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**Civil Engineering**

**BASE FIRE PREVENTION PROGRAM**

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This instruction establishes McChord AFB policies and procedures for Fire Prevention and Fire Protection. It applies to all units, organizations, activities, and persons assigned or operating within the boundaries of the base. Air Force Instruction 32-2001, *The Fire Protection Operations and Fire Prevention Program*, *National Fire Protection Association Standards*, and *Air Force Occupational Safety and Health Standards* have been used to establish the fire prevention and protection criteria in this instruction.

**SUMMARY OF REVISIONS**

Paragraph **3.4.1.** adds “Supervisors will also brief the location of the assembly point for evacuating personnel in case of fire alarm.” Paragraph **4.1.** adds “assembly points” to evacuation routing. Chapter 6 has been renumbered adding paragraph **6.1.** and **6.1.1.** Paragraph **6.2.3.** adds “and report to assembly point.” Paragraph **7.** adds “Chemicals and Gases.” Paragraph **7.1.1.** adds “Permits will be renewed annually and if conditions change.” Paragraph **7.1.2.** adds “Flammable and combustible liquids will be kept in containers that are tightly capped or in safety-type approved containers with self-closing lid or pour spout. Add paragraph **7.6.** Paragraph **8.2.** adds “and renew them if conditions change.” Paragraph **8.4.** adds standard for not smoking in sleeping areas. Paragraph **8.5.** references AFI 40-102 for all smoking areas. Paragraph **9.1.1.** adds “These areas should have a permit posted and they must be renewed annually and if conditions change”. Paragraph **9.1.2.** adds “at least 24-hours whenever possible” and “Personnel routinely performing hot work on McChord AFB may attend an annual certification training in order to issue AF Form 592’s, Cutting, Welding & Brazing Permits.” Paragraph **9.2.** adds “When barbecuing you must have a fire extinguisher nearby.” Paragraph **9.3.** covers use of candles in on base facilities. Paragraph **11.3.** changes 127-56 to 91-501. Paragraph **11.4.** adds “or obscured”. Paragraph **11.5.** Change 10 to 5. Paragraph **11.6.** adds “There must be a 3’ clear access.” Paragraph **12.3.** adds “distribution of extinguishers should be in compliance with NFPA 10.” Paragraph **12.5.1.** adds “C-17”. Add paragraph **12.5.4.** Paragraph **13.2.** adds 982-2603. Paragraph **14.3.** adds “Water heaters, furnaces, and boilers will have a minimum of 18” clearance around them. Paragraph **14.6.** covers janitors closets. Paragraph **15.2.4.** adds the use of electrical space heaters. Paragraph **17.8.** adds “and readily marked and illuminated as required” Paragraph **19.2.**

adds “this must be documented in facility manager’s folder and kept current.” **Attachment 2** adds two additional checklist items in numbers 22 and 23. A bar ( | ) indicates revision from the previous edition.

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**Attachment 5—FIRE PREVENTION CHECKLIST-PUBLIC ASSEMBLIES (CLOSING)**

**Attachment 6—FIRE EXTINGUISHER TRAINING REPORT**

**1. Objective:** The objective of this Instruction is to eliminate the causes of fire, and to reduce the monetary losses and mission degradation if a fire does occur. Motivating personnel to recognize and reduce fire hazards and unsafe practices can only meet this objective.

**2. Policy:** Commanders and supervisors will ensure this Instruction is maintained in all branches and sections and that all military and civilian personnel are familiar with the requirements of this Instruction.

**3. Responsibilities:**

3.1. The Civil Engineering Squadron Commander is designated as the Base Fire Marshal and supervises the Fire Chief. The Base 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, including hazardous materials, mutual aid, initial emergency medical care, and confined space rescue emergency response programs. The Fire Chief or senior representative has final authority over Fire Department equipment and personnel responding to or operating where fire protection services are requested or needed. The senior fire officer at the scene of an emergency has the authority to commandeer military vehicles, equipment and personnel considered necessary to rescue personnel, control or extinguish a fire or to take actions in any situation where preventive measures are immediately required to prevent loss of life or property.

3.2. Facility managers are directly responsible to the functional managers for the fire prevention within their assigned facility.

3.3. Unit commanders, functional managers, and supervisors will ensure that sound fire prevention practices and a hazard abatement program are established for activities and functions under their jurisdiction.

3.4. Facility managers and supervisors will ensure monthly checks are done to ensure that all fire extinguishers, exits, exit lights, emergency lighting, fire doors, and all equipment needed for the safe egress of personnel from the facility and the control of a fire are in proper operating condition. Fire doors will be kept closed at all times unless they are equipped with approved automatic self-closing devices.

3.4.1. Supervisors will brief all newly assigned personnel under their jurisdiction on the activation and sounding of the fire alarm, location of exits, how to operate all fire extinguishers in their area, and how to report a fire in accordance with paragraph 6. of this regulation. Supervisors will also brief the location of the assembly point for evacuating personnel in case of fire alarm

3.4.2. Fire prevention inspections and practices in facilities, rooms or areas which are under continuous lock and key are the responsibility of the individual supervisor maintaining that secured area. Furthermore, it is their responsibility to arrange access to these facilities for the Base Fire Department to perform fire prevention inspections.

