5. Signs, directional arrows, targets, red backgrounds or other means of showing the location of fire alarms and extinguishers are not required unless the equipment is hard to find without such signs. For example, signs may be needed in warehouses but would not normally be needed in dormitories. If you need more information or clarification, contact fire prevention at 552-2620/ 3267.
- 3.9.6. New facilities will not be occupied before fire prevention personnel inspect them for suitable fire extinguisher coverage. Fire extinguishers will be provided by the using organization and included in all renovations and new military construction (MILCON), Alaska Corps of Engineers, DeCA, and AAFES projects. Fire prevention personnel will provide guidance on fire extinguisher requirements and placement.
- 3.9.7. Flightline fire (150 pound HALON or 125 pound A-B-C DRY CHEMICAL) extinguishers will be staged at the fire extinguisher pick-up points and returned to the same point when not in use. Flightline fire extinguishers are issued on the basis of one extinguisher per two F-15 aircraft, one per three for C-12's, one per one C-141/KC-135 and two per one E-3/C-5/747. Pick-up points are as follows: Hangar 1, Building 11551; Hangar 3, Building 10571; Hangar 12, Building 17504; Hangar 15, Building 16716; and Hangar16, Building 15658. Daily inspection of all fire extinguishers is the responsibility of the flightline supervisors.
- 3.9.8. Fire alarm pull boxes will be readily visible. Pull boxes will be red in color.
- 3.9.9. Heat/smoke detectors, manual pull stations, and sprinkler heads will not be painted.
- 3.9.10. Where heat/smoke detectors or sprinkler heads are required, they will be installed above and below all false ceilings in accordance with the current edition of MIL-HDBK-1008, and installed according to NFC STDs 13 or 72.
- 3.9.10.1. All sleeping areas will have hard-wired smoke detectors installed.
  - 3.9.10.2. Heat/smoke detectors will be mounted securely in place. Disconnection of these detectors by occupants is prohibited.
  - 3.9.10.3. The use of fire hydrants for any purpose other than firefighting is prohibited without authorization from the base fire chief.
  - 3.9.10.4. "No-Parking" signs will identify fire hydrants subject to vehicle obstruction. Parking within 15-feet of either side of a fire hydrant is prohibited and may subject the vehicle to a traffic citation from Security Forces.
  - 3.9.10.5. Fences or barriers will not block or obstruct fire hydrants.
  - 3.9.10.6. The fire alarm communication center (552-2801/4644) will be notified 24 hours in advance of any proposed water shut off which will affect the base water distribution system.

**3.10. Housekeeping.** Facility managers must ensure buildings and grounds under their jurisdiction are policed and kept in a fire safe condition at all times.

- 3.10.1. Trash or recycle bins will not be stored under stairs in stairwells in buildings.
- 3.10.2. Waste receptacles will be emptied at the end of the workday or more often if necessary. Dumpsters and other central disposal units will be placed at least 10-feet from combustible structures and 5-feet from noncombustible structures.
- 3.10.3. Mop heads that have become thoroughly wet with oil or other petroleum products must be removed from the facility. The use of oil-based floor waxes is prohibited; only water emulsion waxes are to be used.
- 3.10.4. Metal containers with automatic, self-closing lids will be used to store oily or paint-soaked rags, steel wool, and other hazardous waste materials. Each container will be plainly marked for its intended use. The metal lid will be kept closed and never wedged or blocked open.
- 3.10.5. Ensure vegetation around the building is policed and trimmed at all times.
- 3.10.6. Furnace, boiler, mechanical, fan and sprinkler riser rooms in base facilities, to include military family housing, will not be used for storage of any type except that required by civil engineer personnel for maintenance.

