

**BY ORDER OF THE COMMANDER
90TH SPACE WING**



AIR FORCE INSTRUCTION 32-2001

**90TH SPACE WING
Supplement 1**

15 AUGUST 2002

Civil Engineering

**THE FIRE PROTECTION OPERATIONS AND
FIRE PREVENTION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR for this publication is 90 CES/CEF, Mr Delbert G. Hammond. AFI 32-2001, 1 April 1999, is supplemented establishing policies, procedures and responsibilities governing the fire prevention program to prevent fires and reduce loss from fire at the 90th Space Wing. It provides guidance to assist commanders in protecting property and personnel under their control. This supplement applies to all personnel and activities occupying or utilizing property on Francis E. Warren Air Force Base and off-base sites, including tenant units, vendors, contractors, and their employees. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322 Vol. 4). Comply with AFI 33-332/AFSPC Sup 1, *Privacy Act*, for documents containing privacy act information. For official use only information, comply with DoDR 5400.7, *DoD Freedom of Information Act Program*, Air Force Supplement/AFSPC Sup 1, Chapter 4. IAW AFI 33-360V1, 90 SW SUP 1, paragraph 1.9., the 90 SPTG/CC is designated approving authority for this publication. The signature block remains that of the 90th Space Wing Commander.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Attachment 8 (Added)—FRANCIS E. WARREN AIR FORCE BASE FIRE PROTECTION AND PREVENTION PROGRAM

2.2. The Francis E. Warren Air Force Base Fire Protection and Prevention Program, **Attachment 8 (Added)**, provides guidelines of current procedures, defines responsibilities at all levels, and emphasizes that fire prevention is everyone's responsibility.

Attachment 8 (Added)**FRANCIS E. WARREN AIR FORCE BASE FIRE PROTECTION AND PREVENTION PROGRAM*****Section A8A—Objective And Scope Of Fire Prevention***

A8.1. Objective. The objectives of the fire prevention and protection programs are to eliminate the cause of fires and reduce the loss of life, injury, and property damage if a fire occurs. Achievement of these objectives requires commanders' support at all levels and the participation of all base personnel (both military and civilian), thus ensuring accomplishment of our assigned Air Force Mission.

A8.2. Responsibilities:

A8.2.1. THE 90TH SUPPORT GROUP (90 SPTG) COMMANDER: The 90 SPTG Commander exercises primary responsibility through the base civil engineer. The 90 SPTG Commander will be notified when a hazard creating an imminently dangerous situation cannot be resolved by concerned parties to determine if it should be eliminated, or an operation should be discontinued, or implementation of interim controls will be necessary to reduce the risk posed by the situation.

A8.2.2. UNIT COMMANDERS: Unit commanders are responsible for overall fire safety within their unit. Unit commanders will:

A8.2.2.1. Appoint a Unit Fire Safety Representative and alternate in writing to 90 CES/CEFP. All assigned representatives will receive training on procedures to complete their duties; this training will be conducted by the base fire department.

A8.2.2.2. Develop an operation instruction describing general and specialized fire safety requirements for operation within their unit.

A8.2.2.3. Do periodic reviews of unit fire safety programs.

A8.2.2.4. Ensure fire drills are conducted for personnel occupying their facilities.

A8.2.2.5. Ensure all newly assigned personnel, both military and civilian, receive fire prevention training within 30 days of assignment.

A8.2.3. SUPERVISORS: Supervisors at all levels are responsible for fire safety in their work areas and operations. This includes briefing personnel on the fire reporting procedures, enforcing safe smoking practices (from a fire hazard standpoint), conducting daily fire inspections, and inspecting fire extinguishers for proper placement and operational readiness, and so forth. The supervisor is also responsible to provide training in accordance with par. **A8.6.**

A8.2.4. UNIT FIRE SAFETY REPRESENTATIVE (UFSR):

A8.2.4.1. Will accompany the fire department personnel during unit fire safety review.

A8.2.4.2. Develop fire protection and prevention procedures for their unit.

A8.2.4.3. Conduct fire inspections of facilities.

A8.2.4.3.1. Inspect fire extinguishers to ensure they are operational.

A8.2.4.3.2. Check condition of standpipes to ensure valves and hoses are serviceable and in proper position, ensuring nozzles are turned off, and so forth. Installed fire suppression systems (wet and dry pipe

sprinkler systems, standpipes, dry chemical systems in hood and ducts, total flooding Halon 1301 systems, and so forth); must also be visually inspected at least monthly to ensure devices are not damaged, obstructed, or blocked (such as grease buildup on nozzles in hood and duct systems); and manual activation switches are accessible and properly secured. Pressure gauges should be monitored daily on installed systems.

A8.2.4.3.3. Check fire doors to ensure they are not blocked or being held open by unapproved devices, and are in good working order. Ensure all exits are accessible and doors are operative.

A8.2.4.3.4. Assure all exits are properly marked. Exit signs shall not be obstructed and the self-illuminated type must be kept operational.

A8.2.4.3.5. Emergency lights shall be tested at least monthly for administrative, storage, and industrial occupancies, and at least every 2 weeks for mercantile, health care, educational, and public assembly occupancies. Emergency lights must not be obstructed and shall be adjusted so as to illuminate paths of Egress (facility manager must keep record of when the test was performed).

A8.2.4.3.6. Visual inspections of all installed fire alarm and detection systems, manual pull boxes, and detectors must be accomplished at least monthly. These inspections shall be limited to:

A8.2.4.3.6.1. Checking for visual damage of devices.