3.4.3. When hazards are not corrected at the time of inspection, the fire inspector will issue an **AF Form 1487, Fire Prevention Visit Report**, stating discrepancy found and corrective action expected. Corrective action will be taken by the suspense date noted in item 4 of the report and the AF Form 1487 will be answered, signed by the Functional Manager, and returned to the Base Fire Department by the suspense date noted in item 5. The functional manager takes interim control measures to reduce the risk of a fire hazard if it cannot be eliminated and initiates actions to abate the hazard as noted on the fire prevention visit report.

3.5. New base personnel including all Enlisted, Officers, Civilians, and long term contractor personnel such as Simplified Acquisition of Base Engineering Requirements (SABER) and Custodial Maintenance must:

- 3.5.1. Be familiar with the contents of this instruction.
- 3.5.2. Be aware of their part in the Base Fire Prevention Program.

#### **4. Pre-Fire Planning and Evacuation Procedures:**

4.1. A written pre-fire plan in the form of an operating instruction (OI) will be established, kept current and readily available to all personnel throughout major areas and facilities. Persons living or working in a building must be thoroughly familiar with the established plans and exit routes and assembly points. The OI will include the fire reporting system, fire fighting plan, closing doors or windows and special features pertinent to the respective unit such as evacuation of patients, towing aircraft clear of danger area, turning off ventilation systems, securing classified documents or equipment, etc.

4.2. The OI will also require complete evacuation of a facility when a fire alarm system is activated or a fire condition is announced. Personnel or positions exempted from evacuation must be identified in the OI.

4.3. Posted evacuation plans are required in facilities with complex interiors where the means of egress are not obvious.

#### **5. Fire Drills:**

5.1. Notification will be given to the Fire Prevention Section at least 24 hours before each fire drill is held. Fire drills will include: activation of notification process, simulation of proper use of fire extinguishers or other first aid fire fighting equipment, and the orderly evacuation of all other personnel within prescribed time limits, in accordance with organizational plans. Standpipe hose will not be removed from racks during fire drills. Base Fire Department vehicles will not respond to drills except by specific prior arrangement with the Base Fire Chief. A fire drill will require the complete evacuation of a facility. Exceptions must have prior approval of the senior fire official conducting the drill.

5.2. Monthly fire drills will be conducted by managers of childcare centers/day care centers, pre-school centers, and nurseries, regardless of number of occupants or ease of egress.

5.3. Fire drills will be conducted quarterly by organizations having responsibility for medical facilities and places of public assembly/recreational facilities.

5.4. Explosive storage areas and aircraft maintenance facilities will conduct fire drills at least semi-annually. Aircraft maintenance facilities will demonstrate aircraft removal capability during fire drills. Actual removal of aircraft from hangers will not be required.

#### **6. Fire Reporting:**

6.1. All fires must be reported to McChord AFB Fire Department, even if already extinguished.

6.1.1. Fire Reporting telephone number is 9-1-1 for all Base Facilities, commercial telephones, and Military Family Housing:

6.1.2. The Fire Department Dispatcher answers all 9-1-1 calls.

- 6.1.3. Fire Department Dispatch handles Fire and Medical Emergencies. Law Enforcement calls are transferred to the Law Enforcement Desk.
- 6.1.4. Radio equipped flight line vehicles will call their control center to report a fire.
- 6.1.5. The Western Air Defense Sector (WADS) will use their 9-1-1 telephone reporting system in accordance with their pre-fire plans and established procedures.
- 6.2. Anyone discovering a fire in a building will take the following actions:
- 6.2.1. Sound the alarm.
- 6.2.1.1. Use fire alarm pull boxes located near exits, if building is so equipped.
- 6.2.1.2. Run through building yelling “**FIRE FIRE FIRE**“ if building is not equipped with fire alarm pull boxes.
- 6.2.2. Call Base Fire Department by dialing 9-1-1.
- 6.2.2.1. Always call Base Fire Department by telephone, even though the fire alarm has been activated. Call when your safety is not in jeopardy.
- 6.2.2.2. Give your name, location (building number, room number, address), and nature of emergency. **Stay on the line until told to hang up.** It is best to call from another building or a location remote from the fire and close to an Exit.
- 6.2.3. Evacuate building and report to assembly point.
- 6.2.3.1. Be sure everyone is evacuating the building. After evacuation ensure all coworkers are accounted for. Advise first arriving fire fighting vehicle if someone is missing and presumed inside.
- 6.2.3.2. Use fire extinguisher to fight fire, if this can be done safely.
- 6.3. Fire reporting telephone numbers will be affixed on or near each telephone on the base. **McChord AFB Form 237, Emergency Number** decals/stickers are available through the Base Fire Department.

## 7. Flammable and Combustible Liquids, Chemicals, and Gases:

- 7.1. In general, flammable and combustible liquids will be stored in approved flammable storage cabinets. Cabinets will be labeled with conspicuous lettering “**FLAMMABLE KEEP FIRE AWAY**”. The letters must be large enough to be read at 50 feet.
- 7.1.1. The Base Fire Department (62 CES/CEFP) approves all flammable and combustible storage. Requests must be in writing and include an outline of the building showing location where the flammable storage cabinet is to be placed. Permits will be renewed annually and if conditions change.
- 7.1.2. Flammable and combustible liquids will be kept in containers that are tightly capped or in safety-type approved containers with self-closing lid or pour spout. Flammable liquid containers will be kept closed when not in actual use. At no time will flammable liquids be stored in open containers.
- 7.1.3. Flammable and combustible liquids will be in their original container or in an approved container (Underwriters’ Laboratories or some other approving agency) labeled as to the contents.