**3.11. Warehousing and Storage Practices.** The combustibility and concentration of stored materials directly influence the fire hazards in warehouses and storage areas. The following will apply to all warehouses, supply rooms, or other structures used for the purpose of storing materials:

- 3.11.1. A minimum 18-inch clearance in all directions will be maintained around lighting and heating fixtures.
- 3.11.2. Aisles will be maintained for access to electrical equipment or firefighting equipment such as fire extinguishers, standpipes, and fire alarm pull stations.
- 3.11.3. Compressed gas cylinders containing incompatible gases will not be stored together. Separation is required if these type gases are stored in close proximity to each other. As an example, oxygen and fuel gas cylinders such as acetylene will be separated by at least 20-feet or by a non-combustible barrier at least 5-feet high having a fire resistance rating of at least 1/2 hour. All compressed gas cylinders will be secured to prevent toppling.
- 3.11.4. When clearance between materials is needed to maintain stock limitations, the following will apply:
  - 3.11.4.1. For 2,000-square feet of floor space containing hazardous materials, aisles 4-feet wide will be maintained.
  - 3.11.4.2. For 8,000-square feet of floor space of stock with moderate or low combustibility, aisles 6-feet wide will be maintained.
  - 3.11.4.3. Clearances between stock and walls will be 24-inches.
  - 3.11.4.4. Materials will not be stored within 36-inches of fire door openings.
  - 3.11.4.5. Hazardous commodities: A 36-inch clearance is required around all flammable and hazardous chemical storage areas.
  - 3.11.4.6. Clearance of stock items below beams, ceilings, and roofs will be 18-inches. If the material is stacked more than 15-feet high, clearance will be 36-inches.

3.11.5. Storage buildings larger than 120-square feet will not be constructed or placed any closer than 40-feet to the nearest structure, unless otherwise permitted by the Uniform Building Code (UBC).

**3.12. Flammable and Combustible Liquids.** POL facilities will include any area or building used for storage, dispensing, or handling of any type of flammable liquids.

3.12.1. Flammable liquids stored in or outside, buildings must be approved in writing by the fire prevention section. Requests will be submitted to 3 CES/CEFT and include a floor plan showing the proposed storage location.

3.12.2. All drums or tanks used for the dispensing of flammable liquids will be properly bonded and grounded in accordance with technical order (TO) 00-25-172, Ground Servicing of Aircraft and Static/Grounding Bonding.

3.12.3. Storage of flammable liquids will be in accordance with AFOSH Standard 91-43, Flammable and Combustible Liquids, and NFC 30, Flammable and Combustible Liquids Code. Only approved areas, cabinets, and containers will be used.

3.12.4. When flammable or combustible liquids are stored in metal cabinets, the cabinets will be labeled "**FLAMMABLE KEEP FIRE AWAY.**" This should be legible from 50-feet away.

3.12.5. Liquid petroleum gas (LPG) tanks for barbecues shall be stored in a 1-hour fire rated enclosure, 20-feet from flammable liquids and solids or may be stored outside a facility. Outside storage may not be closer than 5-feet from doorways or windows, NFC 55, paragraph 2-2.1.5.

3.12.6. All dip tanks or cleaning vats which use flammable liquids will be equipped with an automatic, self-closing cover or lid. Each will have fusible links installed in such a manner that in case of fire it will close automatically. When tanks are not in use, the covers or lids will be kept closed.

3.12.7. Storage of small gasoline powered equipment in base buildings must be in approved locations. Submit requests in accordance with paragraph 3.12.1, this instruction.

3.12.8. Spray painting will be done only when there is adequate ventilation and in approved paint spray booths. Spray-painting operations will be in accordance with AFOSH STD 91-17, Interior Spray Finishing, and NFC 33, *Spray Application Using Flammable or Combustible Materials*. For touch up painting, approval must be obtained from 3 WG/SEG, 3 MDG/SGPB, and 3 CES/CEFT.

3.12.9. Fuel spills will not be washed into any drainage ditch, storm sewer, or other area where it may flow from one area to another. Cleanup and reporting of fuel spills will be handled in accordance with 3 WG OPlan 19-1, *Elmendorf Air Force Base Spill Response Operations Plan*.

3.12.10. Gasoline, naphtha, lacquers, paints thinners, alcohol, or other flammables will not be used as cleaning solvents.

3.12.11. Hoses for dispensing flammable liquids will be kept in good repair. Worn or damaged hoses and/or associated equipment will be repaired or replaced.