A8.2.4.3.6.2. Eliminating obstructions or blocking of devices.

A8.2.4.3.6.3. Ensuring devices are secured in place (including all pull boxes).

A8.2.4.3.6.4. Smoke detectors with power indicator lights are checked for flashing light.

A8.2.4.3.6.5. Ensure detectors with activation lights are checked. **NOTE:** When lit, the Civil Engineer Customer Service must be notified.

A8.2.4.3.7. See Section A8B, Tab M, *Unit Fire Safety Program Inspection Checklist*, Unit Fire Protection Management Book, for additional requirements.

A8.3. Fire And Emergency Reporting Methods And Procedures:

A8.3.1. ON-BASE REPORTING: The primary means of reporting a fire from **ANY PHONE**, including housing, government facilities, pay phones, and so forth, is by dialing the emergency number **911**. Direct phone lines and radio notification also can be used. Fire alarm systems in buildings will also report to the Fire Department, but occupants shall call the fire department after leaving structural to ensure notification. All individuals discovering a fire or evidence of a fire, regardless of how minor in nature or whether it has been extinguished, must report it to the Base Fire Department.

A8.3.1.1. When a fire is discovered, the first and primary objective is to start building evacuation. Second, notify the Fire Department (911).

A8.3.1.2. The 911 Emergency Reporting System is also operational in the following locations: Cheyenne, Burns, Carpenter, and all of Laramie County.

A8.3.1.3. If you live in a location not listed, we strongly urge you to get the emergency phone numbers and keep them close to your phone.

A8.3.2. FALSE ALARMS: Willful Transmissions of False Alarms: Willful misconduct or negligence involving fire prevention policies, turning in false alarms, tampering with or the misuse of fire protection systems or devices is subject to punishment under the Uniform Code of Military Justice (UCMJ).

A8.3.2.1. **FAILURE TO EVACUATE:** Failure to evacuate or follow directions from fire department personnel during emergency operation is subject to punishment under the Uniform Code of Military Justice (UCMJ).

A8.4. Fire Exit Drills: Fire exit drills are required to be conducted at least annually in ALL facilities. Facilities housing special activities may require more frequent drills, e.g., hospitals are required to conduct quarterly drills and child day care facilities are required to conduct monthly drills. Unit Fire Safety Representatives (UFSR) maintain specific requirements and schedules for drills in unit facilities. All fire drills should be coordinated with the UFSR. Fire drills should not be a surprise to facility occupants. Announce drills to give people time to review fire plans and procedures. Fire drills must encompass the entire facility. When more than one unit occupies one facility, fire exit drills must be coordinated. In some occupancies, such as assembly, theater, base exchange, medical, and billeting, special training is required for employees only and practice drills are required separately from fire exit drills.

A8.5. Fire Safety Inspections And Unit Reviews:

A8.5.1. **FIRE INSPECTIONS:** Commanders will develop a Fire Inspection Program to evaluate facilities and operations. (See Section A8B, Tab D, Unit Inspection Log Sheet, Unit Fire Protection Management Book). These inspections are to be conducted by the UFSR.

A8.5.2. **UNIT FIRE SAFETY REVIEW:** The Fire Department will conduct a review of all unit fire safety programs (semiannually on the hospital and child development facilities; annually on all other facilities). The Fire Department representative will in-brief and out-brief the unit commanders.

A8.6. Work Place/Job Safety And Fire Prevention Training Requirements:

A8.6.1. **FIRE PREVENTION TRAINING:** This training is required for all personnel. The training shall be provided to new personnel upon assignment during new employee training programs, but within 30 days of arrival at F. E. Warren Air Force Base, in all cases. The training will be given when there is a change in equipment, procedures, processes, safety, or fire prevention requirements. The training shall be given as required to ensure all employees remain familiar with fire safety and prevention requirements, but shall be given no less than annually in all cases.

A8.6.2. **DOCUMENTATION:** Document the training on the AF Form 55, **Employee Safety and Health Record**, Sections I and IV.

A8.6.3. **TRAINING GUIDES:** Supervisors shall develop training guides, for their employees, to cover the subjects listed in [Table A8.1](#).

Table A8.1. Training Guide Subjects.

USE/OPERATION	PROCEDURES	LOCATION
Fire Reporting	X	
Emergency Evacuation	X	X
First Aid Fire Fighting	X	
Fire Extinguishers	X	X
Fire Suppression Systems (each type)	X	X
Fire Alarm Systems	X	X
Fire Hazards (Identifying/Reporting)	X	
Hazardous Areas		X
Material Safety Data Sheets (MSDS)	X	X

A8.7. Military Family Housing And TLF'S:

A8.7.1. GENERAL PRACTICES: General fire prevention practices for Military Family Housing (MFH) are outlined in 90 SW PAM 32-12, Family Housing – We Care, issued by the Base Housing Office, 90 CES/CEH.

A8.7.2. FAMILY SPONSORS: Family sponsors are responsible for fire prevention in their quarters. They must ensure dependents are familiar with the fire prevention instructions outlined in 90 SW PAM 32-12 and this publication. All family housing occupants will receive a fire prevention orientation within 30 days after signing for quarters. This orientation will be conducted at the fire department headquarters. Appointment for this orientation is scheduled by the Housing Office and is mandatory.

A8.7.3. HAZARDOUS LIQUIDS: Gasoline and other combustible or flammable liquids may be stored in the garage. These hazardous liquids will not be stored in quarters, including basements. Storage of gasoline will be limited to 3 gallons.