7.1.4. Refrigerators used for storing flammable liquids will be of an approved explosion proof type. In addition, the location and use of refrigerators for flammable or combustible liquids will be coordinated with and approved by the Base Fire Department Technical Services Section (62 CES/CEFP).

7.1.5. Flammable or combustible liquids will not be stored in furnace or boiler rooms, under stairways, in stairwells, utility rooms or mechanical rooms.

7.2. Disposal of contaminated flammable or combustible liquids will be coordinated through the 62<sup>nd</sup> Civil Engineering Squadron Environmental Flight (62 CES/CEV).

7.3. Flammable and combustible paints, rags, stains, drop cloths, tarpaulins and clothing used in conjunction with flammable and combustible coatings or stains will be removed from the building and stored in designated areas at the end of each work day. Only a one-day supply of paints, thinners or stains may be kept on the job site.

7.4. In all refueling operations, extreme care will be taken to ensure the tank filler spout is not allowed to overflow. Vehicle engines will be shut off before and during refueling operations.

7.5. Before servicing liquefied petroleum (L.P.) gas cylinders on recreation vehicles, eliminate all sources of ignition such as engine running, refrigerator or furnace operation, etc. Do not service a recreation vehicle with gasoline that has an exhaust outlet (furnace, refrigerator, etc.) in the vicinity of the filler spout, without first making sure there is no possible means of ignition from those other sources. Storage of propane cylinders inside any building is prohibited. They should be stored in an open-air area where any release of gas can dissipate into the atmosphere.

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

## **8. Smoking, Smoking Areas, Materials, and Restrictions:**

8.1. Flight line. Smoking, striking matches or the use of any other spark producing device is prohibited anywhere on the flight line

8.2. Except where authorized in designated smoking areas, the use of matches or mechanical / electronic lighters will be prohibited within 50 feet of hangers, aircraft repair docks, paint and plastic (used in manufacturing/processing) shops, fuel storage or dispensing facilities, munitions areas, and activities of an extra hazardous nature as determined by the Base Fire Chief. Boundaries of designated smoking areas will be clearly identified and furnished with suitable marking containers for disposal of smoking material. In areas where special authorization for smoking is requested, a letter will be submitted to the Base Fire Department (62 CES/CEFP) for approval/disapproval. The facility manager must keep letters of approval on file and renew them if conditions change.

8.2.1. Pathways or doors leading from an authorized smoking area to a "no smoking" area will be posted with signs stating "No Smoking Beyond This Point."

8.2.2. "No Smoking" signs posted in areas where smoking would present a fire or explosive hazard will be a "park service" brown sign with white letters. Letters will be at least two inches high. Functional managers and supervisors are responsible for obtaining and posting of the no smoking signs. Specific sign requirements can be obtained from 62 CES/CEO.

8.3. Non-combustible receptacles will be available for disposal of smoking materials. Receptacles will not be used for disposal of other waste materials, and will be wet down with water before being combined with other waste in dumpster. Receptacles will be emptied at least once each week to prevent overflow.

8.4. Sleeping Areas. Smoking in or on any bed is prohibited and may be punishable under the Uniform Code of Military Justice.

8.5. Smoking areas must adhere to AFI 40-102.

## 9. Open Flame, Spark or Heat Producing Equipment:

9.1. All operations involving welding, cutting, brazing, open flames or spark producing devices will be conducted in accordance with AFOSH Standard 91-5, Welding, Cutting and Brazing, applicable technical orders and Air Force standards.

9.1.1. The use of blow torches, soldering irons, welding or cutting equipment using compressed gas or electricity, and other equipment in which open flames or sparks are produced will be restricted to those areas that are specifically designed for the purpose and are approved, in writing, by the Base Fire Chief, Wing Safety Office and Environmental Health. These areas should have a permit posted and they must be renewed annually and if conditions change.

9.1.2. The use of blow torches, soldering irons, welding or cutting equipment outside of approved areas must have prior approval of the Base Fire Department and be accomplished in the following manner: The supervisor of the operation will call the Base Fire Department to request an inspection of the site and issuance of **AF Form 592, USAF Welding, Cutting and Brazing Permit**. To preclude delays in commencing the operation, the initial notification should be made well in advance of scheduled starting time at least 24 hours whenever possible. Personnel routinely performing hot work on McChord AFB may attend an annual certification training in order to issue AF Form 592's. Contact 62 CES/CEFP to schedule certification training.

9.2. Barbecuing/cooking is not allowed on landings, in exit ways, under stairs, fire escapes, overhangs, on covered patios nor within 10 feet of any building. When barbecuing, you must have a fire extinguisher nearby. **DO NOT** add lighter fluid to burning charcoal.

9.3. The burning of candles and other open flame devices which have the potential for being left unattended are prohibited in offices, warehouses, industrial areas, dormitories and lodging facilities and palaces of public assembly. The use of candles or open flame devices in all base facilities is not recommended and must be coordinated with the base fire department.

