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**Civil Engineering**

**FIRE PROTECTION AND PREVENTION  
PROGRAM**



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This instruction implements AFD 32-20, *Fire Emergency Services*. It establishes responsibilities and procedures for the Fire Protection and Prevention Program. It provides guidance and authority for establishing and conducting an effective, aggressive, and integrated Fire Protection and Prevention Program to prevent loss of life, real property, material, and aerospace vehicles. This instruction applies to all personnel assigned, attached, visiting, or on temporary duty, and associated units to the 8th Fighter Wing, Kunsan Air Base, Korea

**SUMMARY OF REVISIONS**

This complete revision reflects current standards and instructions outlined in AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*. This revision updates the publication with current Air Force directives and 8th Fighter Wing Commander's Policies. A bar(|) indicates revision from the previous edition.

**1. Policies.**

1.1. **Standards.** It is the policy of the Department of Defense (DOD) and the Air Force (AF) to comply with instructions, directives, and standards of the National Fire Protection Association (NFPA), Underwriters Laboratories (UL), National Bureau of Standards, AF Occupational Safety and Health (AFOSH), Occupational Safety and Health Administration (OSHA), and the Facility Code. Hazardous conditions for which no criteria have been developed are safely minimized or corrected by the Authority Having Jurisdiction (AHJ).

1.2. **Objectives.** The objective of the fire protection and prevention program at Kunsan AB is the preservation of life and property. Professional firefighters and reliable vehicles alone will not ensure a successful fire protection and prevention program. Only through the cooperation of organizations down to each individual will this objective succeed.

1.3. **Enforcement.** Commanders, functional managers, facility managers and supervisors will emphasize compliance with this instruction at appropriate briefings. Commanders are responsible for appropriate action where there is willful misconduct or negligence involving fire protection equipment, policies, or loss to government property.

## 2. Functional Responsibilities.

2.1. **The 8th Mission Support Group Commander (8 MSG/CC).** The 8 MSG/CC is responsible for fire protection of resources under the jurisdiction of Kunsan AB and will exercise primary responsibility through the 8th Civil Engineer Squadron (8 CES). The 8 MSG/CC implements directives of higher headquarters to control fire safety conditions.

2.2. The Base Fire Marshal (8 CES/CC) assists the 8 MSG/CC in discharging fire protection responsibilities IAW AFI 32-2001.

2.3. **Base Fire Chief (8 CES/CEF).** The 8 CES/CEF is the Fire Protection Flight Chief and is responsible to the 8 CES/CC for establishing and managing the fire protection and prevention program. Through the assistant fire chief for fire prevention, the 8 CES/CEF develops and administers the installation fire protection and prevention program.

2.3.1. The 8 CES/CEF or the senior fire official at the scene is in charge of all firefighting and rescue operations. Persons outside the fire protection organization will not give orders that could interfere with the 8 CES/CEF or firefighters. Unauthorized personnel are restricted from the area during such emergencies. The 8 CES/CEF or the senior fire official has authority at the scene of an emergency to commandeer available military vehicles, equipment, materials, and personnel considered necessary to promptly control and extinguish fires or to rescue personnel.

2.4. **8 CES Fire Prevention Section (8 CES/CEFP).** The 8 CES/CEFP is responsible for conducting fire inspections, fire safety training, engineering design reviews, (to the extent of fire protection operational design reviews only), and fire extinguisher maintenance services. This section also monitors and assists in reviewing fire hazard reports and the Fire Safety Deficiency (FSD) correction program. This paragraph ensures procedures are followed to report hazards and deficiencies IAW AFI 32-2001 and AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*.

2.5. Unit Commanders, functional managers, facility managers and supervisors will ensure sound fire prevention procedures are established and enforced in each activity or facility under their jurisdiction. Additionally, they are responsible for initiating corrective action for fire hazards and fire safety deficiencies.

2.5.1. 8 CES/CEFP personnel must give fire prevention orientation to military and civilian personnel within 30 days of reporting for work. Supervisors will document this training on the AF Form 55, *Employee Safety and Health Record*. Supervisors of US civilians or Korean-National employees shall contact the 8 CES/CEFP for their training. This can be documented on either AF Form 55, or AF Form 1085, *Fire Protection Training*.

2.5.2. Conduct inspections of their areas to check all fire extinguishers, emergency lighting, exit lights, and proper working condition of fire doors, and emergency exits (PANIC hardware). Notify the facility manager and the fire prevention section of unserviceable extinguishers and damage to installed fire suppression systems.

2.5.2.1. Ensure all assigned personnel receive training on fire reporting/evacuation procedures for their work areas as well as extinguisher placement.

2.5.2.2. Facility managers will conduct a closing inspection at the end of each duty day to ensure the facility or area is left in a fire safe manner.

2.5.3. Facility managers will provide access to all areas for fire prevention inspectors during fire prevention visits.

2.5.4. Facility managers will maintain a six-part fire prevention folder containing:

2.5.4.1. Section 1 – Current copy of 8 FWI 32-2001.

2.5.4.2. Section 2 – Current copy of letter, *Fire Reporting and Evacuation Procedures*. (See [Attachment 2](#))

2.5.4.3. Section 3 – Letter of assignment of facility manager and alternate. Any fire prevention training documented on either the AF Form 55 or AF Form 1085.

2.5.4.4. Section 4 – Copies of AF Form 1487, *Fire Prevention Visit Report*, from previous inspections.

2.5.4.5. Section 5 – Record of monthly fire extinguisher and exit/emergency lights checks.

2.5.4.6. Section 6 – Copies of all open AF Forms 332, *Base Civil Engineer Work Request*, Letters of Request for Flammable/Combustible Storage Locker Approval (See [Attachment 4](#)), and Facility Explosive License Approval.

**2.6. Places of Public Assembly and Recreational Facilities.** For the purpose and application of this instruction, places of public assembly include, but are not limited to, Clubs, Lounge, MWR Recreational Facilities, Commissary, Chapel, Sonlight Inn, Dining Facilities, Theater, Restaurants, AAFES Facilities, Fitness Center, Bowling Center, and the Golf Course Club House. Facility managers will:

2.6.1. Conduct a daily closing inspection of their assigned facility using the preprinted AF Form 2519, *All Purpose Checklist*, titled “*Public Assembly and Recreational Facility Closing Checklist*.” (See [Attachment 3](#))

2.6.2. Notify the 8 CES/CEFP prior to any major social events where temporary or unusual decorations are involved. 8 CES/CEFP personnel will conduct an inspection prior to the event.