A8.7.4. GARAGES: Garages may not be used for major repairs on vehicles. This includes painting, overhauling engines, and repairing transmissions. Any type of welding, cutting, and brazing is prohibited.

A8.7.5. MINIMUM DISTANCES FOR COMBUSTIBLE STORAGE: Combustible materials will not be stored beneath basement stairways. Storage will be at least 36 inches from the furnace, water heater, and other heat producing devices.

A8.7.6. EXTENSION CORDS: Extension cords will not be used as fixed wiring. Therefore, they cannot be attached to structure surfaces, run through doors, doorways, windows, holes in walls, ceilings, and so forth. Cords shall not be arranged to run under rugs, carpets, or other items that will conceal damage and insulate conductors causing wires to overheat. Extension cords will be in good condition and Underwriters Laboratory (UL) approved. Frayed, deteriorated, spliced, or otherwise degraded cords will not be used. Multi-outlet assemblies must have a built-in surge protector. Electrical extension cords used for automobile heating during cold weather must be of number 14 gauge wire or larger, and shall have the same number of conductors as the heater power cord.

A8.7.7. SMOKE AND CARBON MONOXIDE DETECTORS: Smoke and carbon monoxide detectors shall be inspected and tested at least monthly by the occupant.

A8.7.8. **ELECTRIC/GAS DRYERS:** Dryer hoses will be disconnected and cleaned as needed. Cleaning must be performed at least semiannually to prevent accumulation of lint and other debris that could cause the dryer to overheat and catch fire.

A8.7.9. **CONTROL OF FLAME PRODUCING DEVICES:** Flame producing devices such as lighters and matches will be kept out of the reach of children.

A8.7.10. **COOKING SAFETY:** Cooking appliances will not be unattended when in use. Lids will be readily available for the control of grease fires when cooking. Do not attempt to remove a burning pan from the stove. Place lid on the pan and turn off the heat, then call the fire department at 911. Read owner's manual on use of stove.

A8.7.11. **CONVENTIONAL AND GAS GRILLS:** Barbecue grills must be lit and supervised by adults. They will not be operated in garages or under overhangs of the building. Grills will be thoroughly cooled prior to being placed in storage.

A8.7.12. **HANDICAPPED FAMILY MEMBERS:** It is the responsibility of the military sponsor to inform the fire department when an occupant is handicapped and needs assistance in exiting the quarters. The sponsor notifies the fire department when the condition begins and if and when the condition no longer exists.

A8.7.13. **SELF-HELP PROJECTS:** All self-help projects performed in MFH must be submitted on an AF Form 332, **Base Civil Engineer Work Request**, to the 90th Civil Engineer for approval and coordinated through the Fire Department. Unauthorized projects will be removed or corrected at the occupant's expense.

A8.7.14. **OCCUPANT'S AWARENESS:** The sponsor will ensure all household members know how to report a fire or emergency to the Fire Department. Periodic practice drills for the home evacuation plan are required. It is recommended that all telephones in military family housing have the Fire Reporting Number (911) affixed to the telephone.

A8.7.15. **SLEEPING IN BASEMENT/ATTIC:** Sleeping in basements or attics is prohibited except in housing units that have at least two approved exits leading from the sleeping area itself (must be approved in writing by fire department).

A8.7.16. **RELOADING OF AMMUNITION:** MFH occupants who perform reloading of ammunition are required to notify the Fire Department. The following requirements shall be met:

A8.7.16.1. Storage of powder will not exceed 5 pounds of black powder or 10 pounds of smokeless powder. Not more than 1000 primers will be kept in MFH.

A8.7.16.2. Storage of powders shall be in the manufacturer's containers.

A8.7.16.3. the occupant will provide a minimum 20 BC rated fire extinguisher during reloading operations.

A8.7.17. **MILITARY FAMILY HOUSING FIRE HYDRANT ACCESSABILITY:** Occupants are responsible for ensuring that fire hydrants in their assigned areas are kept free from snow and accessible at all times. **NO PARKING IN FRONT OF OR 15 FEET ON EITHER SIDE.**

A8.8. Dormitories:

A8.8.1. USE OF COOKING APPLIANCES: Cooking appliances in dorms are limited to microwave ovens, hot air popcorn poppers, and coffee makers; except dorms with cooking facilities. Cooking in sleeping rooms of one-on-one dorms is prohibited.

A8.8.2. STORAGE OF COMBUSTIBLES AND FLAMMABLE LIQUIDS: Dormitories may store combustible or limited amounts of flammable liquids for the upkeep and operation of dorms provided these liquids are stored in an approved type flammable storage cabinet by following the requirements of AFOSH STD 91-43, *Flammable and Combustible Liquids*. Normal household flammable or combustible liquids are authorized for use in dormitories but special care must be used when storing these materials.

A8.8.3. DECORATIONS: Combustible materials such as parachutes, canopies, and so forth, will not be hung from the ceiling or walls in large quantities due to the dangers of fire spreading and suffocation from toxic fumes. All temporary decorations shall be removed and properly stored or disposed of as soon as possible after their intended use.

A8.8.4. DORM MANAGER: Dorm Managers will assure dryer hoses are disconnected and cleaned as needed. Cleaning must be performed at least semiannually.

A8.8.5. STAIRWAYS: Only noncombustible items will be stored under stairways. Stairway doors will not be blocked or held open with unapproved devices.

A8.8.6. PERSONAL APPLIANCES: Appliances with heating elements, such as clothes irons and hair curlers shall not be left unattended and shall be disconnected from electrical outlets when not in use.