9.4. Vehicles and powered equipment operating in hangers where the possibility of flammable vapors may exist must meet the requirements of AFOSH Standard 91-100 and 62 AWI 21-10. Vehicular traffic in hangars must be kept to the absolute minimum required for mission completion.

9.5. Portable combustion heaters will not be operated in hazardous vapor areas, or within close proximity of combustible material. Combustion heaters used in conjunction with aircraft servicing or maintenance will be located at a point 50 feet upwind from servicing points or fuel vents. If the heater needs to be refueled, a cool down period of 30 minutes, or as specified by the individual technical order on the equipment, will be observed before it can be serviced.

9.6. Civil Engineer personnel and civilian contractors will adhere to fire prevention criteria contained in AFOSH Standard 91-5 and 62 AWI 32-18, Fire Prevention Standards, during contract performance and Civil Engineering in house work accomplishment.

9.7. Except when specifically authorized by the Base Fire Chief and Environmental Engineering open fires are strictly prohibited. Environmental Engineering (62 CES/CEV) is the OPR for open burning on McChord AFB.

**10. Combustible Packing Materials:** Combustible packing materials whose quantities exceed those stated below will be stored in metal containers or metal-lined wooden bins with self-closing lids. In supply activities where materials are received or prepared for shipment, loose packing materials will not exceed quantities needed for immediate use. In administrative areas, loose packing materials will be disposed before the end of each workday or work shift.

### **11. Fire Hydrant and Fire Protection Systems:**

11.1. Vehicle parking is prohibited within 15 feet of a fire hydrant. This restriction applies even though all red zones on the base have been eliminated.

11.2. Fire hydrants will not be used by other than Fire Protection or Civil Engineering personnel. Contractors may be permitted to use fire hydrants by coordinating, through construction management, with the Utilities shop (62 CES/CEOIU). Notification will be given to the Base Fire Department prior to using any base fire hydrant. To prevent contamination of the base water supply and to ensure rapid availability of hydrant for fire fighting, a back flow prevention device with a 2 ½ inch ball valve will be used when ever a contractor or Civil Engineering personnel make connection to a base fire hydrant.

11.3. When fire hydrants are out-of-service, the Base Fire Department will be notified and the fire hydrant will be placarded in accordance with AFOSH Standard 91-501. When repairs have been completed and hydrant serviceability has been restored, the Base Fire Department will be notified and the placards removed.

11.4. Access to Base Fire Department sprinkler system connections will not be obstructed or obscured.

11.5. Access to fire suppression system controls and riser (control valve) cages will not be obstructed. The use of these areas for storage is prohibited. Where cages are not installed, a minimum of 5-foot clearance must be maintained around all sides of the system.

11.6. Access to Fire Alarm Panels will not be obstructed in any manner. There must be a 3-foot clear access.

11.7. Whenever a valve is closed or reopened on the water distribution system or on a fire suppression system, the Base Fire Department will be notified 5 minutes before closing or reopening the valve.

### **12. Fire Extinguishers:**

12.1. The Base Fire Department will be notified when fire extinguishers are used for fire fighting, accidentally discharged or damaged. Extinguishers will not be removed or relocated from designated locations, except for use during a fire or on-the-spot protection of hazardous operations. Signs or arrows to identify fire extinguisher locations are not required except at locations where extinguishers are not readily visible.

12.2. A contractor inspects Fire extinguishers annually. The contractor will be notified by the Fire Department when annual inspection is due. Building managers are responsible for inspecting fire extinguishers monthly for serviceability. The building manager must initial the back of **McChord Form 601, Fire Extinguisher Tag** each month after inspecting the extinguisher. Exception: Extinguishers in sealed cabinets may have their inspections recorded on an Extinguisher Monthly Inspection Log approved by the Fire Department.

12.3. The building manager or functional manager will advise Technical Services Section of all changes within buildings, structures, or areas which may require redistribution of fire extinguishers. Distribution of extinguishers should be in compliance with NFPA 10.

12.4. All base personnel are required to be trained on the operation and use of fire extinguishers within 30 days of arrival at McChord and annually thereafter.

12.4.1. A fire extinguisher training video is available from the Fire Department.

12.4.2. Unit training managers are required to document fire extinguisher training (see [Attachment 5](#)) and send a copy to 62 CES/CEFP.

#### 12.5. Flight Line Fire Extinguishers

12.5.1. One flight line fire extinguisher will be positioned for three small frame aircraft, one extinguisher for every two medium frame aircraft, one extinguisher for each large frame aircraft, and two extinguishers for each C-17, C-5, DC-10, and 747 aircraft.

12.5.2. It will be the responsibility of each supervisor involved in flight line or allied maintenance functions to ensure that fire extinguishers are in serviceable condition and in position for use. If any defects are noted on an extinguisher, the defective extinguisher should be placed in the out of service line where it will be checked and serviced by the fire extinguisher contractor. Note: the location of the out of service line will be determined by mutual agreement between the Fire Department and Maintenance and will change as required. Contact Fire Prevention to find present location.