2.6.3. Cooking Equipment.

2.6.3.1. Follow and enforce procedures to ensure installed grease filters and exposed surfaces of kitchen range hoods are thoroughly cleaned on a daily basis to prevent grease accumulation (Maintain documentation). Spare filters are required in kitchen areas that operate continuously.

2.6.3.2. All filters will be of approved fire-rated type.

2.6.3.3. Exhaust systems over cooking equipment shall continuously operate while cooking equipment is in use. If the exhaust fan motor is shut down or removed, kitchen equipment served by the exhaust system may not be used until the system is restored to full operational service.

2.6.3.4. Areas, other than dwelling units, that are provided with residential-type range-top cooking surfaces must be equipped with an approved residential range-top extinguishing sys-

tem. The range-top extinguishing system must be connected to the building fire alarm system to sound a general building fire alarm and must disconnect power to the cooking equipment.

2.6.4. Deep-fat fryer thermostats must be tested, calibrated, and if necessary, repaired annually (IAW AFOSHSTD 127-56, *Fire Protection and Prevention*, by the appropriate Civil Engineer electrician or contractor. Certification must be affixed to the unit. Documentation of the test must be provided to the user and the 8 CES/CEFP.

2.6.4.1. Portable or temporary cooking equipment used in commercial and/or military dining facilities will be located beneath installed chemical fire extinguishing systems.

2.6.5. Employees of public assembly facilities will receive training on fire extinguishing equipment, fire alarms, fire reporting procedures, and fire prevention practices at least quarterly. Employees working with kitchen range equipment will be thoroughly briefed on the operation of installed chemical fire extinguishing systems. Documentation of training will be maintained on AF Form 1085. The 8 CES/CEFP is available to assist or conduct this training upon request.

2.6.6. Public assembly facility managers will maintain a six-part fire prevention folder for each facility under their jurisdiction. Information will be maintained for two calendar years. Each folder will contain:

2.6.6.1. Section 1 – Current copy of 8 FWI 32-2001.

2.6.6.2. Section 2 – Current copy of letter, *Fire Reporting and Evacuation Procedures*. (See [Attachment 2](#))

2.6.6.3. Section 3 – List of all trained employees by name and date they received their initial fire prevention training and record of any other fire prevention training received. The training may be documented on either an AF Form 55 or AF Form 1085.

2.6.6.4. Section 4 – Copies of AF Form 1487 and any other documentation concerning fire prevention actions and requirements.

2.6.6.5. Section 5 – Record of daily exhaust hood and cleaning by employees. Record of pre-printed AF Form 2519, *Public Assembly and Recreational Facility Closing Checklist* (See [Attachment 3](#)) and record of monthly fire extinguisher and exit/emergency lighting checks.

2.6.6.6. Section 6 – Deep-fat fryer calibration certifications. Record of exhaust hood and duct cleaning by contractor. All open AF Form 332 and Flammable/Combustible Storage Locker Approval Letters. (See [Attachment 4](#))

## 2.7. U.S. Army Contracting Command Korea (USACCK) and Korean Contracting Agency (KCA).

2.7.1. The 8 CES/CEFP representative will attend all pre-construction and performance conferences on all construction or service contracts for Kunsan AB. This applies to all contracts administered by the US Army Corps of Engineers or the USACCK. Project engineers will notify 8 CES/CEFP of all pre-design, reconstruction and pre-performance conferences, board reviews, and modifications of projects. Each contract will contain a specific section on fire prevention. All contractors, subcontractors, and concessionaires are given a signed handout brochure covering their fire prevention responsibilities while working at Kunsan AB.

## 3. General Requirements.

**3.1. Fire Reporting and Evacuation Procedures.** All fires or suspected fires at Kunsan AB will be reported whether or not damage is actually incurred. The following method will be used to report fires and initiate fire evacuation procedures:

3.1.1. Manually activate a fire alarm pull station.

3.1.2. Use public address system, or shout "FIRE, FIRE, FIRE."

3.1.3. Dial 911 from a safe location or another building and provide the following information:

3.1.3.1. The building number and location of the fire.

3.1.3.2. What is burning (building, grass, gasoline and etc.).

3.1.3.3. Your name and telephone number.

3.1.3.4. Do not hang up until instructed to do so by the fire alarm communications systems dispatcher.

3.1.4. If the fire is small, an attempt may be made to extinguish the fire by using the appropriate type of fire extinguishers. If the fire seems large, or the occupants feel threatened, exit the area and stand by to direct firefighters to the correct area.

3.1.5. Upon hearing the fire alarm signal, whether verbal or by automatic devices, ALL occupants will immediately evacuate the facility, disregarding personal belongings. Safeguard classified material as conditions permit.

3.1.5.1. Facility managers shall designate a meeting place at least 75 feet away from the facility. Personnel shall meet at this location for accountability. Report any missing or possibly missing personnel to the first fire unit to arrive on scene.

3.1.6. Telephone stickers indicating the use of "911" for emergencies will be affixed to all telephone instruments on Kunsan AB. Stickers are available at the 8 CES/CEFP, Building 2815.

3.1.6.1. The "911" system at Kunsan AB will also be utilized to report all exercise fires (Excluding wing exercises). The report to the 8 CES/CEF will begin and end with the words "EXERCISE, EXERCISE, EXERCISE."

3.1.7. Facility managers and supervisors are responsible to coordinate with the 8 CES/CEFP to conduct fire evacuation drills as outlined:

3.1.7.1. Conduct quarterly evacuation drills for places of public assembly, Medical Group (each shift), and POL areas. Conduct semi-annual evacuation drills on all explosive storage areas. All other areas will have evacuation drills at least annually.

**3.2. Yielding for Emergency Vehicle Response.** When a vehicle with a siren or flashing lights approaches, pull your vehicle to the right side of the road and stop. Use extreme caution before proceeding as follow-on units may be close behind. Do not follow firefighting vehicles to an emergency. Do not enter any street or area in which fire apparatus or equipment has been positioned, or where fire hose has been laid from hydrants or vehicles.