A8.8.7. EXTENSION CORDS: Extension cords will not be used as fixed wiring. Therefore, they cannot be attached to structure surfaces, run through doors, doorways, windows, holes in walls, ceilings, and so forth. Cords shall not be arranged to run under rugs, carpets, or other items that will conceal damage and insulate conductors causing wires to overheat. Extension cords will be in good condition and UL approved. Frayed, deteriorated, spliced or otherwise degraded cords will not be used. Multi-outlet assemblies must have a built-in surge protector.

A8.9. Places Of Public Assembly:

A8.9.1. TRAINING: Managers will establish a training program to ensure each employee understands their duties and responsibilities toward fire prevention, including the use of fire extinguishers, installed fire protection equipment and duties in case of fire. Managers will ensure employees are proficient in aiding in the orderly evacuation of occupants from facilities in the event the fire alarm system is activated or there is a fire. This training program must be developed to cover each functional area including kitchen workers, office workers, waitresses, and bartenders. All newly hired employees must be trained within 7 days of hire.

A8.9.2. PROCEDURES FOR CONDUCTING CLOSING INSPECTIONS:

A8.9.2.1. SPECIALIZED TRAINING. Specialized training for managers or assistant managers who perform closing inspection must be conducted. This training must be geared to each individual occupancy. Personnel who have been trained to close these facilities will be designated in writing and a copy will be maintained in the facilities fire prevention book.

A8.9.2.2. PERFORMING DAILY CLOSING INSPECTIONS. Managers or their assistants, designated in writing, shall perform daily closing inspections and document the results of the inspection in the facility fire prevention folder.

A8.9.2.3. CHECKLIST. The closing inspection will consist of a thorough inspection of the entire work area or area of operation. A checklist will be used to ensure a complete and uniform type inspection.

A8.9.3. KITCHENS. Kitchens shall comply with requirements listed below as well as the requirements in AFOSH Standard 91-56, *Fire Protection and Prevention*, AFOSH Standard 91-300, *Food Services Operation*, and NFPA 96, *Ventilation, Control, and Like Protection of Commercial Cooking Operations*.

A8.9.3.1. Food preparation or cooking that emits grease-laden vapors shall be protected with hood and duct system equipped with an installed fire suppression system.

A8.9.3.2. Openings in hood leading to the duct will be protected with grease filters that fit tightly. Cooking shall not be accomplished when grease filters are not in place.

A8.9.3.3. Kitchen ranges, hoods, filters, and surroundings will be cleaned at least daily (end of operation) or more often if needed. A spare set of filters will be maintained.

A8.9.3.4. Ensure cooking appliances are completely under exhaust hoods (hoods must overhang appliances at least 6 inches on all sides) at all times, when in operation.

A8.9.3.5. A dry chemical type fire extinguisher with a 40 BC rating and/or a class K fire extinguisher shall be provided in each cooking area.

A8.9.3.6. Thermostats on deep fat fryers will be tested at least annually and tagged indicating the inspection results and date of inspection.

A8.9.4. Flammable and combustible liquids will be stored, displayed and handled as outlined in AFOSH Standard 91-43, *Flammable and Combustible Liquids*, NFPA 30, *Flammable and Combustible Liquid Codes*, and 30A, *Automotive and Marine Service Station Code*.

A8.10. Decorations And Arrangements For Special Social Events And Gatherings:

A8.10.1. NOTIFICATION OF SPECIAL EVENTS. The Fire Department, Technical Services Section, must be notified (ext 5528) of all special events held in base facilities, so a fire inspection can be performed no less than 3 days prior to the event.

A8.10.2. DECORATIONS AND FURNISHINGS. All decorations and furnishings must be noncombustible, fire retardant, or treated with fire retardant. Decorations will not obstruct installed fire protection devices nor will they block or obstruct egress routes and exits.

A8.10.3. OCCUPANT LOAD. The occupant load of facilities must be enforced. The fire department shall be informed of the expected number of personnel to attend the special function. Exceeding occupant load must be approved by fire department.

A8.10.4. MANAGERS AND SUPERVISORS. Managers and supervisors of these special functions will ensure that employees are trained in fire reporting procedures, helping personnel egress from building and prevention of panic. They must also be trained on the location of fire extinguishers and in their use.

A8.10.5. TEMPORARY WIRE. Temporary wiring must conform to the National Electric Code (NFPA 70).

A8.11. General Fire Prevention Practices:

A8.11.1. FLAMMABLE LIQUIDS STORAGE. All flammable liquids will be stored in approved flammable storage cabinets unless the building is approved for flammable liquids storage. Reference AFOSH Standard 91-43 for approved type cabinets. When it is possible to store flammable liquids outside, they

shall be stored in a suitable structure or metal cabinet. Cabinets shall be labeled “Flammable – Keep Fire Away.”

A8.11.2. FUEL SPILLS. The base Fire Department will be notified of all fuel spills. Fuel spills involving aircraft and associated equipment will follow guidelines of T.O. 00-25-172, *Ground Servicing of Air Craft and Static Grounding/Bonding (ATOS)*.

A8.11.3. WELDING AND CUTTING. Welding and cutting operations require approval from the Fire Department or by personnel who have been trained and certified by the Fire Department. All trained or certified personnel are required to call the Fire Department, extension 773-2931, to get a control number prior to issuing the AF Form 592, **USAF Welding, Cutting and Brazing Permit**. The alarm room operator will document and notify the assistant chief on duty of the operation to be performed.