12.5.3. A visual inspection of the flight line fire extinguisher will include, but will not be limited to the following:

12.5.3.1. Pressure gauge needle must be in the green.

12.5.3.2. Extinguisher charging handle must be sealed.

12.5.3.3. Check date on inspection tag for Annual Inspection due date.

12.5.3.4. Hose rack must be free of foreign objects and trash.

12.5.3.5. Hose must be neatly coiled on rack, with nozzle secured.

12.5.3.6. Ensure the back of the annual inspection tag **McChord Form 601, Fire Extinguisher Tag** has been signed off for the month. If not, initial the appropriate block after inspection.

12.5.4. Flightline extinguishers must never leave McChord AFB without coordination of the base Fire Department.

**13. Fire and Chemical Hazard Markers, Symbols:**

13.1. Any building containing explosives or hazardous chemicals will have the appropriate fire symbol, chemical hazard marker or hazard identification system symbol posted at entrances to rooms or area containing those items.

13.2. Any changes in the hazardous material storage will require appropriate changes in hazard symbols. These changes will be called in to the Base Fire Department's alarm room.

**14. Housekeeping:**

14.1. Rags will be stored in self-closing containers. Each container will be clearly marked according to contents (i.e. clean rags, dirty rags) and contents will not be intermixed.

14.2. Supervisors and facility managers will ensure buildings and grounds under their jurisdiction are maintained in a fire safe condition.

14.3. Attics, water heater compartments, furnace/boiler rooms, air handling and heat exchange rooms, utility or mechanical rooms will not be used for storage. Water heaters, furnaces, and boilers will have a minimum of 18" clearance around them.

14.4. All floor mops will be in racks or hung with the head at least six inches above the floor. Areas where mops are hung should be well ventilated.

14.5. Oily rags, paint rags, trash, floor sweepings and other materials subject to spontaneous combustion will be kept in a tightly covered, self-closing metal receptacle.

14.6. Janitor's closet will not be used as trash collection points. Closets will be kept clean and used for janitorial supplies only.

**15. Electrical:**

15.1. All electrical appliances will bear the label of an accepted laboratory such as Underwriters' Laboratories, Inc. (UL) and Factory Mutual (FM). Appliances will be kept in good working condition, including cords and plugs.

15.2. Appliances that produce heat or that contain heating elements such as irons, portable room heaters, coffeepots, etc., will not be left unattended when current is flowing through them and will be unplugged when not in use. Combustible materials will be kept away from such devices.

15.2.1. The use of electrical timers on heat producing electrical appliances is strictly prohibited. This includes timers that are built into the appliance.

15.2.2. Hot plates will be of the enclosed element type.

15.2.3. Heat producing appliances will only be used on noncombustible surfaces. The noncombustible surface must extend six inches beyond the base of the appliance in all directions.

15.2.4. Electric space heaters must have guarded elements and a safety (tip-over) switch, UL listed and plugged into direct wall outlet.

15.3. Extension cords will have an ampere capacity rating equal to or larger than the power cord on the equipment. Cords will not be used as permanent wiring or where subject to damage. Only UL approved cords in good condition will be used. Extension cords will be of one continuous length with-

out splices. They will not be attached to building surfaces, run through doorways, windows, holes in walls or ceilings, or under rugs/carpets. They will not be used on appliances.

15.4. Only multiple electrical outlets that are equipped with circuit breaker may be used. The use of all other types of multiple outlet adapters is prohibited.

15.5. All electrical switches, receptacles and junction boxes will have serviceable cover plates installed

15.6. Circuit breakers or fuses in an electrical panel will be labeled as to what they service.

15.6.1. A three-foot clearance will be maintained to allow access to electrical switch panels, circuit breaker panels and fuse boxes.

15.6.2. Fuses and circuit breakers will be installed, utilized, and maintained in accordance with recommendations of the National Electric Code. Bridging of fuses with wire or any other material, or taping open of a circuit breaker is prohibited. All electrical circuits containing fuses will be marked as to the size of fuse required.

15.7. Portable droplights will have a safety globe or guard around the bulb. Portable lights, drop cords, and hand lights or lanterns will not be used in hazardous atmospheres unless they are specifically approved and labeled for use in the particular hazardous atmosphere and in good repair.

15.8. Cooking in dormitory rooms without kitchen facilities is allowed only under the following conditions and in conjunction with the electrical criteria above.

15.8.1. Only 1 appliance per room is to be in use at a time.

15.8.2. Deep fat frying is prohibited.

15.9. Charging of wet cell batteries will only be accomplished in authorized facilities specifically designed and equipped for the purpose. Single battery units may be charged outside of specifically authorized, designated and equipped battery charging facilities under the following conditions and restrictions.

15.9.1. Charging equipment must be UL approved and in good repair

15.9.2. Area must be free from all flammables and combustibles.

15.9.3. Area must be well ventilated

15.10. Charging of wet cell batteries is prohibited in dormitories, living areas of military family housing, or any office areas.

**16. Fireworks:** Except by written permission of the Support Group Commander, storage or use of fireworks is prohibited. This does not include military pyrotechnics used or stored under an explosive facility license.

## **17. General Requirements:**

17.1. When roads, streets, taxiways, or ramps, are to be blocked, notify the Base Fire Department of the time and date of closure and probable date of reopening. The Base Fire Department will be notified when these areas are reopened.