**3.3. Inspection Process.** The primary responsibility for fire prevention and compliance with recommendations of the fire inspector rests with the unit commander of the unit visited.

3.3.1. The primary or alternate facility manager, or a designated person appointed by the facility manager, will accompany the fire inspector. The person accompanying the fire inspector should have access to all areas of the facility.

3.3.2. The fire inspector will annotate fire hazards and fire safety deficiencies on the AF Form 1487. The facility manager will be given two copies of the completed report for corrective action. The fire inspector will assign a suspense date for the completed AF Form 1487 to be returned to the 8 CES/CEFP.

3.3.3. The facility manager or supervisor of the unit visited will brief the functional manager and take action to correct hazards and deficiencies noted on the AF Form 1487, or submit work orders to correct the items that are beyond their capability. Fire detection and suppression system work orders will be accomplished by the 8 CES/CEFP. Corrective actions taken and/or work order numbers will be annotated on the back of the AF Form 1487. Once this has been completed, the facility manager will ensure the AF Form 1487 is signed by the function manager and place one signed copy of AF Form 1487 in the building six-part facility folder and forward one copy to the 8 CES/CEFP by the suspense date.

3.3.4. Risk Assessment Codes (RAC) and Fire Safety Deficiency Codes (FSD) will be assigned by the fire inspector for fire hazards and deficiencies IAW AFI 91-301. All items assigned a RAC 1, 2, or 3 that cannot be corrected within 30 days will be entered into the base Hazard Abatement Program. Facility managers are required to submit the AF Form 3, *Hazard Abatement Plan*, to the 8th Fighter Wing, Safety Office (8 FW/SE), and post the AF Form 1118, *Notice of Hazard*, in the immediate area.

#### 3.4. Fire Protection and Alarm Systems.

3.4.1. Personnel must activate fire alarm systems and/or fire extinguishing systems to warn building occupants whenever a fire is discovered.

3.4.2. Fire systems are installed for the protection of life and property and will not be tampered with. Unauthorized tampering or reporting of a false fire or emergency alarm is a punishable crime under Articles 92 and 108 of the Uniform Code of Military Justice (UCMJ).

3.4.3. For the purpose of fire evacuation drills contact the 8 CES/CEFP.

3.4.4. Fire suppression system components and equipment (i.e., risers, fire alarm pull stations, and detectors) located in facilities will not be obstructed to hamper visibility, operation, or accessibility.

3.4.5. Sprinkler heads and piping shall not be used as supports, attachments, or hangers for unasociated equipment and material.

3.4.6. Painting and coating sprinkler heads are prohibited.

#### 3.5. Fire Extinguishers.

3.5.1. Flightline personnel are responsible for the inspection and proper placement of 150-lb Halon flightline extinguishers prior to starting any type of aircraft operation. All flightline extinguishers found to be damaged, low on pressure, or due annual inspection will be taken to the flightline extinguisher serviceable/unserviceable holding areas located on the ramp for exchange, or to the 8 CES/CEF (Building 2815) for service.

3.5.2. The using agency will be responsible for loss or damage to fire extinguishers when assigned to their facility or area of responsibility.

3.5.3. The using organization is responsible for buying all new/replacement hand-held fire extinguishers. Contact the 8 CES/CEFP for specific ordering and mounting guidance.

3.5.4. Hand-held fire extinguishers would be used for the purpose of fighting small fires only.

3.5.5. Do not block or obscure from sight hand-held fire extinguishers.

3.5.6. Facility managers will inspect hand-held fire extinguishers monthly and annotate inspection in their fire prevention folder. Extinguishers requiring service are to be brought to the fire extinguisher maintenance section of Building 2815 for repair/servicing.

3.5.7. Immediately inform the 8 CES/CEFP of any fire extinguishers that were negligently discharged.

### **3.6. Mechanical Buildings/Rooms.**

3.6.1. Mechanical buildings/rooms, electrical switch, and HVAC buildings/rooms shall not be used for storage and shall be locked at all times.

### **3.7. Housekeeping.**

3.7.1. All areas will be kept free of unnecessary accumulation of flammable or combustible materials.

3.7.2. Trash will be removed from all areas on a daily basis.

3.7.3. Cleaning rags, contaminated trash, oily rags, and steel wool will be kept in separate metal containers with self-closing lids and contents stenciled on the containers.

3.7.4. Oil-, or, paint-stained clothing will be stored in a well-vented metal locker.

3.7.5. All large trees and decorative vegetation will be trimmed to prevent direct contact with incoming utility services.

3.7.6. Janitor closets are not to be used for general-purpose storage. Each closet will present a neat and clean appearance.

3.7.7. No storage is allowed in stairwells, under stairs, or stairwell enclosures.

### **3.8. Heating and Cooking Appliances/Equipment.**

3.8.1. The use of grease-type cooking appliances is prohibited in dormitory rooms, billeting, or other base facilities not equipped with an authorized cooking area. Facilities and dormitories equipped with approved cooking areas will have an installed hood and filter system.

3.8.2. Never leave cooking unattended at any time.

3.8.3. Clothes dryers will be vented to the outside of the facility and kept free of lint accumulation.

3.8.4. Barbecue grills and open or enclosed flame pits will not be operated within 25 feet of a building or 50 feet from flammable storage.

3.8.5. Space heaters will be UL approved and be equipped with a safety trip (tip-over switch). Never leave space heaters unattended, unplug unit any time you leave the area.

3.8.6. Heat-producing equipment that utilizes flammable liquids is prohibited in any base facility. Bunkers, Defensive Fighting Positions (DFP) and ventilated vehicle maintenance facilities (bays) may use kerosene-style heaters, provided the requirements of **Attachment 5** are complied with. Rational: B960's heating system does not work and their fuel heaters are their only source of heat. The heaters will be exhausted outside.

### 3.9. Smoking.

3.9.1. Smoking, striking matches or using mechanical lighters is not permitted within 50 feet of hangars, aircraft, repair docks, paint shops, LOX carts, refueling vehicles, flammable storage cabinets, or flammable storage buildings. Additionally, smoking is not permitted within 100 feet of compressed gas cylinder storage areas, fuel pump houses, dispensing areas or munitions storage and handling areas, or other similar hazardous locations.

3.9.2. All smoking material will be disposed of in noncombustible cans with self-closing lids (clearly labeled, butt cans).

