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Fire Protection

WESTOVER AIR RESERVE BASE FIRE
PROTECTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 32-20, *Fire Protection*, AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*, AFOSH Standard (STD) 91-66, *General Industrial Operations*, UFC 3-600-01, *United Facilities Criteria*, AFI 32-9005, *Real Property Accountability and Reporting*, AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program*, National Fire Protection Association (NFPA) Handbook of Fire Protection, National Fire Codes. Hazardous conditions of a peculiar nature for which no criteria has been developed or published will be corrected by local action of the Base Fire Marshal, Base Fire Chief or Assistant Chief of Fire Prevention. This instruction establishes procedures and defines responsibilities for an effective and sound fire protection program on Westover Air Reserve Base. The objective of this instruction is to eliminate the causes of fires and minimize loss if a fire does occur. It provides guidance on motivating personnel to reduce unsafe practices, conditions, and fire hazards. It applies to all military, DoD employees, their dependents, agencies, tenant organizations and contractors.

SUMMARY OF REVISIONS

This revision includes the cellular telephone number for on-base fire reporting (paragraph 2.); requests street address for fire reporting (paragraph 2.1.1.2.); states the minimum monthly fire extinguisher checks (paragraph 3.4.3.); clarifies no smoking policies (paragraph 3.4.6.); changes the contractor supervisor to the Real Property Manager (RPM) (paragraph 7.1.); disallows the use of open electric element heaters (paragraph 7.14.3.); prohibits the use of candles or open flame unless approved by the Base Fire Chief (paragraph 17.4.); establishes procedures on gas cooking appliances (paragraph 17.6.); includes a reference for the maintenance of portable fire extinguishers (paragraph 20.1.); changes the type of approved smoking receptacles (paragraph 26.1.); replaces the reference to MIL HDBK 1008C, *Fire Protection and Facilities Engineering Design Construction*, to UFC 3-600-01; and deletes the references to AFOSH STD 91-43, *Flammable and Combustible Liquids*, and AFOSH STD 91-56, *Fire Protection*, throughout. A bar (|) indicates a revision from the previous edition.

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1. General Information. All supervisors are responsible for the enforcement of this directive as it pertains to their respective building, area, and Air Force property. Any fire hazard or condition recognized by personnel that is not specifically covered by this instruction is brought to the attention of Fire Prevention. Manual fire alarm (pull stations) mounted on walls and adjacent to doors and exits are available for use in the majority of base facilities.

2. Fire Reporting Procedures. It is the responsibility of each person on Westover ARB to immediately report all fires to the Fire Alarm Control Center (FACC), regardless of size or extent of damage. This also includes all extinguished fires. Telephone numbers for reporting fires are: on base - 911 and family housing, commercial or cellular phone - 557-1117. Fire reporting telephone number stickers will be affixed to each telephone instrument and are available from Fire Prevention.

2.1. The following procedures will be used to report a fire.

2.1.1. Personnel reporting fires by phone furnish the operator with the following information.

2.1.1.1. Name of person reporting the fire.

2.1.1.2. Location of the fire to include building number and street address, if known.

2.1.1.3. Type of fire (building, grass, auto, aircraft, etc.).

2.1.2. Immediately after notification to the FACC, the person discovering the fire:

2.1.2.1. Takes necessary action to sound the alarm.

2.1.2.2. Ensures the building is evacuated.

2.1.2.3. Posts a person to direct fire fighters to the scene.

2.1.2.4. Uses available fire extinguishers to combat and control the fire until arrival of the fire fighters.

3. Responsibilities.

3.1. The Base Fire Marshal is responsible to the installation commander for all aspects of fire prevention, fire protection, and aircraft crash rescue activities.

3.2. The Base Fire Chief is responsible for the management and operation of the Fire Protection Program and has full authority over all fire suppression and rescue operations. The Base Fire Chief or senior representative in charge may commandeer available military vehicles, equipment, materials and personnel considered necessary for the extinguishment and prompt control of fire and/or rescue personnel.

3.3. Functional managers and supervisors at all levels will ensure that sound fire prevention procedures are established and practiced in each facility as follows.

3.3.1. Advise Fire Prevention of fire hazards that cannot be corrected by unit personnel.

3.3.2. In writing request Fire Prevention provide appropriate lectures and demonstrations to ensure personnel under their supervision are thoroughly trained and understand fire prevention responsibilities.

3.3.3. Ensure the fire prevention orientation of assigned personnel, facility managers, and supervisors are given within 30 days after assignment.

3.3.4. Ensure fire prevention inspections of facilities, rooms or areas that are locked are conducted by the individual supervisor maintaining that secured area. Additionally, it is the responsibility of the functional manager to arrange access to these facilities for the Base Fire Department to perform scheduled fire prevention inspections.

3.3.5. Initiate appropriate administrative or disciplinary action when there is willful misconduct or negligence involving fire prevention policies and fire loss to government property.

3.3.6. Provide Fire Protection with a current listing (including phone number) of responsible personnel to be contacted for access to individual rooms in the event of an emergency.

3.4. Facility managers will:

3.4.1. Be briefed by Fire Protection inspectors on duties and responsibilities and accompany them during fire inspections.

3.4.2. Conduct frequent briefings for facility occupants on this instruction and fire reporting and evacuation procedures. Further, ensure all personnel are knowledgeable in fire reporting, evacuation procedures and how to use or activate installed fire suppression and alarm system. Actual activation of suppression and alarm systems for familiarization purposes is under the direction of a fire protection inspector.