17.2. The Base Fire Department will be notified of any scheduled electrical power outage.

17.3. Fire lanes will be established and kept open on the base and flight line. Access routes for fire fighting equipment and/or personnel within open storage areas, aircraft hangars, and around airfreight terminal complexes will be provided. Access to fire hydrants will not be obstructed with storage, fences, or parked vehicles.

17.4. Fire vehicles and equipment responding to emergency calls must be given the right-of-way. Upon observance of flashing red lights or hearing the sound of a siren, traffic will pull over to the right hand side of the road or onto the shoulder and remain parked until all emergency fire vehicles have passed. At no time will any vehicle follow fire vehicles closer than 500 feet.

17.5. Except at the direction of the senior fire official in charge, no vehicle will be driven over an unprotected fire hose.

17.6. No person shall render any portable or fixed fire extinguisher system or device, or any fire warning system inoperative or inaccessible except as may be necessary during emergencies, maintenance, or prescribed testing. No person shall willfully and knowingly cause a false fire alarm.

17.7. Personnel, other than Civil Engineering craftsman and Fire Protection personnel, will not enter boiler, furnace, or building utility/mechanical rooms. Communications technicians have full access to utility rooms that contain phone or data panels.

17.8. Emergency fire exits will be readily accessible. Aisles, corridors, stairways and passageways leading to exits will be unobstructed at all times and readily marked and illuminated as required.

17.9. The bark type ground cover used for decorative purposes will not be used around combustible structures and skirting.

17.10. The 62<sup>nd</sup> Services Squadron will issue a fire prevention policy letter from the Base Fire Marshal to personnel and organizations using the Holiday Park pavilion. Personnel must comply with the guidelines contained in the letter.

**18. Self-Help Projects** . All self-help projects must be submitted on **AF Form 332, Base Civil Engineer Work Request** for approval. Work requests must be coordinated through Fire Protection and Ground Safety. Approval must be obtained from Civil Engineering prior to any work starts. AF Form 332 should contain description of work and materials in sufficient detail for Fire Protection personnel to determine if the project materials are fire safe and do not interfere with life safety, fire protection systems or fire fighting operations.

**19. Places of Public Assembly and Recreational Facilities:**

19.1. In addition to all other requirements in the regulation, managers of places of public assembly and recreational facilities will develop a written operating instruction, approved by the Base Fire Chief. Operating instructions will emphasize how to report a fire, orderly notification and evacuation of occupants, what to do until the fire department arrives, safe operation of commercial equipment, trash disposal, and closing inspection procedures. These operating instructions will also include crowd control measures and fire prevention instructions for custodial personnel.

19.2. Managers will establish and maintain a certification system to ensure employees have been adequately trained and understand their fire prevention responsibilities within the work environment. The certification system will include quarterly drills of employees by the manager and indoctrination of newly hired employees. This must be documented in facility managers folder and kept current.

19.3. Managers, or assistants, will conduct closing inspections. This responsibility will not be delegated to janitorial personnel. Closing inspections will include procedures outlined in [Attachment 4](#).

19.4. Managers will maintain in their office an occupant maximum load for each area of the facility as established by the Base Fire Department (62 CES/CEFP). Signs will be posted in each major area indicating the maximum capacity to prevent overloading. Managers will ensure that movable seating in each area does not exceed the posted limit and ensure that employees do not allow additional seating to be moved into posted areas. Certification or documentation is not required for facilities with fixed or permanently installed seating.

19.5. Decorations will not be installed in any manner that will block or obstruct exits, fire extinguishers, exit signs, or interfere with movement of personnel toward any exit.

19.6. Draperies and decorations for use in Public Assemblies must be fire resistant. Labels showing fire resistant rating must remain attached to drapes or decorations. Paper work stating fire resistant qualities must be maintained in the Manager's Office.

## **20. Decorations:**

20.1. Decorations, including Christmas trees in places of public assembly and dormitory day rooms, must be fire retardant treated or noncombustible.

20.2. Natural Christmas trees must be maintained in stands containing water or wet sand.

20.3. Electrical decorations must bear the UL seal of approval for their intended use.

20.4. Electrical decorations will not be used on aluminum trees.

20.5. Electrical decorations will be unplugged when unattended.

20.6. Christmas holiday decorations will be taken down and safely stored or disposed of within 1 week following the holiday. New Year's Day is considered the last day of the Christmas holidays for this purpose.

## **21. All fire prevention practices must also conform with AFOSH 91-501.**

## **22. Checklists ([Attachment 2-Attachment 6](#)) are to be utilized by facility managers for their monthly facility inspections and for training.**

ROBERT R. ALLARDICE, Colonel, USAF  
Commander, 62d Airlift Wing

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 32-2001 *The Fire Protection Operations And Fire Prevention Program*, 01 April 1999

AFMAN 91-201 *Explosives Safety Standard*, 18 October 2001

AFOOSH 91-501 *Air Force Consolidated Occupational Safety Standard*, 16 September 2002

AFOOSH 91-5 *Welding, Cutting, And Brazing*, 1 May 1997

NFPA 1 *National Fire Protection Association Uniform Fire Code*, 17 January 2003

NFPA 101 *National Fire Protection Association Life Safety Code*, 17 January 2003

NFPA 72 *National Fire Protection Association National Fire Alarm Code*, 19 July 2002

**Attachment 2****FIRE PREVENTION CHECKLIST-ADMINISTRATIVE OFFICES AND WAREHOUSES**

**A2.1.** The following checklist is to be used by supervisors and (or) facility managers to inspect administrative offices and warehouses.