3.9.3. Contents of butt cans will be thoroughly soaked with water before emptying into exterior waste collection points.

3.9.4. Smoking is prohibited in all facilities to include dormitories on Kunsan AB. They are designated as "Smoke Free," and as such, all occupants will comply with the following rules.

3.9.4.1. No smoking of cigarettes, pipes, cigars are allowed in any part of the building. These areas include doorways, walkways, and stairwells.

3.9.4.2. Smoking is only allowed in outside areas that have been designated for smoking and approved by designated official.

3.9.4.3. These restrictions apply to all guests.

### 3.10. Controlled Burning.

3.10.1. Open fires (bonfires, controlled burning, etc.) are not permitted unless approved by the 8 CES/CC, 8 CES/CEF, and 8 CES/CEFP. Approved open fires will not be located closer than 50 feet from any structure and constantly attended by a competent person until they are totally extinguished. Fire extinguishers, fire hose, or fire trucks must be available at the burn site.

3.11. Incense or candle burning is not permitted in government facilities, except at the Base Chapel for religious services.

### 3.12. Storage and Handling of Explosives and Hazardous Chemicals.

3.12.1. The storage and handling of explosives and hazardous chemicals must be IAW AFMAN 91-201 *Explosives Safety Standards*, and T.O. 11A-1-46, *Fire Fighting Guidance, Transportation and Storage*.

### 3.13. Use and Storage of Flammable/Combustible Liquids and Compressed Gases.

3.13.1. Do not co-mingle empty or full drums, cylinders, and other containers used for storage of flammable liquids or gases in the same storage areas. Store these items in locations specifically constructed IAW DODR 4145-19-1, *Storage and Materials Handling*. Store incompatible materials are separately.

3.13.2. Storage of flammable and combustible liquids must be in NFPA-approved flammable storage cabinets or in flammable storage rooms meeting the construction requirements of AFOSH-STD 91-501, *Air Force Consolidated Occupational Safety Standard*, and NFPA Standard 30, *Flammable and Combustible Liquid Code*.

3.13.3. Incidental storage of flammable and combustible liquids is authorized in industrial areas only and must be approved by the 8 CES/CEFP. A maximum of five days supply may be stored in a metal cabinet stenciled "Flammables Keep Fire Away." The five-day supply may consist of no more than one gallon of Class I, or ten gallons of Class II and Class III liquids, not to exceed ten total gallons per cabinet.

3.13.4. All compressed gas cylinders will be securely anchored (chained and bracketed). If not in use, the head safety cap will be securely threaded into place.

3.13.5. Acetylene cylinders must be transported and stored in the upright position with the valve safety cap in place.

3.13.6. In areas where liquid oxygen is used or stored, areas will be kept free of oil, grease, or other combustibles. Do not store or use LOX containers on asphalt surfaces.

3.13.7. When leaks or spills are detected while servicing aircraft, immediately stop operations. Report all spills to the 8 CES/CEF via "911." Evacuate all personnel and deny entry into the area.

3.13.8. Store and transport flammable liquids in approved safety containers only. All containers will be clearly labeled identifying contents.

3.13.9. Clearly mark all drums and tanks containing flammable/combustible liquids as to the contents and provide a static ground cable. Storage areas must be at least 50 feet from any building or structure.

3.13.10. Conex-type boxes and sheds will not be used for storage of flammable/combustible liquids.

3.13.11. Dip tanks, cleaning tanks and vats containing cleaning solvents are required to have a cover protected by a fusible link. The fusible link shall be replaced and certified annually; copies of the certification shall be forwarded to the 8 CES/CEF. Overflow pipes will be installed to carry off and prevent burning liquids from overflowing.

### 3.14. **Electrical Installation, Equipment, and Appliances.**

3.14.1. Installation, adjustments, or alterations of electrical wiring or installed appliances will be accomplished by 8 CES electricians, authorized contractors, or licensed electricians designated by the 8 CES. Unauthorized wiring may be removed at the expense of the occupant, as determined by the 8 CES.

3.14.2. Electrical cords, extension cords, and plugs will not be spliced, taped, draped over nails or metal objects, through windows or doors, under rugs, in the path of travel, or in such a way as to cause damage to wiring.

3.14.2.1. Extension cords will not be used in lieu of fixed permanent wiring.

3.14.2.2. Extension cords and power strips will not be used to energize refrigerators or heat-producing appliances (coffee pots, irons, space heaters and microwaves).

3.14.2.3. Power strips or surge protectors will not be daisy chained to each other.

3.14.3. Explosion-proof electrical equipment will be used in hazardous locations as defined by NFPA Standard 70, *National Electric Code*.

3.14.4. At the end of each work day, turn off all electrical devices and appliances except those required for refrigeration, memory loss prevention, or deemed mission essential.

3.14.5. Report all electrical problems to the 8 CES Customer Service Section (8 CES/CEOEW) for necessary repair (782-5318).

3.14.6. Mark electrical panels and circuit control boxes to identify the area or circuit controlled. Circuit breakers will not be taped in the open position or wired together in any manner.

3.14.7. Do not use combustibles or flammable shades, decorations, or materials on or above light bulbs.

3.14.8. A clearance of at least 36" shall be maintained between fuse panels, breakers and combustible material.

3.14.9. All switches, outlet receptacles, fuses, circuit breakers, and junction boxes must have suitable cover plates in good repair.

### 3.15. **Paint Spray Areas, Spray Rooms, and Spray Booths.**

3.15.1. Ground and bond all equipment used in spray-painting operations and booths to prevent buildup of static electricity.

3.15.2. Automatic sprinklers will be protected from overspray residue. Polyethylene or cellophane bags having a thickness of 0.0003 inches or less or thin paper bags will be used.

3.15.3. Sprinklers that have been painted shall be reported to the 8 CES/CEF so they can be replaced.

3.15.4. Over-spray collector filters shall be inspected after each period of use and clogged filters shall be discarded and replaced.

3.15.5. Cleaning will be conducted daily. Scraping tools, if used, will be of the non-sparking type. Cleaning solvents will be limited to those with flash points at or above 100 degrees F.

### 3.16. **Vehicle Parking and Operation.**

3.16.1. Do not park vehicles in any fire lane or approach to any buildings that would obstruct or delay the response of fire fighting apparatus and/or hose line deployment.

