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Civil Engineering

**THE FIRE PROTECTION AND
FIRE PREVENTION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 460 CES/CEF (Mr. D.L. Morrison)

Certified by: 460 CES/CC
(Lt Col Alfred C. Scharff)

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This instruction implements Air Force Policy Directive (AFPD) 32-20, *Civil Engineering*. This instruction outlines the policies, responsibilities, procedures and standards to provide maximum fire safety to all personnel (military, civilian, contractors and concessionaires) permanently or temporarily assigned, all property within Buckley Air Force Base (AFB) and all off base supported sites. See **Attachment 1** for glossary of references and supporting information. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-322, **Volume 4**). Comply with Air Force Instruction (AFI) 33-332, *Air Force Privacy Act Program*, for documents containing "Privacy Act Information". For "Official Use Only" information comply with Department of Defense Regulation (DoD) 5400.7-R/AFSUP, *DoD Freedom of Information Act Program*, **Chapter 4**.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Prohibitions and Control of Smoking.

1.1. **Prohibitions.** All personnel are prohibited from:

1.1.1. Reporting a false fire alarm by any means.

1.1.2. Tampering with any fire protection system, reporting device, or equipment in any facility.

1.1.3. Storing materials in furnace rooms, mechanical equipment rooms, boiler rooms, sprinkler riser rooms, stairwells and in attics.

1.1.4. Burning candles, incense or similar open-flame devices in dormitories or the work place. (This includes candles for decorative purposes.)

1.1.5. Open burning of any kind, including campfires, unless coordinated and approved by Base Safety (460 ABW/SE) and the Base Fire Chief (460 CES/CEF).

1.1.6. Renovating or altering the interior of any facility that will interfere with the operation of fire protection equipment or hamper access to the equipment.

1.1.7. Blocking of fire lanes, parking vehicles or placing obstructions within 15 feet of fire hydrants or fire department connections.

1.1.8. Using combustible Christmas trees and other decorations are not authorized to be installed in offices, places of public assembly or dormitories.

1.1.9. The use of timers on appliances.

1.1.10. Sleeping in any base facility not designed for such purpose. Sleeping permitted in non-designated areas only when there is an installed smoke detection system in the facility and with prior notification and approval of the 460 CES/CEF.

1.2. **Smoking and Smoking Materials.** Smoking in Air Force facilities and vehicles is prohibited in accordance with AFI 40-102, *Tobacco Use in the Air Force*. Other prohibitions concerning smoking and smoking materials are as follows:

1.2.1. Smoking is prohibited within 50 feet of:

1.2.1.1. Paint and solvent shops.

1.2.1.2. Petroleum, oil, and lubrication (POL) storage or dispensing areas.

1.2.1.3. Flammable liquids.

1.2.1.4. Fuel dispensing vehicles (fueling, refueling, and defueling operations).

1.2.1.5. Smoking is prohibited on the flight line.

1.2.1.6. Any other area that is obviously hazardous but is not listed.

2. Reporting Fires, Fire Drills, Fire Prevention Visits, and Fire Extinguishers.

2.1. **Reporting Fires.** Report all fires, regardless of the size or monetary value, to the 460 CES/CEF via 911 on base phones. On cell phones and non-base phones (303) 677-9117.

2.2. Fire Drills.

2.2.1. The facility manager will conduct a fire drill semiannually in hangers, docks, places of public assembly, recreational facilities, vehicle maintenance shops, POL, warehouse, and industrial shops and annually in all other facilities.

2.2.2. Coordinate the use of building fire alarm systems with the fire department.

2.3. **Fire Prevention Visits.** Fire prevention visits, fire hazards noted, and management of documented fire hazards are conducted and processed IAW Air Force Instruction (AFI) 91-301, *Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Program*.

2.4. **Fire Extinguishers.** See AFOSH Standard 91-501, *Air Force Consolidated Occupational Safety Standard* and *National Fire Protection Association (NFPA) 10*.

3. Emergency Operations.

3.1. **Authority to Commandeer.** During emergency operations the Senior Fire Official may commandeer available military vehicles, equipment, material, and personnel necessary to save lives and property.

3.2. **Scene Control.** The Security Police (460 SFS/SFOS) will provide scene control.

4. Responsibilities and General Housekeeping.

4.1. **Responsibilities.** Commanders and supervisors will ensure that sound fire prevention procedures are established and practiced. All personnel will actively participate in the fire prevention program. Promptly report hazards and deficiencies to the facility manager or fire department.

4.1.1. Unit commanders will ensure personnel under their control are knowledgeable and trained in their fire prevention responsibilities as outlined in AFI 91-301.

4.1.2. Facility managers will ensure all personnel are familiar with this instruction, know how to report a fire, activate and sound the building fire alarm, activate installed systems and locate/use fire extinguishers.