3.4.3. Check all facility fire extinguishers monthly in accordance with NFPA 10, chapter 4-3.1. Periodic inspection of fire extinguishers shall include a check of at least the following items:

3.4.3.1. Location in designated place.

3.4.3.2. No obstruction to access or visibility.

3.4.3.3. Operating instructions on nameplate legible and facing outward.

3.4.3.4. Safety seals and tamper indicators not broken or missing.

3.4.3.5. Fullness determined by weighing or "hefting."

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

3.4.3.7. Pressure gauge reading or indicator in the operable range or position.

3.4.3.8. Condition of tires, wheels, carriage, hose, and nozzle checked (for wheeled units).

3.4.3.9. Hazardous Materials Information System (HMIS) label in place.

3.4.4. Ensure fire doors and exit doors are in proper working order at all times. Deficiencies in the operation of these doors will be reported to the base operating support (BOS) contractor.

3.4.5. Report any unsafe fire condition, which is beyond immediate control to Fire Protection for corrective action.

3.4.6. Enforce the Air Force policy of no smoking allowed inside Air Force buildings. Also, provide an adequate number of approved ash receptacles in the approved outside smoking areas in accordance with AFOSH STD 91-501.

3.4.7. Conduct fire evacuation drills as directed by the Fire Chief or designated representative.

3.4.8. Direct building evacuation during a fire. Take charge and direct fire fighting operations until the arrival of the fire department equipment and personnel.

- 3.4.9. Ensure a closing inspection at the end of each workday is accomplished using the sample checklist (**Attachment 2**) as a guide so that the facility is left in a fire safe condition.
- 3.5. Under the authority of the installation commander, qualified fire inspection personnel will thoroughly inspect each structure, process, activity, and areas determined by the Base Fire Chief, to ensure compliance with pertinent directives and to detect and eliminate fire hazards.
- 3.5.1. At the time of inspection, ensure that the facility manager or an alternate makes immediate on-the-spot corrections of minor deficiencies.
- 3.5.2. When a serious fire hazard or dangerous practice is observed during the inspection, the operation will be terminated and the Senior Fire Officer notified. Immediate action to correct the fire hazard will be taken by the organization where the fire hazard or dangerous practice is found.
- 3.5.3. Thoroughly inspect all places of public assembly prior to major social events to ensure that decorations or arrangements are in compliance with established fire prevention standards.
- 3.5.4. Complete AF Form 1487, **Fire Hazard Inspection Report**, for signature and forward to the functional manager concerned for corrective action when:
- 3.5.4.1. Correctable hazards are recurrent.
- 3.5.4.2. An effective Fire Prevention Program has not been established.
- 3.5.4.3. Custodians failed to enforce established fire prevention practices.
- 3.5.4.4. Facility managers and supervisors failed to establish and enforce fire prevention responsibilities.
- 3.5.4.5. Corrective action on noted hazards is not programmed for corrective action by the established suspense date.
- 3.5.4.6. Fire hazards, which cannot be corrected by the inspected organization within 30 days, will be assigned a Risk Assessment Code and entered into the Hazard Abatement Program. AF Form 332 or AF Form 1135, **BCE Real Property Maintenance Request**, will be forwarded to the BOS contractor. A Fire Safety Deficiency Code will be assigned to all deficiencies by Fire Protection.
- 3.6. Support activities responsibilities:
- 3.6.1. The BOS contractor responds to all fire emergencies when notified, and will be equipped to immediately provide services (i.e., shut off electricity or flow of natural gas) when directed by the Fire Chief or Senior Fire Officer.
- 3.6.1.1. The BOS contractor will be responsible for notifying the Base Fire Chief of any proposed water outage which affects fire protection systems and fire hydrants, repairs to streets or designated fire lanes, and electrical power outages.
- 3.6.1.2. The BOS contractor supports any requirement for heavy equipment needs at the scene of a fire as deemed necessary by the Fire Chief or Senior Fire Officer.
- 3.6.1.3. The Engineering Branch coordinates with the Base Fire Chief on all project specifications, drawings, work requests, and self-help work requests related to fire protection.
- 3.6.1.4. The Real Property Section provides the Assistant Chief of Fire Prevention with a current listing of all facility managers and changes as they occur.

3.6.2. Ambulance crews respond to all fires or aircraft emergencies when notified. Upon arrival at the scene, report to the Fire Chief or Senior Fire Officer for instructions.

3.6.3. The Security Police Desk Sergeant, upon notification of a fire emergency, dispatches patrols to the fire scene to provide traffic, crowd control, and security of government property.

3.6.4. Contracting notifies the Assistant Chief of Fire Prevention prior to each pre-construction conference to permit fire department representative to attend and brief contractors on fire prevention responsibilities.

4. Contractors and Concessionaires. Contractors and concessionaires working on Westover ARB will be required to receive a briefing on fire prevention by a representative of Fire Protection prior to commencing work.

4.1. Fire prevention criteria is made part of the contract specifications.

4.2. In the absence of Air Force directives in fire prevention, the Occupational Safety and Health Act (OSHA) and the NFPA criteria will apply.

4.3. Project sites will be periodically inspected by Fire Prevention to ensure that fire prevention practices are in accordance with this directive.

4.4. Willful violation or failure to comply with fire safety procedures will be reported to the Base Civil Engineer Contract Monitor for appropriate corrective action.

4.5. Contractors will obtain permission from the Base Fire Chief before using any fire hydrant.

5. Housekeeping. Housekeeping is management within a facility to achieve a clean, neat, sanitary and hazard free environment. Effective year round, good housekeeping has a special significance.