3.16.2. Approved signs or other approved notices shall be provided and maintained for fire station access roads to identify such roads, or prohibit the obstruction thereof, or both.

3.16.3. Do not park or store Privately Owned Vehicles (POV) inside any government facility. **EXCEPTION:** AAFES Service Station. For emergency situations such as typhoons can be waived verbally by the Fire Marshal.

3.16.4. Do not park or store government vehicles inside buildings or structures other than those specifically designated for that purpose. Any request to deviate for short periods must be approved (in writing) by the Assistant Chief of 8 CES/CEFP and the 8 FW/SEW.

3.16.5. Vehicles will not be parked within 20 feet of fire hydrants.

### 3.17. **Welding, Cutting, Brazing, Soldering and Open Flame Torches.**

3.17.1. Obtain prior approval from the 8 CES/CEFP before starting any operation in a location other than 8 CES/CEF approved welding shops. Review the welding and cutting checklist requirements at the work site to ensure all safety precautions have been taken, and that the AF Form 592, *USAF Welding, Cutting, and Brazing Permit*, has been issued by the 8 CES/CEF. Operations shall comply with AFOSH Standard 91-5, *Welding, Cutting and Brazing*, and NFPA Standard 51b, *Fire Prevention in Use of Cutting and Welding Process*.

3.17.2. The 8 CES/CEFP (782-4471/4802) serves as POC for issuance of the AF Form 592.

3.17.3. Personnel will ensure all combustible material and vegetation within 35 feet of the operation have been removed or protected. The proper class of fire extinguisher must be available near the operation.

3.17.4. Where removal of combustibles is impractical, a suitable fire-resistive shield or welding blanket will be placed between the combustibles and the welding operation. A fire watch or stand-by vehicle may be required, as determined by the 8 CES/CEFP.

3.17.5. Before welding or cutting on flammable liquid tanks, cylinders, or containers, that previously contained flammable liquids, thoroughly wash, steam, and fill them with water or purge them with nitrogen.

3.17.5.1. To ensure a explosive mixture does not exist, a test sample will be taken of the area or tank by using a flammable/explosive gas detector.

3.17.6. Welding, cutting, flame, or spark-producing equipment is not permitted in pits, tanks, tunnels, basements, or other below grade areas until after an explosion meter test has been conducted or the area is declared safe by 8th Medical Operations Squadron and Bioenvironmental Engineering (8 MDOS/SGOAB). 8 FW/SE and the 8 CES/CEFP must also give prior approval.

3.17.6.1. All work in confined spaces requires a valid AF Form 1024, *Confined Space Entry Permit*, before a welding permit will be issued.

3.17.7. Aircraft welding and cutting operations are accomplished IAW AFOSH Standard 91-5, NFPA Standard 410, *Aircraft Maintenance*, and NFPA Standard 51b.

3.17.7.1. When aircraft parts require welding, they will be removed from the aircraft (when possible) and welded in the appropriate Welding Shop. When removal is not possible an AF Form 592 is required and an 8 CES/CEF stand-by vehicle will be in place before work starts.

3.17.8. When any welding and cutting operation has been completed, the area will be thoroughly checked to ensure the work area, adjacent areas, concealed spaces and exposures are fire safe.

### 3.18. **Asphalt and tar kettles.**

3.18.1. The provisions of this section apply to any type of equipment used for pre-heating or heating tar, asphalt, pitch, or similar substances for roofs, floors, pipes, or similar objects.

3.18.2. A letter of approval is required from the 8 CES/CEFP prior to setting up any tar kettle operations.

3.18.3. Operating kettles will not be set up inside or on the roof of any structure.

3.18.4. The kettle will be set up and operated in a marked controlled area.

3.18.5. At least (2) 20:BC rated (minimum) fire extinguishers shall be provided and maintained within 25 feet of the operating kettle.

3.18.6. Do not place kettles within ten feet of exits or means of egress.

3.18.7. LPG containers, hose, regulators, and burners used with kettles shall conform to the specifications of NFPA Standard 58, *Standard for the Storage and Handling of Liquefied Petroleum Gases*. Regulators are required on all cylinders in use.

3.18.8. All kettles will have an approved working visible temperature gauge that indicates the temperature of the material being heated.

### 3.19. Shops, Hangars, Warehouses, and Storage Areas.

3.19.1. Store supplies, equipment, or materials in such a manner as not to block exits, interfere with firefighting operations, block accessibility or visibility of fire extinguishers. Storage shall provide adequate aisle space for access to controls of automatic fire suppression equipment.

3.19.2. Ensure fire doors remain closed, except where controlled by magnetic closing devices. Fire doors must remain unblocked.

3.19.2.1. The 8 CES/CEFP must approve blocked doors.

3.19.3. Supervisory personnel of hangars, shops and warehouses will conduct inspections at the close of the workday (or shift change) to ensure a fire safe facility.

3.19.3.1. Check to ensure all electrical appliances are turned off. Check all exterior doors to ensure that they are free from obstructions.

3.19.4. Empty dust collection bags and other waste receptacles at the close of each workday.

3.19.5. Keep a minimum of 18" clearance around and below light fixtures, sprinkler heads, and heat, smoke, fire detectors. For materials stacked 15 feet or higher, maintain at least 36" of clearance from sprinkler pipes, or heads and heat, smoke, and fire detectors.

3.19.5.1. Storage above offices, rooms, etc. built inside hangars, warehouses, or other large facilities is prohibited. Do not store materials above open rafters or in attic/concealed spaces.

3.19.6. Containers, drums, or other approved receptacles containing flammable liquids will be stored IAW paragraph 3.13. of this instruction.

3.19.7. Machinery will not be serviced or fueled inside warehouses or within 50 feet of outdoor combustible storage.

### 3.20. Occupant Load Capacities.

3.20.1. The number of persons permitted in public assembly facilities at any time will be limited to the number that can safely evacuate in the event of an emergency. NFPA Standard 101, *Life Safety Code*, provides guidance for determining the maximum number of occupants per building. Contact the 8 CES/CEFP for specific guidance.

### 3.21. Exits, Exit Signs, and Emergency Lighting.

3.21.1. Exit doors shall not be locked or blocked during occupancy, to include exercises and contingencies. Malfunctioning exit doors must be immediately reported to 8 CES/CEOEW, extension 782-5318.