**3.13. Welding, Cutting, and Brazing.** Welding, cutting, or brazing will not be accomplished until a valid AF Form 592, *USAF Welding, Cutting, and Brazing Permit*, has been issued by a fire protection flight representative. Compliance with the requirements set forth in NFC 241, NFC 51B, AFOSH 91-5 and 29 CFR 1910.252 is mandatory. Contractors and base employees may be certified to issue

routine welding permits. Certifications are valid for one year from date of issue. Certification training is provided by appointment and can be scheduled by contacting fire prevention at 552-2620/3267. Permits are not required for authorized welding shops; shop supervisors will establish operating instructions for welding, cutting, and open flame work.

3.13.1. A fire watch is required for all welding, cutting, brazing, or open flame soldering operations. Fire watches will have fire-extinguishing equipment readily available and be trained in its use. A fire watch will be maintained for at least a 30 minutes after the completion of any welding or cutting operation to detect and extinguish possible smoldering fires.

3.13.2. The use of a blowtorch or any makeshift appliance for paint removal is prohibited.

3.13.3. The use of a blowtorch in a building for burning designs on wood is prohibited.

3.13.4. Oxygen and acetylene cylinder valves will be turned off when not in use. Acetylene cylinders must always be stored in the upright position.

3.13.5. Care will be taken to keep oil and grease from coming in contact with gas welding equipment.

3.13.6. Electrical connections, cables, and plugs on arc welding equipment will be kept in good repair. Frayed or damaged connections will be repaired or replaced.

3.13.7. Aircraft welding must comply with AFOSH STD 91-5, NFC Standard 410, *Aircraft Maintenance*, and applicable Maintenance Operating Instruction (MOI). Permits of this nature will be issued by fire prevention section with the concurrence of wing safety and bioenvironmental engineering.

**3.14. Open Burning Recreational Fires, and Fireworks.** Open burning, including the burning of rubbish and similar material, is strictly prohibited on Elmendorf AFB without written approval from the base fire chief or his designate.

3.14.1. Fireworks including: bottle rockets, roman candles, bombs, sparklers, firecrackers, and so forth are prohibited on Elmendorf AFB.

3.14.2. Recreational fires require prior written approval from this office.

3.14.2.1. Permitted fires shall not be located any closer than 50 feet from any structure.

3.14.2.2. Open campfires and cooking will be constantly attended by a competent person until such a fire is totally extinguished.

3.14.3. The burning of candles or incense is prohibited on base with the following exceptions:

3.14.3.1. During religious services in base chapels.

3.14.3.2. Special events in officer, enlisted clubs, and dining facilities. Candles used in these facilities must be in a non-tip over, noncombustible holder.

3.14.3.3. Military Family Housing. Candles used in housing must be in a non-tip over, non-combustible holder.

**3.15. Decorations.** Decorative materials such as streamers, crepe paper, scenery, cotton batting, straw, and hay must be flame resistant.

3.15.1. Christmas tree lighting and wiring must bear the UL seal of approval and be in good condition. Outdoor lighting and extension cords used for that purpose will be weatherproof and will be specifically designed for use outdoors.

3.15.2. Live Christmas trees are prohibited in the following types of occupancies: dormitories, public assemblies, hospitals, and schools. Trees shall not obstruct egress to exits and must be kept away from sources of heat. Do not rely on self-applied aerosol sprays or chemical treatments to protect trees from fire. Water them every day, and, when they stop absorbing water, dispose of them.

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

3.15.2.2. Artificial trees will be certified as flame retardant by the manufacturer.

3.15.2.3. Powered/lighted decorations should not be left plugged-in when the facility or room is unoccupied.

3.15.3. Persons living in dormitories, including individual rooms may display Christmas decorations to include small artificial trees only. All previously listed fire-safety requirements apply.

**3.16. Heat Producing Appliances.** Only qualified repair personnel are permitted to install and perform maintenance on heating systems. Unqualified personnel will not adjust, modify, or repair a heating appliance.

3.16.1. Portable, electric space heaters are prohibited in base facilities.

3.16.1.1. Only U.L. approved oil filled type heaters with tip over or high heat shut off switches are authorized for use under the following conditions:

3.16.1.2. As required (in writing) by competent medical authority.

3.16.1.3. When a facility heating system has failed and a valid work order has been established through the civil engineer customer service desk.