5.1. Waste and trash containers will be Underwriters Laboratory (UL) listed and emptied as often as required. These containers are emptied at the close of the day or change of work shift where contract services are not provided. **NOTE:** Ashtrays will not be emptied into waste or trash containers.

5.2. Recycling material will be removed from facilities as often as required and not allowed to impede the exit access of the facility. Recycle containers will not be located in exit egress routes or under stairwells.

5.3. Rags may be stored in shipping bales provided the bale is not broken open. All other rags, clean and dirty, will be stored in a metal container with a metal lid. Containers will be marked as to their contents (clean rags or dirty rags), and are kept covered at all times.

5.4. Debris and sawdust sweepings will be placed in a metal container with a metal lid marked Sweeping Compound. Contents of these containers will be emptied at the close of the workday or shift. Under no circumstances is sawdust or sweeping compound used as absorbent materials for fuels, oils, or other flammable liquids.

5.5. Only approved sweeping compounds will be purchased and used for their specific purpose. Bags of sweeping compounds that have been opened for use will be stored in a metal container with a metal lid, marked as to its contents.

5.6. Janitors' closets will not be used as trash collection points. Closets will be kept clean and used for janitorial supplies only.

- 5.7. Bulk storage of steel wool will be held to a minimum and loose portions will be stored in closed metal containers.
- 5.8. Clothes dryers will be vented to the outside and lint is not allowed to accumulate at any time in or around clothes drying units. In areas that are not economically feasible or practical to vent to the outside, the dryer must have an approved lint catcher.
- 5.9. Floors or carpets will not be cleaned with volatile or flammable liquids.
- 5.10. Oily or dirty clothing, such as maintenance coveralls, will be hung in a well-ventilated metal locker when not in use.

6. Buildings and Grounds.

- 6.1. When a using agency vacates a building, prompt notification will be given to Fire Prevention, who will conduct a building inspection to ensure all installed fire extinguishers are left in place and the building is free of fire hazards.
- 6.2. No changes or alterations will be made to any building or structure without an approved AF Form 332 which has been coordinated through the Fire Department to ensure compliance with Fire Protection policies, instructions and codes.
- 6.3. All damages or breakage in walls will be promptly repaired; the Facility Manager shall notify the BOS contractor of noted discrepancy for repair.
- 6.4. Under no circumstances will boiler rooms, generator rooms, air conditioner rooms or mechanical rooms be used for any other purposes except that for which they were designed. These rooms will be kept locked at all times except for authorized entry.
- 6.5. Dumpsters will not be placed without coordination with the Fire Prevention Section.
- 6.6. In buildings where supplies are stored, fire aisles will be established in accordance with AFOSH STD 91-22, paragraph 1.2.1.2.5, and will not be blocked at any time.
- 6.7. Fire escapes, stairways (including under stairway) and fire exits will not be blocked or used for storage purposes.
- 6.8. Means of egress for buildings must comply with NFPA, Life Safety Code No. 101. The following precautions will be taken concerning fire exits.
 - 6.8.1. The fastening of any established exit door will not prevent or impede the egress of occupants. The obstruction of these doors is prohibited.
 - 6.8.2. Fire doors designated to normally be kept closed in a means of egress shall be of the self-closing type and will not be secured in the open position
 - 6.8.3. Exit lighting will be kept in service at all times.
 - 6.8.4. In each room where chairs or tables are used, the room will be arranged to allow free and ready access by aisles to each exit. Aisles leading directly to an exit will not be less than 36 inches clear width and are never obstructed by chairs, tables or other objects.
- 6.9. At the end of each work day or activity, all doors and windows in each facility will be closed as a precautionary measure against the spread of fire.

6.10. The grass adjacent to buildings will be maintained by the building occupant. High hazard areas such as fuel storage areas, electrical generators, munitions storage areas, and aircraft parking will not have grass within 10 feet of any hazardous area. Excessive accumulation of vegetation shall be prohibited in these areas.

7. Electrical Installation and Equipment. All electrical installation and systems must comply with standards set forth in AFOSH STDs, National Fire Codes and UFC 3-600-01.

7.1. Alteration, repair or extension of electrical wiring will be made only by qualified electricians or the BOS contractor working under the supervision of the RPM manager.

7.2. Temporary wiring will not be used in place of permanent wiring.

7.3. All circuits will be protected by fuses, circuit breakers or other approved means to prevent overloading. Fuses are not bridged in any manner. Circuit breaker switches will not be tied or taped in the closed position.

7.4. Overloading of electrical circuits beyond rated capacities will be strictly prohibited.

7.5. All electrical switches in master switch panels will be correctly labeled to indicate the circuits controlled. Clear access to electrical circuit panels will be maintained at all times.

7.6. Extension cords will be of the type and size approved for usage to which they are subjected. Electrical ranges, deep fat fryers, grills and high amperage equipment will not be operated with extension cords.

7.6.1. Cords will be continuous in length and without splices or taped.

7.6.2. Cords will not be stapled, tacked, nailed or taped to floors, walls or ceilings. Cords will not be run through walls, ceilings, doorways, windows, over pipes or under carpets.

7.6.3. Deteriorated, frayed or worn cords will be replaced. Cords will not be used in place of permanent wiring.

7.7. All defective appliances, lighting fixtures, switches and electrical equipment will be reported to the BOS contractor.

7.8. Emergency lighting will be installed with permanent wiring.

7.9. All panels, switches, receptacles and junction boxes will be covered with suitable cover plates at all times.

7.10. Clearance between electrical light fixtures and stored materials will be 18 inches or more.

7.11. The use of combustible paper or cloth shades on or over electric bulbs and the hanging of any article on light fixtures or electric wiring will be prohibited.