3.21.2. Doors that are blocked will have a sign posted conspicuously on the opposite side, indicating "DOOR BLOCKED."

3.21.3. All personnel will ensure aisles, stairways, and passageways leading to exits are clear and unobstructed at all times.

3.21.4. Exit signs and emergency lighting units must be operational for each emergency exit and passageway. The facility manager will replace burned out bulbs as needed. For emergency lighting or exit lights failing to operate, submit AF Form 332 to 8 CES/CEOEW, 782-5318.

### 3.22. **Base Population Training.**

3.22.1. All flightline personnel and facility managers and their assistants are required hands-on fire extinguisher training prior to assuming duties on the flightline or as facility managers.

3.22.2. Fire Prevention training is available to any individual, group, organization, or Korean National employee. Training may be obtained by contacting the 8 CES/CEFP at 782-4471.

### 3.23. **Building Modifications.**

3.23.1. Prior to performing or starting any facility projects or modifications, submit an AF Form 332 to request and obtain approval. Coordination from the 8 CES/CEFP must be obtained on all AF Forms 332 (except key or sign requests) before submittal to the 8 CES/CEOEW.

3.23.2. Modifications that do not conform to NFPA standards or other applicable directives will not be approved. Any self-help construction not meeting these requirements must be removed by the responsible person(s) or organization.

3.23.3. Class "C" rated finishing materials will not be installed in any facility on Kunsan AB. Existing facilities containing Class "C" rated finishing materials and/or combustible interior finish will be upgraded during facility renovations.

### 3.24. **Fire Hydrants and Water Mains.**

3.24.1. Approval for use of base fire hydrants must be obtained from the 8 CES Infrastructure Superintendent (8 CES/CEOI) and the 8 CES/CEF.

3.24.2. Do not turn off water mains, sprinkler systems, or fire hydrants without prior approval from the 8 CES/CEF. Approved closures of listed systems are identified with the DD Form 1104, *Closed Valve Warning Tag*.

3.24.3. Do not block fire hydrants at any time. Facility managers will ensure no obstacles block or conceal fire hydrants. Do not block or obstruct access to fire hydrants by the installation of concertina wire, revetment walls, or bitburg barriers.

### 3.25. **Blocking Fire Lanes and Equipment.**

3.25.1. Fire lanes shall not be obstructed in any manner, including by the parking of vehicles. When it becomes necessary to block any street, road, or fire lane, the responsible organization will notify the 8 CES/CEF in advance with the date, time, and length of the blockage.

3.25.2. Approved signs or other approved notices shall be provided and maintained for 8 CES/CEF access roads to identify such roads.

### 3.26. **Penetrations (holes) in Floors, Walls, Ceilings.**

3.26.1. Penetrations in walls, ceilings, missing ceiling tiles, spaces around pipes, vent shafts, conduit, etc., shall be filled with a material capable of maintaining the resistance and integrity of the wall or ceiling to prevent the spread of fire. Facility managers will replace missing ceiling tiles, repair holes where feasible and submit AF Form 332 for items requiring repair beyond the facility manager's capabilities.

### **3.27. Decorative and Seasonal Materials.**

3.27.1. All curtains, drapes, decorations, and floor coverings will be of fire resistant material or treated with an approved flame retardant. Materials shall have an approved flameproof label attached or a certification attesting the material to be flame resistant to UL specifications.

3.27.2. All decorations in places of public assembly, dormitories, billeting, recreational, and administration facilities will be approved by the 8 CES/CEFP before installation. Highly combustible materials such as hay, straw, cornstalks, or dried floral arrangements are prohibited.

3.27.3. Christmas trees will not be placed in any way that restricts evacuation routes or blocks exits, fire extinguishers, or fire protection equipment. Artificial Christmas trees and wreaths will be of the fire retardant UL approved type. When fresh cut Christmas trees are used, they will be located away from source of heat, and be provided with adequate water at their trunk to prevent drying out. All Christmas trees will be of the fire retardant UL approved type.

3.27.4. Christmas lights will not be secured with staples, tacks, or nails. Small lights bearing an approval seal are authorized for artificial trees.

3.27.5. Do not hang or attach decorations to sprinkler heads, or fire detectors. Do not obscure the view of pull stations, emergency lights, or exit lights.

3.27.6. Do not cover smoke or heat detectors.

3.27.7. Ensure all electric decorations are unplugged nightly.

### **3.28. Simulators, Flares, or Smoke Producing Munitions.**

3.28.1. Flares, gyrojets, ground burst simulators, smoke grenades, explosives, and other similar devices shall be used in conjunction with official duties, such as wing exercises or contingencies only.

3.28.2. Motor vehicles transporting flares, gyrojets, ground burst simulators, smoke grenades, explosives and other similar devices and components shall be placarded and equipped with the appropriate fire extinguisher IAW Department of Transportation Directives (DOT).

3.28.3. The standards listed below apply to the use of ground burst simulators and smoke-producing munitions during exercises and training:

3.28.3.1. Only USAF stock-listed items are authorized for use.

3.28.3.2. Only trained personnel can prepare and activate these devices. Personnel will be equipped with a minimum of two fire extinguishers (Rated 2A; 10 B, C), leather gloves, and a metal container for disposal of spent munitions.

3.28.3.2.1. Do not detonate ground burst simulators within 125 feet of personnel or vehicles.

3.28.3.2.2. Maintain at least 50 feet of space between simulator and hardened facilities.

3.28.3.2.3. Maintain minimum of 200 feet space between simulator and bulk POL storage.

3.28.3.2.4. Maintain minimum of 200 feet of space between simulator and any aircraft in open areas.

3.28.3.2.5. Maintain minimum of 200 feet of space between simulator and explosives operating locations, holding areas, open storage, or butler type storage facilities.

3.28.3.2.6. Maintain minimum of 50 feet of space between simulator and above ground magazines of block, brick, or concrete construction and from earth covered magazines.

3.28.4. Trip Flares. All personnel working or involved in set-up or take-down of trip flares will be equipped with a minimum of two water-type fire extinguishers. For these types of munitions, call "911" if a fire is ignited. Personnel on the scene should try to extinguish the fire. All extinguishers must be reserviced prior to starting any other trip flare operation.