3.16.1.4. When directed by 3rd Support Group Commander.

3.16.1.5. Written authorization for space heater use from 3 CES/CEFT and an electric safety check letter from civil engineering is required prior to use. A 36-inch clearance from combustibles is required. Space heaters will not be authorized for facilities where the potential for a flammable atmosphere exists (that is, hangars, AGE shops, vehicle maintenance, and so forth).

3.16.1.6. Kitchen ranges electric, or open flame, as well as portable heaters, will not be left unattended at any time while in use.

3.16.2. Gasoline operated or open-flame equipment will not be used in any type of structure or shelter without written approval of the fire chief. The use of fuel-fired salamanders is prohibited without written approval of the fire chief.

3.16.3. Solid fuel fireplaces will be of masonry or factory built construction. They will be installed in accordance with the manufacturer instructions and the appropriate NFC standards.

3.16.4. Qualified personnel will clean chimneys annually, and the facility manager must maintain written records and maintained in TAB E of the fire prevention folder. This requirement also applies to military family housing.

3.16.5. Masonry fireplaces will have hearth extensions of brick, concrete, stone, tile, or other approved noncombustible material properly supported and with no combustible material against the underside. Wood-trim mantels and other combustible material will not be placed within 6 inches of a fireplace opening.

3.16.6. Screens will be installed on fireplaces.

3.16.7. Burning highly combustible, solid material, such as dried Christmas trees and wrapping paper is prohibited.

3.16.8. The use of flammable liquids to start or rekindle a fire is prohibited.

3.16.9. Clothes dryers will be exhausted to the outside of each facility and will have a clearance of at least 6-inches to combustible material. The opening must be sealed with noncombustible material.

**3.17. Exit and Exit Access.** Exit doors in facilities shall be kept unobstructed and **unlocked** at all times while the facility is occupied. Draperies, decorations, or placards will not block exit signs or doors.

3.17.1. Exits will be kept free of snow and ice accumulation by the using organization.

3.17.2. All emergency exit doors in places of public assembly and other facilities, as outlined in the Life Safety Code (LSC), will be equipped with panic hardware. No lock, padlock, hasp, bar, chain, or other devices will be installed or maintained on any exit door equipped with panic hardware.

3.17.2.1. Panic hardware will be kept in good operating condition.

3.17.2.2. The force required to fully open any door should not exceed 50 pounds.

3.17.2.3. Fire rated doors will be kept closed at all times, with the exception of those equipped with magnetic releases. No doorstops or other non-approved devices will be installed on fire rated doors.

3.17.3. Illuminated exit signs will be operational at all times. Exit lights found unserviceable must be restored to service as soon as possible. If the facility manager cannot obtain the appropriate bulbs, a work order should be established to have the lights repaired or replaced as necessary.

3.17.4. Facility emergency lighting will be operational at all times. Facility manager will test the lighting monthly. If the lights are inoperable, a work order will be established for repairs.

3.17.5. Adequate fire aisles will be maintained in all hangars and warehouses. In warehouses, wall aisles will be a minimum of 24-inches. Main and cross aisles will comply with AFJMAN 23-210, *Joint Service Manual (JSM) for Storage and Materials Handling*.

3.17.6. Readily visible signs will mark access to exits. If signs are not visible from all points in a corridor or hall, directional signs will be conspicuously located to direct occupants to exits. Exit-ways will not be used for storage of any type.

**3.18. Cooking.** Cooking is prohibited in all buildings except those specifically designated as kitchen facilities. Cooking must be supervised at all times.

3.18.1. Coffee makers, soup warmers, hot air popcorn poppers, microwave ovens, and toasters are permitted for use in offices, shops, day rooms, unaccompanied personnel quarters, and like build-

ings or rooms. These items must be supervised while in use. Microwave ovens must be placed on a noncombustible surface such as Formica or metal. No other food preparation appliances are authorized for use without prior approval of the fire chief. Unit commanders may suspend the use of appliances if violations are noted. All appliances must bear the UL label or other recognized testing agency seals of approval. These appliances will not be plugged into systems furniture outlets. Timers are not authorized on coffee pots.