7.12. Only explosion-proof fixtures and equipment will be used in areas subject to flammable or explosive vapors or severe dust laden atmospheres.

7.12.1. All explosion-proof light fixtures will be maintained with bulb guards.

7.12.2. All electrical equipment installed will conform to the requirements of UL or Factory Mutual Laboratories for the particular location involved and as defined by National Fire Codes for hazardous areas.

7.13. Electrically operated machines will be grounded. Machines not approved for hazardous location will not be used or installed on aircraft hangar floors or other areas where the danger of explosive gases or vapors are present.

7.14. Portable heaters are prohibited, except in those areas where there is absolutely no heat or the extension of heating ducts would not be feasible.

7.14.1. In such cases the heater will be placed on a non-combustible surface and be equipped with a trip-proof mechanism to ensure shut off if knocked over. (Electrical type only.)

7.14.2. Any use of supplemental heat must be coordinated with the BOS contractor.

7.14.3. No open flame heaters or open electric element heaters will be permitted without permission of the Base Fire Chief.

7.15. Lint and dust will not be allowed to accumulate on electrical motors or generators.

7.16. No extensions or relocation of electrical outlets or fixtures will be made without prior approval of the Base Civil Engineer or the Civil Engineer's designated representative.

8. Places of Public Assembly.

8.1. Managers of public assembly and recreational facilities will establish a sound fire prevention program. Managers of places of public assembly or assistants designated in writing will conduct closing inspections. This responsibility will not be delegated to janitorial personnel. After each daily closing inspection of public assembly facilities, the responsible management person will report the accomplishment of the closing inspection to the Fire Alarm Communications Center, within one hour after closing. The time and name of the person making the report will be entered on the closing sheet.

8.2. The number of persons permitted in places of public assembly at any time will be limited to that number which can safely be evacuated in the event of an emergency. This requirement will be established by the Base Fire Chief, utilizing NFPA Life Safety Code.

8.3. Exits in places of public assembly will conform to the NFPA Life Safety Code. All exits, corridors, aisles and stairs leading to exits will be kept free and clear of storage and will be unobstructed at all times.

8.3.1. Exits will not be locked, chained or barred while the facility is open for business.

8.3.2. All exits will be plainly marked. All corridors, stairs and aisles leading to exits will be well lighted during hours of operation.

8.3.3. Exit lights will be lighted at all times. Burned out bulbs will be replaced immediately upon discovery.

8.3.4. Wall covering, curtains, movable scenery, drapes, carpet and pads will be fire-resistant.

8.3.5. Inspections by Base Fire Inspectors will be conducted prior to the start of any major social or unusual event to ensure that decorations and arrangements are in compliance with established fire prevention standards.

8.3.6. The manager of public assembly facilities in which commercial or restaurant type cooking is performed will establish and enforce the following procedures:

8.3.6.1. All installed grease filters and exposed surfaces of kitchen range hoods must be thor-

oroughly cleaned by the operator daily or as often as necessary to prevent accumulation of grease. Spare filter sets may be required in kitchens, which are operated continuously. Cooking will not be permitted under a hood without filters. The facility manager will maintain a written log to ensure cleaning is performed on a daily basis.

8.3.6.2. Kitchen range hoods and exhaust ducts servicing kitchen equipment must be thoroughly cleaned every six months or as necessary to prevent the accumulation of grease. This cleaning cycle includes grease accumulation on fans, roofs, louvers, exterior walls, etc., where the system exhausts to the outside.

8.3.6.3. Provide a metal-clad cover for each deep fat fryer. Covers will be pre-positioned for immediate use in case of a grease fire. Deep fat fryers will be equipped with a primary thermostat to limit temperatures to 400° Fahrenheit (F). A second thermostat will be provided. It is non-adjustable, fusible or manual resetting with a maximum cut-off temperature of 475°F. Managers will ensure that thermostats are tested annually and the unit will be tagged with the date of the test.

8.3.6.4. Exhaust systems must be operating at all times while cooking equipment is in operation. When exhaust fans are removed for repair or replacement, the use of kitchen cooking equipment served by that exhaust system will be discontinued until the fan has been restored to service.

9. Cooking Appliances and Heating Equipment.

9.1. Coffee making units may be used provided that they are approved by a recognized testing agency, wiring meets required electrical standards and unit is placed on a non-combustible surface.

9.2. Only authorized maintenance or service personnel will be permitted to adjust, repair or service pre-set thermostats, relief valves, dampers or other automatic controls installed in conjunction with heaters, furnaces or boilers and cooking equipment.

9.3. Stoves, smoke pipes, hoods, grease ducts, and/or heating equipment will have sufficient clearance to prevent ignition of surrounding combustible materials.

9.4. Kitchen ranges and electrical or open-flame kitchen equipment as well as portable space heaters will not be operated unattended.

9.5. Fireplaces will be provided with hearth screens.

10. Fire Apparatus Priority on Westover ARB.

10.1. Vehicle operators will keep clear of intersections upon hearing or seeing an emergency vehicle with flashing red lights and will yield the right of way by moving as close to the right side of the street as possible and coming to a full stop. Operators who fail to yield the right of way to fire apparatus responding to an emergency will be reported to the Security Police.

10.2. Vehicle operators following fire apparatus will maintain a minimum clearance of 300 feet behind fire apparatus.

10.3. Vehicles other than ambulances, Security Police and those containing authorized personnel will not follow emergency responding fire apparatus to the scene of a fire or emergency.