### 3.29. Use of Pyrotechnics and Fireworks.

3.29.1. Consumer fireworks are not authorized for use or possession on Kunsan AB. *EXAMPLE:* Roman candles, sky rockets, mines, shells, firecrackers, sparklers, black powder munitions etc.

3.29.2. Commercial fireworks shows will be conducted by qualified explosives-handling personnel or licensed contractors. 8 CES/CEFP will be provided by the 8 CES/CEF; however, fire extinguishers must be provided by the operator or contractor.

3.29.2.1. Do not smoke within 50 feet of any area where fireworks or other pyrotechnic materials are present.

3.29.2.2. Request for commercial displays of fireworks must be coordinated through the 8th Fighter Wing Commander (8 FW/CC), 8 FW Safety (8 FW/SE), 8th Operations Support Squadron, Airfield Operations Flight (8 OSS/OSA), and the 8 CES/CEF.

3.29.2.3. The 8 CES/CEF must receive a drawing showing the discharge site, fireworks fall-out area, and spectator area. The areas selected must be inspected and jointly approved by the 8 CES/CEF and 8 FW/SE.

### 3.30. Tent City Fire Prevention.

3.30.1. Fire prevention practices for tent city operations will be briefed to all tent city personnel and arriving units by 8 CES/CEF personnel.

3.30.2. In the event of fire take the following actions:

3.30.2.1. Attempt to extinguish small fires with a fire extinguisher.

3.30.2.2. Evacuate all personnel from the area.

3.30.2.3. Shout "FIRE, FIRE, FIRE."

3.30.2.4. Go to the DCC or nearest telephone and report the fire to the 8 CES/CEF.

3.30.3. Housekeeping.

3.30.3.1. Keep exit ways open and aisles clear to ensure all personnel can quickly exit the tent in the event of a fire or an emergency.

3.30.3.2. Keep all combustible materials away from heaters. Maintain at least three feet of

clearance from every side of the heater.

3.30.3.3. Munitions will not be stored inside personnel tents for any reason.

3.30.4. Heaters.

3.30.4.1. Turn the temperature down at night to reduce the possibility of fire from the smoke stack.

3.30.4.2. The heater will never be left unattended while operating.

3.30.4.3. Do not store cans of fuel inside the tent. Extra fuel cans are stored at least three feet from all tents.

3.30.5. Cooking inside tents is prohibited unless the tent is specifically designed for that purpose.

3.30.6. Smoking is not permitted inside a tent at any time.

ROBIN RAND, Colonel, USAF  
Commander

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

AFPD 32-20, *Fire Emergency Services*

AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*

AFMAN 91-201 *Explosives safety Standards*

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

AFOSHSTD 91-5, *Welding, Cutting and Brazing*

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

AFOSHSTD 127-56, *Fire Protection and Prevention*

DODR 4145-19-1, *Storage and Materials Handling*

T.O. 11A-1-46, *Fire Fighting Guidance, Transportation and Storage*

NFPA Standard 30, *Flammable and Combustible Liquid Code.*

NFPA Standard 51b, *Fire Prevention in Use of Cutting and Welding Process*

NFPA Standard 58, *Standard for the Storage and Handling of Liquefied Petroleum Gases*

NFPA Standard 70, *National Electric Code.*

NFPA Standard 101, *Life Safety Code*

NFPA Standard 410, *Aircraft Maintenance*

AF Form 3, *Hazard Abatement Plan*

AF Form 55, *Employee Safety and Health Record*

AF Forms 332, *Base Civil Engineer Work Request*

AF Form 592, *USAF Welding, Cutting, and Brazing Permit*

AF Form 1024, *Confined Space Entry Permit*

AF Form 1085, *Fire Protection Training*

AF Form 1118, *Notice of Hazard*

AF Form 1487, *Fire Prevention Visit Report*

AF Form 2519, *All Purpose Checklist*

DD Form 1104, *Closed Valve Warning Tag*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFOSH**—AF Occupational Safety and Health

**AHJ**—Authority Having Jurisdiction

**DFP**—Defensive Fighting Positions

**DOD**—Department of Defense

**DOT**—Department of Transportation Directives

**FSD**—Fire Safety Deficiency

**HVAC**—Heating, Ventilation, and Air Conditioning

**LOX**—Liquid Oxygen

**NFPA**—National Fire Protection Association

**OSHA**—Occupational Safety and Health Administration

**POV**—Privately Owned Vehicles

**RAC**—Risk Assessment Codes

**UCMJ**—Uniform Code of Military Justice

**UL**—Underwriters Laboratories

**Attachment 2**

**SAMPLE LETTER, FIRE REPORTING AND EVACUATION PROCEDURES**

MEMORANDUM FOR ALL PERSONNEL

FROM: 8 CES/CEF

SUBJECT: Fire Reporting and Evacuation Procedures

1. This Fire Reporting and Evacuation Procedure is required IAW 8 FWI 32-2001, *Fire Protection and Prevention Program*. This Procedure applies to all permanently assigned military, TDY, Personnel, and all Korean-National employees.

2. Fire Reporting Procedures:

- a. Upon discovery of fire, activate installed fire alarm system or shout "FIRE, FIRE, FIRE."
- b. Dial "911" from a safe location.
- c. Give name, building number, location of fire, and type of fire (if known).
- d. Do not hang up until told to do so by the "911" dispatcher.
- e. If possible attempt to extinguish the fire using an available fire extinguisher.
- f. If you cannot extinguish the fire, immediately leave the fire area and the facility.

3. Evacuation Procedures:

- a. All personnel will be familiar with the nearest emergency exit in their area.
- b. The person reporting the fire will meet arriving fire units and direct them to the location of the fire.
- c. All personnel will meet at a pre-designated assembly point at least 75 feet from the building.
- d. Conduct a head count to ensure all personnel are accounted for.
- e. Render first aid/buddy care to any injured personnel until relieved by qualified personnel.