A8.11.4. SMOKING. Ashtrays will be provided within the designated smoking areas. Trash receptacles shall also be provided in smoking areas to preclude combining trash with discarded smoking materials. A safety container (butt can) shall be provided for discarded smoking materials from ashtrays. Smoking is prohibited in all facilities except in designated smoking areas approved by commanders, the Fire Department, and Safety Office.

A8.11.5. STORAGE PRACTICES. Reference AFOSH Standard 91-66, *General Industrial Operations*, DoD4145.19R-1, *Storage and Materials Handling*, and NFPA 231 Series, General Storage.

A8.11.5.1. Mechanical rooms will not be used for storage or other uses that are not related to installed equipment.

A8.11.6. OPEN FLAME OR FIRES. No open fires or flames, such as campfires, bonfires, trash fires, vegetation fires, and so forth (regardless of size) are authorized on this installation, unless inspected by the Fire Department and approved in writing by the Fire Chief.

A8.11.7. SPACE HEATERS. Only electric, UL listed space heaters with thermostatic control and automatic tip-over cutoff are authorized to be used inside any Air Force facility. There must be at least 3 feet clearance from any combustibles such as drapes, trashcans, or furniture.

A8.11.8. CANDLES AND OTHER TYPE OF FLAME PRODUCING DEVICES. The use of open flame devices such as candles, liquid, or solid fuel burner, incense, and so forth, are prohibited in Unaccompanied Officer Quarters (UOQ), Unaccompanied Enlisted Personnel Housing (UEPH), Visiting Officer Quarters (VOQ), Visiting Airman Quarters (VAQ), and Temporary Lodging Facilities (TLF).

A8.11.9. FIREWORKS. The use of any fireworks is unauthorized on this installation without the written authorization from the Fire Chief, Occupational Safety and Health Manager, and the Support Group Commander.

A8.11.10. CHRISTMAS TREES. All live Christmas trees must be kept watered to reduce the fire hazard. If the pine needles begin to fall off or break when bent, the tree must be removed from the building.

A8.11.11. BARBEQUE GRILLS. Barbecue grills will not be used inside or within 5 feet of any Air Force facility. Special events will require inspection by the Fire Department prior to the event and approval in writing by the Fire Chief.

A8.11.12. COOKING IN AIR FORCE FACILITIES. Cooking is strictly prohibited in facilities or areas not specifically approved for that purpose, with the exception of special events approved by the Fire Chief.

A8.11.13. FIRE LANES. The Fire Chief will identify fire lanes. Blocking or parking in fire lanes is prohibited.

A8.11.14. DUMPSTERS. Dumpsters used for trash and other waste shall be located at least 25 feet from facilities unless approved in writing by the Fire Chief.

A8.11.15. FIRE HYDRANTS. Fire hydrants are maintained, tested, and serviced by 90 CES/CEOIUA.

A8.11.15.1. When fire hydrants are out of service, 90 CES/CEOIUA will identify them with a metal placard no smaller than 12 inches in diameter with weatherproof white letters on a red background reading "OUT OF SERVICE." The placards shall be placed in a way that identifies hydrants out of service from approaching directions.

A8.11.15.2. The fire alarm communications center shall immediately be notified of out-of-service hydrants and post them on the system outage board. The alarm communication center shall also be immediately notified when fire hydrants are returned to service.

A8.11.15.3. Every effort shall be made to return out-of-service hydrants to service as soon as possible.

A8.11.15.4. **NOTE:** "Out-of-service" includes water outages fire hydrants (closing of valves) as well as inoperative fire hydrants.

A8.11.15.5. The use of fire hydrants for other than fire protection or training purposes shall be coordinated with the Fire Chief. Such use shall not render the hydrant inoperative for fire protection purposes.

A8.11.16. FIRE EXTINGUISHERS. In facilities, fire extinguishers are placed in specific locations as required by National Fire Codes. Building occupants or users will not relocate fire extinguishers. The only exception is during maintenance of facilities, extinguishers may be moved but must be returned immediately after maintenance operations are complete.

A8.11.16.1. Once installed, fire extinguishers become the responsibility of the unit to which assigned. These responsibilities include, but are not limited to:

A8.11.16.1.1. Performing visual inspections of extinguishers on a daily basis in occupied areas and monthly inspection in all others.

A8.11.16.1.2. Ensuring extinguishers are accessible for use at all times.

A8.11.16.1.3. Ensure extinguishers requiring maintenance, servicing, or damaged are reported to the base fire extinguisher contractor (call base fire department for telephone number).

A8.11.16.2. Further guidance for fire extinguishers is available in AFOSH Standards 91-56, *Portable Fire Extinguishers* and National Fire Code (NFPA 10).

A8.12. Contractors/Concessionaires:

A8.12.1. GENERAL INFORMATION. This chapter is designed to assist civilian contractors in establishing their own fire prevention program for their site on F. E. Warren Air Force Base. The Fire Department solicits your help in preventing fires. We stand ready to assist you in any matter pertinent to fire prevention or fire safety. Feel free to call on us any time you have a problem or in any situation that might lead to a problem. Our telephone number is 773-5528.

A8.12.2. RESPONSIBILITIES. The contractor (general, subs, laborers, and so forth) is responsible for establishing a fire protection and prevention program, that includes the compliance with and enforcement of established fire safety criteria set forth in specifications, manufacturers' instructions, the National Fire

Codes, the Uniform Fire Code, Air Force directives (including AFOSH) and all applicable data detailed in contract specifications or drawings.