10.4. Vehicles will not be driven over fire hoses and stay clear of buildings and all other areas involved with fire fighting operations, unless authorized by the Senior Fire Officer.

11. Motor Driven Equipment, Vehicle Operations and Parking.

11.1. Inside operation procedures:

11.1.1. A motor vehicle powered by an internal combustion engine will not be operated inside a hangar or nose dock unless equipped with spark arrestors. Motor vehicles will not be stored in hangars without written permission from the Base Fire Chief. Only operate vehicles in hangars when necessary to transport material or equipment. Vehicles equipped with tire chains will not enter aircraft hangars under any circumstances.

11.1.2. Equipment will not be refueled indoors.

11.2. Powered lawn mowers and gas powered equipment may be stored inside buildings provided the room is well ventilated, drip pans are in place beneath the engines, and the fuel tanks have been drained, when seasonal use is completed.

11.3. Vehicles will not be parked:

11.3.1. In any manner that would preclude access by fire apparatus to the sides of buildings, in fire lanes, or within 15 feet of a fire hydrant.

11.3.2. Within 15 feet of a building (unless in an authorized parking area).

11.3.3. Motor vehicles (including motorized bicycles) will not be parked inside buildings not previously designated for such purposes.

11.3.4. Gasoline, diesel, jet fuel trucks will be parked in facilities designated for that purpose and in no other facility.

11.3.5. Petroleum vehicles will not be parked on the flightline in such a manner as to endanger adjacent aircraft, or within 100 feet of any building, structure, or stored material, or where the ground slopes toward any building.

11.3.6. In warehouses or hangars overnight with the exception of electrically operated vehicles and those authorized by the Base Fire Chief.

11.3.7. In areas approved for parking where exit travel is obstructed.

11.3.8. In fire lanes or entranceways to buildings (the width of the door opening and three feet on either side is kept clear).

11.3.9. In any manner that would block fire department sprinkler connections. A 12 foot clearance, six feet on each side, is required for outlets servicing fire protection system.

11.4. Fuel trucks will be parked in single rows and will be capable of being driven out of parking areas in a single turn.

11.5. Parking for servicing of aircraft is in accordance with Technical Order 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*.

12. Special Events, Holiday and Seasonal Hazards.

12.1. Combustible decorations will be prohibited in places of public assembly, administrative facilities or dormitories. Contact Fire Prevention for clarification on use of decorative materials.

12.2. No decorative material, temporary or permanent, will be used unless such material is flame resistant. Hay, straw, and similar material will not be used inside or near buildings for any purpose.

12.3. Curtains, draperies or other decorative material will not, in any way, block exits or other means of egress or exit signs.

12.4. All decorations in facilities open to the public must be approved by the Base Fire Chief or a designated representative.

12.5. Christmas trees or decorations will not be permitted in dormitory living quarters, but are permitted only in dayrooms, clubs, administrative offices and open messes.

12.6. Any Christmas tree, lights or decorations will be removed immediately if declared a fire hazard by the Base Fire Chief or designated representative. All Christmas lights must be disconnected before leaving the immediate area or retiring for the night.

12.7. Lights on artificial aluminum trees will be prohibited

12.8. All seasonal or special decorations will be taken down immediately following the holiday or special occasion.

12.9. Lighting decorations, equipment and extension cords will be UL approved and in safe working condition. Electrical decorations used outdoors will be of the type designed for outdoor use and UL approved.

13. Cutting and Welding. Whenever possible, welding or torch cutting will be performed in a welding booth or room constructed for that purpose. When welding or cutting with a torch outside a protective enclosure, supervisors in charge of the job will ensure that the following precautions are taken before a torch is lit or welding is begun in the area.

13.1. Flammable liquids will not be permitted to remain within 50 feet of the areas where sparks or slag might fall.

13.2. Before welding the tanks or containers, which once contained flammable liquids, the tanks or containers will be thoroughly washed, steamed, and purged. A vent will be provided to permit the release of pressure.

13.3. When practical, all combustibles will be relocated at least 50 feet from the work site. When relocation is not possible, combustibles will be protected by a suitable fire resistant cover or otherwise shielded with metal or curtains.

13.4. Walls, floor openings, or cracks within 35 feet of the site will be tightly covered to prevent the passage of sparks to adjacent areas.

13.5. Ducts and conveyer systems that might carry sparks to distant combustibles will be suitably protected or shut down.

13.6. Cutting or welding on pipes or other metal in contact with combustible walls, partitions, ceilings or roofs will not be undertaken if the work is close enough to cause ignition by conduction.

13.7. Cutting or welding will not be done on any drum, tank or cylinder when the previous contents are not known. Every precaution will be taken to ensure these containers have been purged.

13.8. When welding or cutting in open areas, personnel will ensure that all combustible vegetation within 25 feet of the operation is removed. The means to extinguish a small fire must be immediately available such as water extinguishers, shovel, etc.

13.9. Suitable fire extinguishers will be maintained near welding and cutting operations.

13.10. Permission from the Base Fire Department will be required prior to any welding or cutting operation in any location other than an authorized welding shop. AF Form 592, **USAF Welding, Cutting and Brazing Permit**, must be obtained at the worksite from fire prevention personnel.

14. Pipe Soldering and Sweating Operations. Supervisors in charge of soldering or pipe sweating jobs using portable gas devices will ensure that the following precautions are taken before work begins in the area.

14.1. When practical, all combustibles will be relocated from the immediate work area. Where relocation is impractical, combustibles will be covered or otherwise shielded with metal or fire retardant cover to prevent passage of flame and melting (running) solder.