3.18.2. The use of open-coil hot plates, oil-type popcorn poppers, and noncommercial deep-fat fryers are prohibited.

3.18.3. Microwave ovens are permitted for use under the following conditions:

3.18.3.1. Small microwave ovens may be used in sleeping areas of unaccompanied personnel quarters and day rooms.

3.18.3.2. Large ovens that are rated up to and including 2 kilowatts may be used in those specific areas of any building designated as a kitchen facility only if a dedicated ground fault circuit is available.

3.18.3.3. The civil engineer interior electric shop must approve commercial or industrial type ovens that have a rating above 2 kilowatts. The area must be tested to determine if the facility can handle the additional electric load.

3.18.3.4. Barbecue grills, fish smokers, and other open flame cooking appliances will not be operated indoors, on combustible decking or within 10-feet of any of a combustible structure. Charcoal will be thoroughly soaked with water before disposal.

**3.19. Aircraft Hangars/Flight Line Areas.** Re-fueling or de-fueling of aircraft in hangars not specifically designed for that purpose is prohibited.

3.19.1. All electrical equipment will be of an approved type, as prescribed in ETL 98-7 and Article 513 of the national electrical code (NEC).

3.19.2. Vehicles will not be left unattended while blocking fire lanes.

3.19.3. Fuel will not be drained from aircraft onto the ramp or allowed to run into sewer lines, ditches, and so forth. Drip cans and pans will be used to catch fuel leaking from aircraft.

3.19.4. Aircraft will be parked to permit rapid removal or relocation in the event of an emergency.

3.19.5. Appropriate cables and tow bars will be kept in sufficient quantities and readily available to facilitate removal of aircraft from hangars in case of emergency.

3.19.6. An area, 3-feet in all directions, will be kept clear around permanently installed firefighting equipment. Aisle spacing will be identified; by painting 3-inches wide lines on the floor around and leading to permanently installed extinguishers. Marking these areas will be the facility manager's responsibility.

3.19.7. Spray painting of aircraft will be accomplished according to T.O. 42A-1-1, *Safety, Fire Precaution and Health Promotion Aspects of Painting and Paint Removal* and NFC 33, *Spray Application using Flammable or Combustible Materials*. Requests for deviations should be submitted in writing to 3 CES/CEFT, 3 WG/SEG, and 3 MDG/SGPB.

3.19.8. Areas around and under the aircraft will be kept free of flammable liquids and combustible waste.

3.19.9. Aircraft servicing using ground power units inside hangars shall comply with NFC 410, Chapter 2, Section 2-3.

#### **4. Training Requirements.**

4.1. Fire prevention training is required for all personnel. Fire prevention training is split into two categories (General and Specific).

4.2. General fire prevention training is required for all newly assigned military and civilian personnel (including temporary over-hires) working on Elmendorf AFB within 30 days of arrival. Military personnel will be scheduled by the Arctic Warrior Orientation Center. The civilian personnel office will schedule civilian personnel for this briefing.

4.2.1. Special fire prevention training is required for personnel who work in areas where special fire safety instructions are needed. Examples are: places of public assembly, dining facilities, fuel storage and handling areas, and flightline areas.

4.2.2. Training requirements are as follows:

4.2.3. Newcomers Orientation briefing is mandatory.

4.2.3.1. Flightline fire extinguisher training is mandatory for flight line personnel with the exception of aircrew members.

4.2.3.2. Fire prevention for industrial shops is given upon request.

4.2.3.3. Fire prevention responsibilities for child care-givers are encouraged.

4.2.3.4. Fire prevention responsibilities for public assembly employees are mandatory.

4.2.3.5. General fire prevention training is given upon request.

4.2.3.6. Welding permit certification training is conducted by appointment. Contact fire prevention for scheduling at 552-2620/3267.

**4.3. Training Location.** Classes will be conducted in the fire prevention classroom in Fire Station 2, located at 5126 Arctic Warrior Drive, or at specific job sites as required. Supervisors must provide a fire safety orientation to all newly assigned personnel within 30 days and annually thereafter. This training should be documented on the individual AF Form 55, *Employee Safety and Health Record*. Training must include locations of fire alarm pull boxes, fire extinguishers, fire evacuation procedures, building number, and fire reporting procedures.

ROBERTUS C. N. REMKES, Colonel, USAF  
Commander