- A2.1.1. Has a visual inspection been made of all fire extinguishers for availability, serviceability, and accessibility?
- A2.1.2. Are fire alarm pull boxes visible and unobstructed?
- A2.1.3. Are all exit lights operating and clear of obstructions?
- A2.1.4. Are fire aisles, lanes, and exits arranged, maintained, and properly identified to provide free and unobstructed egress?
- A2.1.5. Are all fire doors clear of obstruction?
- A2.1.6. Are all personnel knowledgeable of fire reporting procedures and fire extinguisher operations?
- A2.1.7. Is McChord AFB Form 237 "9-1-1 Sticker" attached to each phone?
- A2.1.8. Are sufficient trash containers available and have rubbish and combustible waste been removed from the building?
- A2.1.9. Are flammable liquids being used for cleaning purposes?
- A2.1.10. Are all rooms and areas neatly arranged and clean?
- A2.1.11. Are combustible cleaning supplies such as rags, steel wool, etc. kept in closed containers labeled as to the contents?
- A2.1.12. Are mops properly stored in well-ventilated area with heads at least 6 inches off the floor?
- A2.1.13. Is there an accumulation of waste and rubbish in storage closets?
- A2.1.14. Are all drapes curtains, and decorations approved as fire safe for the specific area?
- A2.1.15. Are proper clearances maintained around circuit breaker panels, fire alarm panel, and fire suppression system riser? (minimum 36" required)
- A2.1.16. Are heat producing electrical appliances disconnected at the end of the duty day?
- A2.1.17. Are extension cords being used properly? Have there been any makeshift wiring or repairs?
- A2.1.18. Are unauthorized drop cords being used? Are multiple outlets being used?
- A2.1.19. Is there proper clearance between heating units and combustible material?
- A2.1.20. Are all electrical motors free of lint and dust?
- A2.1.21. Is there defective wiring, loose connections, or broken appliances which may constitute a fire hazard?
- A2.1.22. Is there proper clearance maintained between lights and storage? (An 18-inch clearance is required.)

A2.1.23. Is there proper clearance maintained between sprinklers and high pile storage? An 18-inch clearance is required or 36-inch if storage height exceeds 15 foot.

A2.1.24. Is there evidence that smoking rules are being violated?

**Attachment 3****FIRE PREVENTION CHECKLIST-INDUSTRIAL FACILITIES**

**A3.1.** The following checklist is to be used by supervisors and (or) facility managers to inspect industrial buildings including hangars

- A3.1.1. Has a visual inspection been made of all fire extinguishers for availability, serviceability, and accessibility?
- A3.1.2. Is there evidence of smoking rules being violated?
- A3.1.3. Are fire alarm pull boxes visible and unobstructed?
- A3.1.4. Are all exit lights operating and clear of obstructions?
- A3.1.5. Are fire aisles, lanes, and exits arranged, maintained, and properly identified to provide unobstructed egress and fire fighting operations?
- A3.1.6. Are all fire doors clear of obstruction?
- A3.1.7. Are all exit doors in good operational condition and properly marked?
- A3.1.8. Are all personnel knowledgeable of fire reporting procedures and fire extinguisher operations?
- A3.1.9. Is McChord AFB Form 237, Emergency Number attached to each phone?
- A3.1.10. Are sufficient metal containers with self-closing lids available and labeled according to contents, such as clean rags, oily rags, packing materials, hazardous metals, and steel wool?
- A3.1.11. Are sufficient trash containers available and have rubbish and combustible waste been removed from the building?
- A3.1.12. Are oil spills left on floor?
- A3.1.13. Are approved absorbents used on oil spills?
- A3.1.14. Are drip pans emptied, when needed, to prevent accumulation of combustible and/or flammable liquids?
- A3.1.15. Are good housekeeping practices being observed?
- A3.1.16. Are mops properly stored in well-ventilated area with heads at least 6 inches off the floor?
- A3.1.17. Are flammable liquids being used for cleaning purposes?
- A3.1.18. Are flammable and combustible liquids properly stored?
- A3.1.19. Are proper clearances maintained around circuit breaker panels, fire alarm panel, and fire suppression system riser? (36" Minimum)
- A3.1.20. Are unnecessary electrical appliances and equipment disconnected at the end of each duty day?
- A3.1.21. Are heat producing electrical appliances disconnected at the end of the duty day and when left unattended?

A3.1.22. Are extension cords being used properly? Have there been any makeshift wiring or repairs? Are unauthorized drop cords being used? Are multiple outlets being used?

A3.1.23. Are all electrical motors free of lint and dust?

A3.1.24. Is there defective wiring, loose connections, or broken appliances or equipment which may constitute a fire hazard?

A3.1.25. Is there proper clearance between heating units and combustible material?

**A3.2.** The following checklist is to be used by supervisors and (or) facility managers to inspect hangars only after completing the table in **A3.1.**

A3.2.1. Are the proper procedures being taken for grounding aircraft and POL equipment according to current procedures?

A3.2.2. Are all extension cords used in hangar explosion proof and in good repair? (No Splices) Are they only used for temporary work?