14.2. At no time will soldering or sweating operations be conducted near flammable liquids or gases.

14.3. Walls, wall cracks, wall studs, electrical wiring and floor cracks within three feet of the open flame will be covered or shielded with a metal or fire retardant cover to prevent passage of flame or melting solder.

14.4. Whenever soldering or sweating operations are conducted within 18 inches of pipe entering the wall an approved heat sink (refractory cement or wet insulating material) will be used to dissipate the heat.

14.5. Suitable fire extinguishers must be available at the soldering or pipe sweating operation. Facility extinguishers will not be used for operations.

14.6. The Base Fire Department will be contacted to inspect any soldering or sweating which may require special precautions to prevent fire. AF Form 592 will be obtained from the Base Fire Department.

14.7. The job supervisor or a representative will inspect the job site one hour after completion to check for hot spots.

15. Flammable Liquids, Chemicals and Gases. Flammable liquids will be stored in designated buildings marked "FLAMMABLE KEEP AWAY" and "NO SMOKING" signs will be prominently posted. Buildings so designated will be a minimum of 50 feet from any other building.

15.1. Where occupancy of the building requires the storage of small quantities of flammable liquids, such as office supplies or any type cleaner, ditto fluid and liquids required for laboratory work will be stored in a metal cabinet or ventilated metal locker when not in use. The approved cabinet or locker is labeled "FLAMMABLE". Desk or table containers will not exceed eight fluid ounces in volume. Total volume in cabinets or lockers will not exceed more than five days' working supply. Small quantities of lubricating oils will be permitted in shops and engine rooms for lubricating purposes.

15.2. A working stock (normally one days' supply) of paints, oils, thinner and cleaning solvents may be stored in paint shops, hobby shops, maintenance shops and similar facilities. No individual container will exceed a five gallon capacity. Rags and other combustible materials will not be stored in cabinets or lockers used for storage of flammable liquids.

15.3. All flammable liquids stored in drums will be identified by the appropriate name of the contents stenciled or marked on the outside of the containers in accordance with the Hazardous Communications Standard. Flammable liquids stored in metal drums and used for dispensing purposes will be installed on properly grounded metal stands or racks at least 25 feet from any building or structure and such drums will be equipped with a spring action or automatic closing dispensing device.

15.4. Containers used for dispensing of flammable liquids will be stored only in safety containers with self-closing lids on the pouring spout. Flammable liquids will not be dispensed, transported, or stored in glass or plastic containers or open containers. Each container will be stenciled with the contents and the word "FLAMMABLE" and all other required labeling. No individual safety container exceeds five gallons in capacity.

15.5. The Base Service Station will not permit dispensing of gasoline in any containers other than approved safety containers bearing UL label or other authorized testing laboratories with appropriate warning labels.

15.6. Flammable liquids are RCRA regulated wastes and will not be disposed in sewer or storm drainage systems. Accidental spills of liquids will be cleaned immediately. In any spill which is of a continuing nature, the organization follows the guidance of the Hazardous Materials Emergency Planning and Response Plan (HAZMAT).

15.7. Fuel trucks and trailers will not be permitted to be parked in aircraft hangars or shops. Refueling vehicles will be parked 50 feet from aircraft hangars. Maintenance on refueling vehicles will be performed only in facilities designed for this type of maintenance.

15.8. Flammable liquids will not be stored (including stock for sale) near exits, exit accesses, stairways or other areas normally used for emergency egress of personnel.

15.9. Gasoline, naphtha, lacquer, paint thinner, alcohol, turpentine, and other Class I flammable liquids will not be used as cleaning solvents.

15.10. The use of cleaning solvents with a flash point of 100°F or less is prohibited. (**EXCEPTION:** Technical Order directives.)

15.11. Vats containing approved cleaning solvents will be of metal construction equipped with a hinged cover and counterbalanced by a chain with a fusible link to ensure closure in the event of fire.

15.12. Spray painting inside buildings will not be permitted unless accomplished in an approved spray booth.

15.13. Flammable liquids will not be stored with other combustible materials. Flammable liquid spills will be reported to Fire Protection Branch. Each spill will be managed in accordance with the HAZMAT.

15.14. Location of flammable storage lockers in each facility will be identified by letter. The letter will include the location and contents of each locker. The letters will be updated at least annually by the facility manager. No more than three lockers will be allowed in any one work area.

16. Aircraft Hangars and Docks. It is the responsibility of the hangar chief or crew chief of the aircraft concerned to have adequate fire extinguishers available before performing maintenance.

16.1. Refueling of aircraft in a hangar or nose dock will be prohibited.

16.2. The use of flammable solvents to clean aircraft will be prohibited except when directed by technical order.

16.3. All electrical fixtures and appliances will be of the type approved for locations.

16.4. Fire lanes will be maintained around all aircraft, hangars, and nose docks to allow access of fire protection equipment.

16.5. Fire doors connecting hangar floors with shops and offices will be kept closed and unobstructed at all times.

16.6. Spray painting or paint removal will be prohibited in hangars and docks unless the facilities have been specifically designed for that purpose. Spot painting will be permitted when in compliance with pertinent directives.

16.7. Gasoline powered air compressors will not be positioned in aircraft hangars at any time.

16.8. Aircraft inside hangars will be effectively grounded when connected to hangar electrical power source, snatch blocks/harness or tow bars will be available to effect removal of aircraft in the event of an emergency.

16.9. The parking of any type vehicle, inside hangars including ground power units, support equipment or component parts will be prohibited, with the exception of vehicles loading and unloading materials or supplies.