A8.12.3. FIRE FIGHTING ACCESS. Every building shall be accessible to Fire Department apparatus, by way of access roadways with all-weather driving surface (if possible) or not less than 20 feet of unobstructed width, to withstand the line loads of fire apparatus and having a minimum of 13 feet, 6 inches of vertical clearance. All dead-end Fire Department access roads in excess of 150 feet in length shall be provided with approved provisions for the turning around of Fire Department apparatus.

A8.12.4. WELDING, CUTTING, BRAZING, TORCH, OR OPEN FLAME. Prior to performing "hot work" (welding, burning, lead melting, blow torches, tar pots and so forth), or operating other flame-producing devices, the area must be inspected and approved by the Fire Department. When the Fire Department officials approve work, an AF Form 592 will be issued for a period not to exceed 30 days.

A8.12.5. FIRE REPORTING: The fire reporting number is 911 for the base Fire Department. The general information number for the Fire Department is 773-2391. **ALL FIRES, NO MATTER HOW SMALL, OR IF THE FIRE HAS BEEN EXTINGUISHED, OR BURNED OUT,** must be reported immediately to the base Fire Department. All personnel shall be trained in reporting fires and fire prevention responsibilities.

A8.12.6. UTILITIES, INSTALLED FIRE PROTECTION SYSTEMS, AND BLOCKED ROADS OR STREETS. The contractor shall notify the Fire Department (773-2931) whenever an existing fire detection, alarm, or fire suppression system must be disconnected, relocated, or extended, and prior to their being returned to service. Fire protection system components will be handled carefully to assure reliability when systems are restored to service. System reliability checks will be performed by civil engineer shop technicians, a Fire Department representative, and the contractor. The Fire Department will be notified prior to any roads or streets being blocked or partially blocked.

A8.12.7. FLAMMABLE OR COMBUSTIBLE LIQUIDS. All painting materials (paint, brushes, empty cans, rags, clothing, drop clothes) and flammable or combustible liquids shall be removed from the building or properly stored at the end of the workday. Such painting materials and flammable liquids shall be stored in an approved locker or location.

A8.12.8. FIRE EXTINGUISHERS AND FIRE HYDRANTS. Fire hose or extinguishers in buildings will not be removed from their locations or used for any purpose other than firefighting. Fire hydrants will not be used without permission from the base Fire Department. Free access from the street to fire hydrants and to Fire Department connections, whether permanent or temporary, shall be provided and maintained at all times. A clear zone of at least 15 feet must be maintained around the fire hydrant to allow access for Fire Department vehicles.

A8.12.9. SMOKING. Smoking in buildings undergoing work will be discontinued one-half hour before the close of work each day. Smoking shall only be permitted in designated areas. Where smoking is permitted, safe receptacles shall be provided for the proper disposal of smoking materials. Smoking shall be prohibited throughout demolition areas. Smoking is strictly prohibited in or near areas where flammable liquids, highly combustible material, or explosives are stored, handled, or processed. **"NO SMOKING"** signs will be posted.

A8.12.10. ELECTRICAL APPLIANCES OR TEMPORARY WIRING. All portable electrical devices shall be disconnected at the close of each working day. Temporary wiring, including branch circuits and lighting shall be installed to meet requirements of the National Electric Code. Temporary wiring shall be removed immediately upon completion of construction or purpose for which the wiring was installed.

Temporary heating equipment shall be UL Listed or Factory Mutual (FM) approved and shall be installed, used, and maintained, according to the manufacturer's instructions and applicable fire codes. When temporary heating equipment is utilized, it shall be monitored and maintained by properly trained personnel.

A8.12.11. TRASH DISPOSAL. Accumulation of trash, paper, shavings, sawdust, excelsior, boxes, and other packing materials will be removed from the building at the close of the workday and disposed of in proper containers located away from the buildings. The area outside of buildings undergoing work shall be kept free of trash, paper, or discarded combustibles. Prior to quitting time, a reliable person delegated by the contractor will make a check of the building or area to assure compliance with these procedures and that the building and area are left in a fire safe condition.

Section A8B—Unit fire protection management book. The following section contains the index and tabs for your unit fire protection management book:

UNIT FIRE PROTECTION MANAGEMENT BOOK

INDEX

TAB A	Memorandums of Appointment
TAB B	Unit Fire Protection Instruction
TAB C	Unit Workplace Locator
TAB D	Unit Inspection Log Sheet
TAB E	Annual Inspection Reports
TAB F	Hazard Abatement Program
TAB G	Applicable Publications
TAB H	Unit Commander's Review
TAB I	Miscellaneous
TAB J	Floor Plans
TAB K	Fire Exit Drill Schedule
TAB L	Fire Safety and Prevention Training Requirements
TAB M	Unit Fire Safety Program Inspection Checklist

TAB A**MEMORANDUMS OF APPOINTMENT**

REFERENCE: AFI 32-2001, 90 SW SUP 1

PURPOSE: The unit commander appoints, in writing, a primary and alternate Unit Fire Safety Representative (UFSR) to assist them in implementing a viable fire safety program. Appointments should be to individuals who have a minimum of 1-year retainability and be knowledgeable of unit mission and activities.

REQUIRED ACTION:

Provide a copy of the appointment memorandum to the Fire Prevention Office: Name, Rank, Office Symbol, and Phone.

Place a copy of the appointment memorandum in this Tab A of the Unit Fire Protection Management Book.

Contact the Fire Prevention Office to schedule initial training.