4. This Instruction shall be posted on all bulletin boards and filed in the Facility Fire Prevention Folder.

GARY J. PIERSON, TSgt, USAF  
Assistant Chief of Fire Prevention

**Attachment 3****PUBLIC ASSEMBLY AND RECREATIONAL FACILITY CLOSING CHECKLIST***(Use AF Form 2519, All Purpose Checklist)*

1. Have all chairs, sofas, lounges, and removable cushions been inspected for the removal of trash and cigarette butts? (Yes/No/N/A)
2. Have all smoking material receptacles been emptied into noncombustible containers with self-closing lids? (Yes/No/N/A)
3. Have electrical appliances not required on for food preservation been disconnected? (Yes/No/N/A)
4. Have all permanently wired cooking devices been turned off? (Yes/No/N/A)
5. Have all open-flame heating devices been turned off? (Yes/No/N/A)
6. Have the covers been placed on the deep fat fryers? (Yes/No/N/A)
7. Have all soiled cleaning rags been properly disposed of and cleaning supplies properly stored? (Yes/No/N/A)
8. Have all rooms, store rooms, latrines, and janitor's closets been checked to ensure trash cans, smoking material containers, and other combustible debris have been removed to the proper outside receptacles? (Yes/No/N/A)
9. Are the outside receptacles a safe distance and in their designated area outside the facility? (Yes/No/N/A)
10. Have all doors and windows been locked? (Yes/No/N/A)
11. Is your building's fire alarm panel showing only a green light? (Yes/No/N/A)
12. Were the installed grease filters and exposed surfaces of hoods thoroughly cleaned? (Yes/No/N/A)
13. Did you sign off the hood and duct-cleaning record in the fire prevention folder? (Yes/No/N/A)
14. Has the entire building been checked out to make sure unauthorized personnel are not present? (Yes/No/N/A)
15. Was the facility left in a fire-safe condition at the close of business or end of duty shift? (Yes/No/N/A)
16. Did you sign off the closing inspection log in the fire prevention folder? (Yes/No/N/A)

**Attachment 4**

**SAMPLE LETTER, REQUEST FOR FLAMMABLE/COMBUSTIBLE STORAGE LOCKER APPROVAL**

MEMORANDUM FOR 8 CES/CEF

FROM: (Your Unit)

SUBJECT: Request for a Flammable/Combustible Storage Locker Approval

1. Request permission to place (up to three) flammable storage locker(s) in (Building and Room No., or geographical location). See attachment for complete list of flammable/combustible materials and quantities to be stored and location drawing of locker placement in facility. (Attach complete listing and location drawing prior to sending to 8 CES/CEF for coordination)
2. All cabinets must meet construction standards IAW AFOSHSTD 91-43 and NFPA Standard 30 and will be marked "Flammable Keep Fire Away."
3. No combustibles (i.e., wood, paper and cardboard) shall be stored in flammable storage lockers.
4. A copy of updated inventory listings must be forwarded to the 8 CES/CEFP whenever there is a significant change in types or quantities of flammable/combustible liquids stored.
5. If these rules are not adhered to the license will be revoked.

XXX X. XXXX, Rank, USAF  
Flight Commander

2 Attachments

1. List of Flammable/Combustible Materials
2. Drawing of Proposed Locker Location

1st Ind, 8 CES/CEF

TO: (Your Unit)

Approved/Disapproved.

XXX X. XXXX, Rank, USAF  
Assistant Chief of Fire Prevention

## Attachment 5

### REQUIREMENTS FOR DEFENSIVE FIGHTING POSITIONS (DFP) SPACE HEATERS

#### A5.1. Requirements for Use of Fuel-Powered Space Heaters in DFP not Attached to Facilities.

A5.1.1. Only self-contained units (built-in fuel supply) using either kerosene or diesel can be used in DFPs.

A5.1.2. Only one heating unit per DFP.

A5.1.3. Unit must be kept clear of all combustible materials.

A5.1.4. Units will only be fueled outside of DFP, and after having been allowed to cool for at least ten minutes.

A5.1.5. All spare fuel containers will be stored in a flammable storage locker.

A5.1.6. DFP will not be sealed with any materials that would restrict the flow of air.

A5.1.7. At least one multi-purpose dry chemical fire extinguisher will be positioned for immediate use by personnel in DFP.

A5.1.8. All fires or fuel spills will immediately be called into the Fire Department Via 911.

A5.1.9. At least one person in the DFP will remain awake while heater is operating.

A5.1.10. The heater will be turned off when DFP is not occupied.

A5.1.11. The heater will be placed on a metal panel, concrete slab, or sandy area.

A5.1.12. Heaters will be kept 100 feet away from any fueling operation, or fuel storage location. Heaters will be kept 25 feet away from any munitions storage area.

A5.1.13. Heaters will not be used within 100 feet of any aircraft, nor inside aircraft shelters or hangars.

A5.1.14. Each organization must provide a map to the 8 CES/CEF indicating location of heaters in use.

A5.1.15. This attachment must be posted adjacent to each heater.

**Attachment 6**

**SAMPLE LETTER, CONTROLLED BURN PERMIT**

MEMORANDUM FOR 8 CES/CEF

FROM: (Your Office Symbol)

SUBJECT: Request for Controlled Burn Permit

1. The 8 XXXXX Squadron would like to have a controlled burn permit for our unit's bonfire to be held at \_\_\_\_\_ (specific location) on \_\_\_\_\_ (specific date).
2. We will have operation supervisor who will not consume alcoholic beverages so as to maintain positive control over the fire.
3. I, Sgt. Skippy McDuff have been assigned as our operation supervisor. I will be responsible for overseeing fire safety, and will ensure all precautions are observed to ensure a safe burn. I understand these duties include coordinating with the 8 CES/CEFP to determine if a fire horse must be pre-positioned, soaking down the area prior to starting and conduct post operations check including soaking the area down again to ensure complete extinguishment.
4. If there are any questions, please contact me at 782-XXXX.

SKIPPY McDUFF, Sgt, USAF  
Bonfire Operation Supervisor  
8th XXXX Squadron

1st Ind, 8 XXX/CC

TO: (Appropriate Group Commander)

Approved/Disapproved.

IMA I. NCHARGE, Lt Col, USAF  
Commander

2nd Ind, (Appropriate Group Commander)

TO: 8 CES/CEF

Approved/Disapproved.

JOHN SMITH, Colonel, USAF  
Commander

3rd Ind, 8 CES/CEF

TO: 8 CES/CC

Approved/Disapproved.

XXXX X. XXXXX, SMSgt, USAF  
Base Fire Chief

4th Ind, 8 CES/CC

TO: 8 XXX/XXX (Originating Unit)

Approved/Disapproved.

XXXX X. XXXXX, Lt Col, USAF  
Base Fire Marshal  
Commander