17. Open Fires, Open Flame, and Fireworks.

17.1. Open fires, the burning of rubbish, and similar material will be allowed only at times and places approved by the Base Fire Marshal.

17.2. Blow torches or flame units will not be used to remove paint from any surface or to burn wood for decorative purposes unless specifically authorized by the Base Fire Chief.

17.3. The exploding of any fireworks on Westover ARB will be prohibited without permission from the Installation Commander. (Request is submitted in duplicate not less than seven workdays prior to date of intended display.)

17.4. The use of candles or other open flame devices on Westover ARB is strictly prohibited unless approved by the Installation Commander with input from the Fire Chief.

17.5. The burning of incense in any facility other than the Base Chapel will be prohibited.

17.6. Gas cooking appliances will not be operated within 10 feet of any building and will not be used within 10 feet on either side of a fire exit and 20 feet in front of a fire exit. At no time will the LP-gas cylinders be stored inside a building.

18. Fire Evacuation Drills and Plans.

18.1. Fire evacuation plans will not be required in structures provided with adequate "EXIT" lights or signs. In large buildings where there would be a chance of becoming trapped or the avenue of egress is not clearly marked, evacuation plans will be posted.

18.2. Unannounced fire evacuation drills will be conducted in each facility listed at specified frequencies and by specified personnel.

18.2.1. Places of public assembly - at least quarterly by the manager.

18.2.2. Industrial facilities - at least quarterly by functional and facility managers.

18.2.3. Dormitories - at least annually by functional managers, First Sergeants or representatives.

18.3. All fire evacuation drills requiring the activation of an installed alarm system will be conducted in coordination with the Senior Fire Officer on duty. Each evacuation drill will be documented by the facility manager.

19. Warehousing and Storage. Personnel will be instructed on proper storage plans for interior and exterior storage. The following specifications will be observed in buildings, warehouses, and open storage areas.

19.1. Attics and above false ceilings will not be used for storage and are kept free of trash.

19.2. Supply materials will be stacked to minimize the spread of fire and permit convenient access for firefighting, salvage or removal of material, which may constitute a hazard.

19.2.1. Packing materials such as excelsior, straw, shredded paper and similar packing materials will be kept in original bales until ready for use. Once bales are broken open, contents will be stored in metal self-closing containers for storage of combustible packing materials.

19.2.2. Exterior storage within 25 feet of any building will be prohibited. Outside storage materials will not block access roads or fire lanes to or between buildings.

19.2.3. Storage of materials or supplies within 18 inches of an electrical fixture or sprinkler head will be prohibited. A minimum of 36 inches will be maintained between materials and ceilings.

19.2.4. Supply materials will not be stored within 24 inches of interior combustible type of sub-standard fire walls.

19.3. Prior to blocking or locking doors, approval will be obtained from the Base Fire Chief. The doors will be marked on the exterior side with a sign stating "THIS DOOR BLOCKED/LOCKED". Fire doors will not be blocked at any time.

20. Fire Extinguishers and Fire Detection/Suppression Systems.

20.1. The Real Property custodian and supervisors at all levels will be responsible for proper care and use of fire extinguishers in facilities under their jurisdiction. All portable fire extinguishers will be furnished, maintained and inspected in accordance with AFOSH STD 91-501, chapter 6.2.4.

20.2. When fire extinguishers have been used to control a fire, accidentally discharged, have a broken seal, or require maintenance, the facility manager or responsible supervisor will take immediate action to ensure subject fire extinguisher is brought to the Base Fire Extinguisher Maintenance Section, Fire Protection Branch, for service, maintenance or repairs.

20.3. When the location of a fire extinguisher is not readily visible, the location may be suitably marked with a sign or arrow showing the extinguishers locations.

20.4. Facility managers will be responsible for notifying the fire department of changing conditions within buildings, structures and/or areas that may require changes in a location or type of extinguisher.

20.5. Fire detection and sprinkler system accessories will not be painted except as authorized by the National Fire Code and approved by the Base Fire Chief.

20.6. A three foot clearance will be maintained around standpipe hose stations and sprinkler risers.

20.7. Outside post indicator valves will not be tampered with or access blocked.

21. Fire Prevention Training.

21.1. Fire prevention and fire safety training will be conducted as required by AFI 91-301, *Air Force Occupational Safety, Fire Prevention and Health Program*.

21.2. Fire Prevention Section of the Base Fire Protection Branch will be available upon written request to any organization, social group, club, activity or function for the purpose of conducting lectures, demonstration and/or courtesy inspections. Scheduling will be requested at least seven days prior to the date requested. Request for this type of training should be forwarded to Fire Protection.

22. Storage and Handling of Explosives and Hazardous Chemicals.

22.1. All organizations storing ammunition will notify the Base Fire Department Dispatcher when a change is made, giving types, class and storage locations.

22.2. Fire symbols will be conspicuously posted on all buildings, rooms, containers, areas, etc., where ammunition is stored. When practical, munitions will be separated and stored according to fire hazard symbols. When mixed storage is necessary, the symbol applying to the most hazardous material will be displayed.

23. Fire Prevention In Military Family Housing. Sponsors will be responsible for fire prevention in their quarters and ensure family members are familiar with fire prevention instructions contained in the family housing brochure, know how to report a fire, and know how to evacuate quarters.