TAB B**UNIT FIRE PROTECTION PROGRAM INSTRUCTION**

REFERENCE: AFOSH STD 91-12 and AFI 32-2001, 90 SW SUP 1

PURPOSE: Each unit will develop an instruction describing general and specialized fire safety requirements for operations included in their mission. The instruction should direct responsibilities and methods for implementing the unit program. Some operations may require detailed instructions; others simple ones. Fire prevention guidance is most effective when it is incorporated into unit level instructions.

REQUIRED ACTIONS:

Commander will establish a written instruction implementing the unit fire safety program. The policy must include actions to take in case of fire and address general and specialized fire safety requirements pertaining to the unit mission.

Due to the wide spectrum of operations in some squadrons, the unit level instruction may direct separate instructions be written at flight level to cover unique or specialized operations when those operations do not apply to the rest of the squadron. The bottom line is that instructions must be written to include all employees and unit operations.

The effectiveness of the instruction must be reevaluated when changes in mission or operations are made.

Current copies must be provided to the Base Fire Prevention Office and maintained in Tab B of the Unit Fire Protection Management Book.

TAB C**UNIT WORKPLACE LOCATOR**

REFERENCE: AFI 32-2001, 90 SW SUP 1

PURPOSE: This listing is used to facilitate inspectors, base level and unit, conducting inspections.

REQUIRED ACTIONS:

Unit commander's will maintain and provide the Base Fire Prevention Office with a current listing of unit facilities and unit work centers located in the facility. Update as changes are made. Offices/shops/work centers located in a facility belonging to another unit must be listed.

TAB D

UNIT INSPECTION LOG SHEET

REFERENCE: AFI 32-2001, 90 SW SUP 1

PURPOSE: Fire safety inspections will stimulate action to reduce fire hazards, inspire an improved attitude toward fire prevention by management and employees and provide a tool to evaluate compliance with program requirements.

REQUIRED ACTION:

The commander will determine, in writing, the responsibility for and frequency of unit- conducted fire safety inspections.

Inspections shall be documented and maintained in Tab D of the Unit Fire Protection Management Book.

Checklists used during inspections shall be maintained in Tab D.

Fire Safety inspections conducted by outside agencies shall be documented in Tab D.

TAB E**ANNUAL INSPECTION REPORTS**

REFERENCE: AFOSH STD 91-56, *Protection and Prevention*

PURPOSE: Managers and supervisors are responsible for providing safe work places and ensuring their employees know and comply with safety standards. Through inspections, the Fire Prevention Office informs the commander of the effectiveness of the unit's programs and evaluates compliance with other fire safety and prevention program requirements.

REQUIRED ACTION:

File the last two fire inspection reports and any reports that have open action items. Implement a system to follow up on any open item.

Monitor and take corrective actions on noted problems/deficiencies.

Transfer open items to the Hazard Abatement Tab F and follow up until closed.

TAB F

HAZARD ABATEMENT PROGRAM

REFERENCE: AFOSH STD 91-12, *Machinery*

PURPOSE: When fire hazards cannot be immediately corrected interim control measures must be placed into effect and permanent corrective actions programmed. Risk assessment codes (RAC) are assigned to all fire hazards to assess the likelihood that the hazard will result in a mishap and the impact if it does. The log is an administrative requirement to consolidate and control unit hazards.

REQUIRED ACTION:

Use the appropriate Tab of the Unit Ground Safety Management Book to log hazards not corrected.

TAB G**APPLICABLE PUBLICATIONS**

REFERENCE: AFOSH STD 91-56 and AFOSH STD 91-12

PURPOSE: Many publications provide guidance on fire safety matters. Knowledge of and accessibility to the publications is key in providing a comprehensive safety program.

REQUIRED ACTION:

Maintain or cross-reference pertinent publications in Tab G.

Place AFI 32-3001, 90 SW SUP 1, *Fire Prevention and Protection*, in Tab G.

TAB H

UNIT COMMANDER'S REVIEW

REFERENCE: AFI 32-2001, 90 SW SUP 1

PURPOSE: The primary responsibility for providing a safe working environment rests with the unit commander. Periodic review of the Fire Safety Program will ensure the commander is kept aware of deficiencies and hazards within the unit and that program requirements are being carried out.

REQUIRED ACTION:

Establish a log to include date of review, comments, and signature.

A quarterly review is required by the unit commander and monthly reviews are recommended.

TAB I**MISCELLANEOUS**

REFERENCE: AFI 32-2001, 90 SW SUP 1

PURPOSE: To provide a location to consolidate fire safety information that does not have a specified location.

REQUIRED ACTION:

Maintain appropriate fire safety information in Tab I.

TAB J**FLOOR PLANS**

REFERENCE: AFI 32-2001, 90 SW SUP 1

PURPOSE: An accurate floor plan of a facility can provide valuable information about a structure that can improve the ability of emergency crews to respond effectively to a fire in that structure.

REQUIRED ACTION:

A straight line drawing will be made for each unit facility. Maintain one copy at Tab J and provide an original copy to the Fire Prevention Office. When changes occur, provide an updated original copy to the Fire Prevention Office. Drawings must show interior layout, rooms must be numbered or named. Large flexible floor plan rooms containing multiple workstations do not require details of each workstation. Show all interior and attached exterior compartments of the facility.

When facilities are more than one-story, or have basements, each level shall be on a separate page. Ground level drawing will have a north indication and show exterior dimensions of length and width. Paper used for drawing shall be plain white bond and shall be no smaller than 8 ½ x 11 inches or larger than 8 ½ x 14 inches. Provide a cover sheet for each facility showing parking lots, adjacent structures, streets, and so forth

Use the sample provided as a guide and checklist to complete your drawings.