A3.2.3. Are all electrical motors, air compressors, and other electrical equipment located within 18 inches of the floor approved for use in Class I Group D locations?

A3.2.4. Are personnel familiar with procedures for emergency removal of aircraft?

A3.2.5. Are fire lanes for evacuation of aircraft, inside and outside of hangar, kept clear of obstructions?

A3.2.6. Are fire lanes (between red lines) for fire fighting operations properly marked on hangar floors and left unobstructed?

**Attachment 4****FIRE PREVENTION CHECKLIST-PUBLIC ASSEMBLIES DAILY OPERATIONS**

**A4.1.** The following checklist is to be used by supervisors and (or) facility managers of clubs and recreational facilities.

- A4.1.1. Have all newly hired employees been indoctrinated in fire reporting procedures, customer evacuation procedures, use of hand held fire extinguishers, and other fire prevention practices?
- A4.1.2. Has a visual inspection been made of all fire extinguishers for availability, serviceability, and accessibility?
- A4.1.3. Are fire alarm pull boxes visible and unobstructed?
- A4.1.4. Are all exit lights and emergency lights operating and clear of obstructions?
- A4.1.5. Are fire aisles, lanes, and exits arranged, maintained, and properly identified to provide free and unobstructed egress?
- A4.1.6. Are all fire doors clear of obstruction?
- A4.1.7. Are all personnel knowledgeable of fire reporting procedures, patron evacuation procedures, and fire extinguisher operations?
- A4.1.8. Is McChord AFB Form 237 "9-1-1 Sticker" attached to each phone?
- A4.1.9. Are sufficient trash containers available?
- A4.1.10. Are flammable liquids being used for cleaning purposes?
- A4.1.11. Are all rooms and areas neatly arranged and clean?
- A4.1.12. Are combustible cleaning supplies such as rags, steel wool, etc. kept in closed containers labeled as to the contents?
- A4.1.13. Are mops properly stored in well-ventilated area with heads at least 6 inches off the floor?
- A4.1.14. Is there an accumulation of waste and rubbish in storage closets?
- A4.1.15. Are all drapes curtains, and decorations approved as fire resistant?
- A4.1.16. Are proper clearances maintained around circuit breaker panels?
- A4.1.17. Are extension cords being used properly? Have there been any makeshift wiring or repairs?
- A4.1.18. Are unauthorized drop cords being used? Are multiple outlets being used?
- A4.1.19. Is there proper clearance between heating units and combustible material?
- A4.1.20. Are all electrical motors free of lint and dust?
- A4.1.21. Is there defective wiring, loose connections, or broken appliances which may constitute a fire hazard?
- A4.1.22. Is there proper clearance maintained between lights and storage? An 18-inch clearance is required.

- A4.1.23. Is there proper clearance maintained between sprinklers and high pile storage? An 18-inch clearance is required.
- A4.1.24. Have filters and the undersides of ducts over cooking equipment been cleaned?
- A4.1.25. Are all range hood exhaust fans in cooking facilities operational?
- A4.1.26. Are spare filters available for replacement so that grease filters can be cleaned during operation?
- A4.1.27. Have all deep fat fryers been tested and certified annually?
- A4.1.28. Are adequate noncombustible containers available for soiled linens?
- A4.1.29. Have cleaning rags and greasy or oily rags been disposed of properly?
- A4.1.30. Have all sofas and chair cushions been checked for smoldering smoking material?
- A4.1.31. Have all rugs, carpets, and floors been checked for smoking material?
- A4.1.32. Are ashtrays been emptied into butt cans?
- A4.1.33. Are janitorial supply rooms, closets, and storage areas under bars and counters clean and in a fire-safe condition?
- A4.1.34. Have temporary decorations been approved by the Fire Department?
- A4.1.35. Is seating arranged with proper width aisles that permit unobstructed access to exits?

**Attachment 5****FIRE PREVENTION CHECKLIST-PUBLIC ASSEMBLIES (CLOSING)****A5.1.** Follow the below list when closing public assemblies

- A5.1.1. Are all stoves, grills, deep fat fryers and other cooking or heating appliances properly disconnected or switches turned off?
- A5.1.2. Have filters and the undersides of ducts over cooking equipment been cleaned?
- A5.1.3. Is all cooking equipment clean and free of grease?
- A5.1.4. Have covers been placed over deep fat fryers?
- A5.1.5. Have greasy or oily rags been disposed of properly?
- A5.1.6. Are nonessential electrical appliances unplugged or disconnected?
- A5.1.7. Have all rugs, carpets, and floors been checked for smoking material?
- A5.1.8. Have all removable cushions in chairs and sofas been removed and inspected for smoldering smoking materials?
- A5.1.9. Have ashtrays been emptied into butt cans?
- A5.1.10. Have contents of Butt Cans been wet down and placed in dumpster?
- A5.1.11. Have trash containers been emptied into outside containers?
- A5.1.12. Have all open flame devices been extinguished?
- A5.1.13. Are all soiled linens stored in noncombustible closed containers?
- A5.1.14. Are all mops properly stored outside building?

**NOTE: THE BUILDING CANNOT BE LEFT UNATTENDED UNTIL THE ABOVE PROCEDURES HAVE BEEN ACCOMPLISHED.**