23.1. The sponsor will schedule a Fire Prevention Orientation within 30 days upon assignment to quarters.

23.2. The sponsor will ensure the emergency fire reporting number is attached to each telephone.

23.3. The sponsor will ensure the Fire Prevention Checklist is followed.

23.4. The sponsor will schedule an annual inspection of his/her living quarters through the DOD Housing Office.

24. Fire Crash Net Radio Discipline.

24.1. Transceivers on the fire crash frequency will be limited to fire station, fire fighting vehicles, control tower, mobile command post, and the base civil engineer. Ambulances will be authorized single or dual channel transceiver on this net.

24.2. Agencies with transceivers on the fire crash net will only transmit official transmissions. No agencies will use the fire crash net during actual fire emergency or simulated training exercises, unless transmission is in support of the emergency or exercise.

24.3. Support agencies responding to actual fire alarm emergencies or simulated training exercises will contact Westover Fire Control Center for appropriate instructions.

25. Hazardous Materials (HAZMAT) Exposure Reports.

25.1. Whenever an unusual incident occurs that involves hazardous materials not normally encountered during the workday (normally encountered materials include petroleum, oil and lubricants (POL) products) 439 AW Form 17, **Westover ARB HAZMAT Exposure Record**, will be accomplished by the HAZMAT Incident Safety Officer of the incident. This form will be accomplished for documentation even if no obvious contamination or exposure to the chemical has occurred.

25.2. All items on the form will be filled in as applicable. The Incident Commander and the HAZMAT Incident Safety Officer will sign the form to certify that the information is correct and as complete as possible.

25.3. If no contamination was noted, 439 AW Form 17 will be filed in the employee's HAZMAT folder in the fire station.

25.4. If contamination is suspected or did occur, the original will be filed at the 439 Medical Squadron and a copy kept in the employee's station HAZMAT folder. Appropriate medical follow-up will be accomplished.

25.5. These forms are kept for a minimum of the employee's time of employment with Westover ARB, plus at least 30 years.

26. Smoking Procedures.

26.1. Approved receptacles with a tapered lid to an opening of not more than three inches shall be provided in all areas in which smoking is permitted. These receptacles shall not be used for disposal of other waste materials. Supervisors shall ensure that the containers are properly emptied as needed and the materials are properly disposed of.

26.2. Individuals shall empty ashtrays into receptacles provided for that purpose and not into trash containers. Smoking materials shall not be discarded outside buildings.

26.3. Smoking, striking of matches, operation of mechanical lighters and any other flame producing devices shall be prohibited within 50 feet of aircraft, aircraft maintenance areas, hangars, servicing locations, aircraft ramps and parking areas or within 100 feet of munitions storage areas, all POL handling, storage and servicing areas.

27. Forms Prescribed. 439 AW Form 17, Westover ARB HAZMAT Exposure Record.

WALLACE W. FARRIS, JR., Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

AFI—Air Force Instruction

AFOSH—Air Force Occupational Safety and Health

BCE—Base Civil Engineering

DOD—Department of Defense **FACC**—Fair Alarm Communication Center

HAZMAT—Hazardous Material

NFPA—National Fire Protection Association (A national organization that publishes national consensus standards known as National Fire Codes)

OSHA—Occupational Safety and Health Act

POL—Petroleum, Oil, and Lubricant

RCRA—Resource Conservation Recovery Act

TO—Technical Order

UFC 3-600-01—United Facilities Criteria

UL—Underwriters Laboratory

VOQ—Visiting Officers Quarters

Terms

Base Fire Marshal—The Base Civil Engineer is the Base Fire Marshal and supervises the Fire Protection Flight.

Building Facility Manager—Person who serves in an administrative and advisory capacity with the following responsibilities: building care, facilities utilization requirements, facility maintenance, utilities management, fire protection and building security.

Class 1 Flammable—Any liquid that has a closed-cup flash point below 100°F and a Reid vapor pressure not exceeding 40 PSIA at 100°F.

Functional Manager—The senior operating official at all levels, exercising managerial control of a facility, activity or operation.

Incident Commander—A person responsible for all decisions relating to the management of an emergency condition or incident.

Hazard Abatement Program—A systematic priority program to manager, assess, and monitor abatement actions.

Hazardous Communications Standards—Standards written to establish the right for an employee to know about the hazardous properties associated with a hazardous material and the health effects it may cause.

Hazardous Material—Material presenting dangers beyond the fire problems relating to flash point and boiling point. These materials when released are capable of creating harm to people, the environment, and property.

Hazardous Materials Incident Safety Officer—Person assigned to ensure that recognized safe practices are followed during a hazardous materials incident.

Public Assembly Facilities—Occupancies used for gatherings of persons for such purposes as deliberations, working, entertainment, dining, amusement, or waiting for transportation.

Risk Assessment Code—An expression of the degree of risk associated with an occupational hazard or difficulty that combines hazard severity and mishap probability into a single numeric identifier.

Resource Conservation Recovery Act—Federal laws governing hazardous waste disposal.

Senior Fire Officer—Any member of the fire service with supervisory responsibilities at company officer level and above at the scene of an incident.

Attachment 2**CLOSING INSPECTION CHECKLIST GUIDE**

Yes No N/A

1. Is trash being allowed to accumulate inside buildings?
2. Has trash been properly disposed of as required to maintain a fire safe environment?
3. Where smoking is permitted, have ashtrays been emptied into proper containers and not emptied into trash or refuse containers in facilities?
4. Where smoking is permitted, have removable chair cushions been inspected for burning or smoldering material in facilities?
5. Have all electrical appliances except clocks, necessary energized office equipment, and appliances used for the preservation of food been turned off at the end of the work day?
6. Have all flammable or combustible liquids used during the work day been removed from the building or stored in an approved flammable liquid locker?