Drawings are not required for work centers located in other unit owned facilities.

TAB K**FIRE EXIT DRILL SCHEDULE**

REFERENCE: AFI 32-2001, 90 SW SUP 1

PURPOSE: The purpose of the fire exit drill is to ensure the efficient and safe use of the exit facilities available. Proper drills ensure orderly exit under control and prevent the panic that has been responsible for the greater part of the loss of life in the major fire disasters of history. Order and control are the primary purpose of the drill. Speed in emptying buildings, while desirable, is not in itself an object, and should be made secondary to the maintenance of proper order and discipline.

REQUIRED ACTION:

Every facility is required to conduct fire drills for each shift of employees at least annually, some quarterly, and others monthly. Drills shall include suitable procedures to ensure that all persons in the building actually participate. Develop a log sheet that indicates the facility, fire drill frequency, date of last drill, comments, and individual supervising the drill. Drills should be initiated utilizing the building fire alarm system. A scenario should be developed to add some sort of realism to the drill. Always coordinate the use of fire protection systems with fire alarm shop from civil engineer and the base Fire Department.

Help in planning, conducting or evaluating fire drills is always available through the Fire Prevention Office.

TAB L

FIRE SAFETY AND PREVENTION TRAINING REQUIREMENTS

REFERENCE: AFI 32-2001, 90 SW SUP 1

PURPOSE: A successful fire prevention training program creates an attitude of safety in the workplace and recognition on the part of employees that protecting the workplace from fire also protects their lives and livelihood.

REQUIRED ACTION:

Supervisors shall develop training guides and train each employee on the listed subjects (these are minimum requirements). The training is required for all personnel and shall be provided to new personnel upon assignment, during new employee training programs, but within 30 days in all cases. Training will be given when there is a change in equipment, procedures, safety, or fire prevention requirements. Training shall be given as required to ensure employees remain familiar with fire safety and prevention requirements, but no less than annually in all cases.

Document the training on the AF Form 55, **Employee Safety and Health Record**, Sections I and V.

Place copies of training guides in Tab L.

Subjects	Procedures	Location	Use/Operation
Fire Reporting	X		
Emergency Evacuation	X	X	
First Aid Firefighting	X		
Fire Extinguishers		X	X
Fire Suppression Systems (each type)		X	X
Fire Alarm Systems		X	X
Fire Hazards (Identifying/Reporting)	X		
Hazardous Areas		X	X
Material Safety Data Sheets (MSDS)		X	X

TAB M**UNIT FIRE SAFETY PROGRAM INSPECTION CHECKLIST**

1. General
 - a. Unit Fire Safety Program Instruction
 - b. Fire Safety Training Program
 - (1) Plans
 - (2) Effectiveness
 - c. Hazard Abatement Program
2. Individual knowledge and awareness of fire and life safety
 - a. Fire Reporting Procedures
 - b. First Aid Firefighting Procedures
 - (1) Extinguisher
 - (2) Standpipe and Hose Lines
 - (3) Monitor Nozzles
 - c. Evacuation Procedures
 - d. Reporting Fire Hazards
 - e. Use of Fire Detection and Suppression Systems
3. Facilities
 - a. Adequacy and Serviceability of Fire Detection and Suppression Systems
 - b. Fire Protection & Life Safety Features, e.g., Emergency Lighting Exit Lights/Fire Doors
 - c. Electrical and Heat Producing Devices and Systems
 - d. Self-Help Projects
 - e. Housekeeping
 - f. Floor Plans
 - g. Fire Drills
 - h. Observable Fire Safety Practices
4. Fire Extinguishers
 - a. Adequacy
 - b. Serviceability
 - c. Inspection Program (Unit)
 - d. Installation (all required to be mounted)
5. Special Programs
 - a. Flammable Storage Practices
 - b. Fuel Handling
 - c. Explosives
 - d. Flight Line Operations and Activities
 - e. Welding Operations
 - f. Public Places of Assembly
 - g. Commercial Cooking Operations

TAB M

INSPECTION CHECKLIST REFERENCES

- 1a. AFI 32-2001, 90 SW SUP 1
- 1b. AFOSH STD 91-56
- 1c. AFOSH STD 91-12

- 2a. AFI 32-2001, 90 SW SUP 1
- 2b. AFOSH STD 91-56
- 2c. Unit Instruction
- 2d. AFR 127-2
AFR 127-12
AFOSH 91-56
AFI 32-2001, 90 SW SUP 1
- 2e. AFOSH STD 91-56

- 3a. AFOSH STD 91-56
- 3b. AFOSH STD 91-56
- 3c. Various
- 3d. AFI 32-2001, 90 SW SUP 1
- 3e. Various
- 3f. AFI 32-2001, 90 SW SUP 1
- 3g. AFI 32-2001, 90 SW SUP 1
- 3h. Various

- 4a. AFOSH STD 91-56
- 4b. AFOSH STD 91-56
- 4c. AFOSH STD 91-56
- 4d. AFOSH STD 91-56

- 5a. AFOSH STD 91-43
NFPA 10
- 5b. AFOSH STD'S 91-38, 39, 40, 43
- 5c. AFR 127-2
AFR 127-100
- 5e. AFOSH STD 91-5
- 5f. AFOSH STD 91-56
NFPA 101
- 5g. AFOSH STD 91-56
AFOSH STD 91-300
NFPA 96

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