4.1.3. Supervisors will:

4.1.3.1. Notify the fire department about conditions which may require redistribution of fire extinguishers, purchase of fire extinguishers and changes in occupancy which affect fire protection requirements and damage to installed fire protection systems. Facility managers must budget for the purchase and maintenance of fire extinguishers.

4.1.3.2. Ensure all new personnel receive a fire prevention briefing.

4.1.3.3. Ensure fire prevention and fire extinguisher inspections are performed in your assigned facility.

4.1.3.4. Ensure a copy of this instruction is readily accessible to all personnel in work areas and dormitories.

4.1.4. Fire department personnel will brief contractors on the contents of this instruction and the Contractors Briefing Guide before working on Buckley AFB or off-base supported sites.

4.1.5. In addition to following the requirements of AFOSH Standard 91-501, managers and supervisors of public assembly and recreational facilities will:

4.1.6. Maintain a facility managers six-part fire prevention facility folder.

4.1.7. Cooking facilities shall provide training for employees IAW AFOSH Standard 91-300, *Food Service Operations*.

4.1.8. Designate personnel to conduct fire safety inspections at the close of each business day. Do not designate this responsibility to janitorial personnel. Prepare a checklist (similar to the one shown in [Attachment 2](#)) to use when securing the facility.

4.2. General Housekeeping.

4.2.1. Do not block exit doors.

4.2.2. Maintain clear aisle for access for fire fighting.

- 4.2.3. Store loose portions of steel wool in a metal container with a self-closing lid.
- 4.2.4. Use only approved types of sweeping compounds. Store opened bags of sweeping compounds in closed metal containers. Do not use sweeping compounds as an absorbent for fuel, oils, or other flammables.
- 4.2.5. Do not allow lint to accumulate around clothes drying units. Clean ducts/piping as needed.
- 4.2.6. Maintain adequate clearance around fire sprinkler systems.

5. Construction and Renovation; Exits, Stairways, and Hallways; and Decorative Materials.

5.1. **Constructions and Renovation of Base Facilities.** All AF Forms 332, **Base Civil Engineer Work Request** (460 CES/CEOW) are coordinated with the 460 CES/CEF.

5.2. **Exit Doors, Stairways, and Hallways.** See AFOSH Standard 91-501, **Chapter 6** and NFPA 101, *Life Safety Code*.

5.3. Decorative Materials.

- 5.3.1. Candles may be used in places of public assembly provided they are not left unattended and extinguished prior to closing.
- 5.3.2. Do not use combustible decorations e.g., cardboard boxes, wood products, straw, hay, or similar materials for festive decorating. Placement of decorations will not obstruct or block exits or access to exits. All artificial decorations must be listed/labeled by a nationally recognized testing agency.
- 5.3.3. Do not spray natural Christmas trees with decorative paints. Do not install electrical decorations on artificial metal Christmas trees.
- 5.3.4. 460 CES/CEF personnel will inspect all public assembly facilities before major social events (when notified by the manager that temporary decorations or unusual arrangements are involved).

6. Fireworks, Barbecuing, Commercial Cooking and Dining Hall Facilities.

- 6.1. **Fireworks.** Are not allowed on Buckley AFB unless approved by the base fire marshal.
- 6.2. **Barbecuing.** Do not operate such appliances under carports, balconies, stairs, or enclosed areas. Maintain a safe distance from facilities. Use designated approved areas.
- 6.3. **Commercial Cooking and Dining Hall Facilities.** Managers of commercial cooking facilities and dining halls will comply with AFOSH Standards 91-501, 91-300, and applicable NFPA Standards.

7. Powered Mechanical Equipment, Electrical Systems and Appliances, Welding and Cutting Operations, and Warehouse Storage Facilities.

7.1. Powered Mechanical Equipment.

- 7.1.1. Do not store motor vehicles, snow removal, or lawn mowing/trimming equipment in areas that are not specifically designed for such storage.

7.1.2. Do not refuel gasoline-powered equipment inside any building or while using cell phones. Gasoline will be transported and stored in approved safety cans. Do not refuel gas cans in the bed of pickups.

7.1.3. Store gasoline-powered engine equipment in a well ventilated approved area.

7.1.4. Woodworking machinery will have a dust removal system.

7.2. **Electrical Systems and Appliances.**

7.2.1. Only a qualified licensed electrical contractor or 460th Civil Engineer Squadron Electric Shop (460 CES/CEOIE) person will perform any new installation or remodeling of electrical systems. Moving fire alarm system components is prohibited. A qualified electrician will remove or tag all abandoned electrical wires.

7.2.2. The Base Civil Engineer Commander (460 CES/CC) must authorize in writing the use of portable heaters. The use of portable heaters is prohibited in all dormitories. All portable electrical appliances must be approved by a nationally recognized testing agency.

7.2.3. The use of electrical extension cords is restricted as follows:

7.2.3.1. Do not run under rugs, hang over walls, run through doorways or windows or subject the wire to physical damage. The maximum amperage rating of the extension cord must not be less than the appliance cord rating.

7.2.3.2. The use of extension cords on major appliances (e.g., refrigerators, ice machines, freezers, toaster ovens, portable heaters and window air conditioning units) is prohibited.

7.2.3.3. Do not use extension cords in place of fixed wiring. Use of extension cords is on a temporary basis, usually no more than 60 days. Extension cords should be the power strip type without splices.

7.2.4. The using organization will ensure that exit lights are inspected daily and are operational.

7.2.5. Circuits and Fuses.

7.2.5.1. Do not tamper with any circuit or fuse.

7.2.5.2. The use of multi-outlet cords and similar items that exceed the maximum amperage of a particular circuit is prohibited.

7.3. **Welding and Cutting Operations.** See AFOSH Standard 91-5, *Welding, Cutting and Brazing*, and applicable NFPA Standards.

7.4. **Warehouse and Storage Facilities.** See applicable guidance contained in the National Fire Codes and AFOSH Standards.

8. **Flammable Liquids; Hazardous Chemicals; Storing, Handling, and Moving Explosives, Munitions, and Hazardous Material.**

8.1. **Flammable Liquids.** See AFOSH Standard 91-501, and applicable National Fire Codes.

8.2. **Hazardous Chemicals.** See applicable AFOSH Standards, and applicable guidance contained in the National Fire Codes.

8.3. **Storing, Handling, and Moving Explosives, Munitions, and Hazardous Materials.** See AFMAN 91-201, *Explosive Safety Standards*, and applicable AFOSH and NFPA Standards.

9. Jacking Operations in Hangars.

9.1. Aircraft will not be placed on jacks in the center of the hangar unless absolutely necessary. In those situations where aircraft jacking is required in the center of the hangar, maintenance personnel will first obtain permission from Maintenance Control (120 FS/MXS). Maintenance Control will notify 460 CES/CEF of the jacking operation which will hamper the rapid evacuation of aircraft during fire emergencies.

9.2. Aircraft requiring landing gear removal will be placed to the side of the hangar.

JAMES A. SANDS, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 40-102, *Tobacco Use in the Air Force*

AFOSH Standard 91-5, *Welding, Cutting and Brazing*

AFMAN 91-201, *Explosive Safety Standards*

AFOSH Standard 91-300, *Food Service Operations*

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program*

AFOSH Standard 91-501, *Air Force Consolidated Occupational Safety Standard*

Abbreviations and Acronyms

POL—Petroleum, oil, and lubrication

Attachment 2**FIRE INSPECTION CHECKLIST****A2.1. Daily Inspection.**

A2.1.1. Are all exit lights operational?

A2.1.2. Are all fire extinguishers unobstructed and operational?

A2.1.3. Are all exit ways clear?

A2.1.4. Do all personnel know:

A2.1.4.1. Location of fire extinguishers.

A2.1.4.2. How to use fire extinguishers.

A2.1.4.3. Locations of fire alarm pull stations.

A2.1.4.4. Emergency phone number to call the fire department.

A2.1.5. Are there any unsafe conditions that might be a fire hazard? If so, contact the fire department at COMM: 303-677-9926 or DSN: 877-9926.

A2.1.6. Storage areas neat.

A2.1.7. Proper clearance maintained under sprinkler heads (18").

A2.2. Building Closing or End of Shift.

A2.2.1. Are all exit lights operational?

A2.2.2. Are all fire extinguishers unobstructed and operational?

A2.2.3. Are all unnecessary electrical appliances unplugged or turned off.

A2.2.4. Has all trash been removed from building?

A2.2.5. Has all flammable liquids been removed from the work area and placed in flammable storage lockers/buildings.

A2.3. Monthly Fire Extinguisher Inspection (Ref AFOSH Standard 91-501, NFPA 10).

A2.3.1. Are extinguishers located in designated place?

A2.3.2. No obstruction to access or visibility.

A2.3.3. Operating instruction on nameplate legible and facing outward.

A2.3.4. Safety seals and (or) tamper indicator not broken or missing.

A2.3.5. No obvious physical damage, corrosion, leakage, or clogged nozzle.

A2.3.6. Pressure gauge reading or indicator in the operable range or position.

A2.3.7. For wheel units:

A2.3.7.1. Condition of the tires.

A2.3.7.2. Condition of wheels.

A2.3.7.3. Condition of carriage.

A2.3.7.4. Condition of hose.

A2.3.7.5. Check nozzle.

A2.3.7.6. Check gauges.

NOTE: Maintain a record of your inspections.